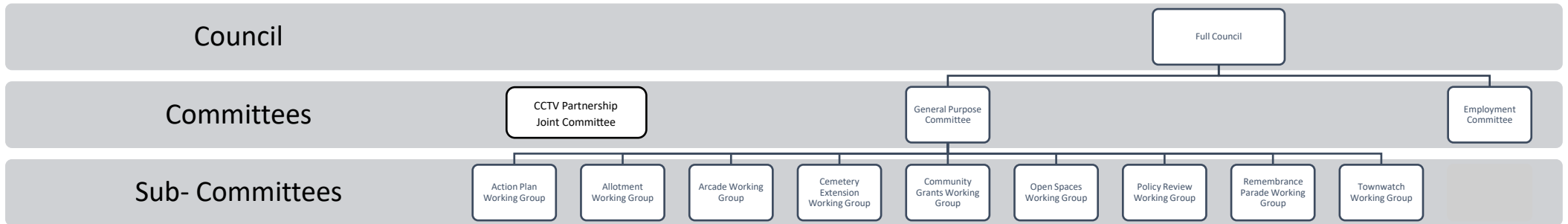




# Atherstone Town Council

## Council Structure 2023-24

Committees, Sub-Committees and Representatives



### Council Members

Cllrs K. Barnett (Chair), S. Bishop, J. Braithwaite, J. Chambers, R. Collins, C. Evans, A. Forwood, C. Jones, G. Short, M. Short, J. Smith, A Wickham-Young, D. Wilkinson & D. Wright. One casual vacancy.

### Committees

**Complaints:** S. Bishop, J. Braithwaite, J. Chambers, R. Collins, C. Evans, A. Forwood, C. Jones, G. Short, M. Short, J. Smith, A Wickham-Young, D. Wilkinson & D. Wright (to serve on a rotational basis depending on availability) Terms of Reference TBC.

**General Purpose:** Cllrs K Barnett, J Braithwaite, J Chambers, R Collins, A Forwood & D Wright.

**Employment:** Cllrs K Barnett, J Chambers & D Wright.

### Sub-committees

**Action Plan Working Group:** Cllrs J Braithwaite, J Chambers, R Collins & J Smith.

**Allotment Working Group:** Cllrs K Barnett, A Forwood, C Jones & A Wickham-Young.

**Arcade Working Group:** Cllrs S Bishop, J Chambers, R Collins & M Short.



**Cemetery Extension Working Group:** Cllrs K Barnett, S Bishop, J Braithwaite, J Smith.

**Community Grants Working Group:** Cllrs J Chambers, C Evans, M Short, J Smith & D Wright.

**Open Spaces Working Group:** Cllrs J Chambers, R Collins, C Jones, G Short, M Short.

**Policy Review Working Group:** Cllr's K Barnett, J Braithwaite, R Collins, J Smith, & D Wilkinson.

**Remembrance Parade Working Group:** Cllr J Braithwaite, C Evans, C Jones, A Wickham-Young & D Wright. Non-members, NWBC Cllr Clews, Laura Donnelly (Atherstone Partnership), NWBC Cllr Jarvis.

**Townwatch Working Group:** Cllrs S Bishop, J Chambers, C Evans, C Jones & G Short.

## Representatives

**Atherstone CCTV Partnership Joint Committee:** Cllrs S Bishop, J Chambers, C Evans, C Jones & G Short.

**Citizen's Advice Bureau:** Cllr M Short

**Charities:** Cllr R Collins

**Dickens Event:** Cllr J Braithwaite

**Gramer Cottages:** Cllr M Short

**Patients Participation Group Ratcliffe Road:** Cllr A Wickham-Young

**Patients Participation Group Station Street:** Cllr J Smith

**W.A.L.C./North Works Area Committee:** Vacant

**Car Show:** Cllrs J Braithwaite & C Evans

**Ball Game:** Cllr R Collins

**OSCA:** Cllr S Bishop, Cllr D Wright

**Atherstone Partnership:** Cllrs J Smith & D Wilkinson

**WCAVA:** Cllrs J Chambers & C Evans

## Terms of Reference

### Full Council

Members of the Town Council meet once a month, where members of the public & press are welcome to observe. The Council discuss all aspects of Council business and make decisions on financial, planning and governance aspects of the Council. Meetings are run in accordance with the council's adopted Standing Orders.

The following matters are reserved for decision by Full Council, but the appropriate Committee / Sub-committee may make recommendations for the Council's consideration:

- The setting of the precept
- Borrowing money
- Making, amending, or revoking Standing Orders, Financial Regulations and the Scheme of delegated authority to the Clerk
- Making, amending, or revoking by-laws
- Making of Orders under Statutory Powers
- Matters of principle or policy
- Addressing recommendations in any report from the Internal and External Auditors
- Nomination or appointment of representatives of the Parish Council on an authority, organisation, or body
- Nomination of members of all standing committees
- New powers or duties
- Nomination or appointment of representatives of the Town Council to any enquiry on matters affecting the Town.
- To receive and adopt the Annual Governance and Accountability Return
- To receive and sign off the Annual External Audit and Return
- To receive reports and recommendations referred to Full Council from the General Purpose Committee (or various sub-committees as appropriate)
- To authorise the sealing of various documents with signatures of two Town Councillors
- To appoint representatives on outside bodies or joint bodies
- To confirm the schedule of meetings of Full Council and the standing committees for the ensuing year
- To receive petitions and deputations from members of the public or any organisations
- Any other matters not delegated to a committee or officer or that has been referred to Full Council by a committee or officer.

### General Purpose Committee

Standing Orders, Appendix A- Terms of reference for General Purpose Committee

The committee shall be convened by the Clerk on the advice of the Chair/Full Council.

The committee shall consist of not more 14 Councillors. A quorum shall consist of not less than 5 Councillors.

The meeting is a proper meeting of the Council, and is subject to all statutory requirements, including 3 days' notice, taking of minutes, and is open to the public (and contains a public session)

## Employment Committee

The terms of reference for this group were agreed by Full Council on 16<sup>th</sup> May 2023 minute: P10 05/2023.

- Only named Council members appointed by Full Council may sit on the Employment Committee: currently Cllrs Barnett, Pickard, Chambers and Wright.
- The quorum for an Employment Committee meeting will be 3.
- Meetings should be held in private with no public present.
- Members of the Employment Committee will also act as an Interview Panel when required to do so and other staffing matters as required.
- Meetings can be held as and when required with all recommendations reported back to Full Council for agreement.

## Sub-Committees (Working Groups)

Standing Orders, Appendix B- Terms of reference for Working Groups

Working groups are to be initiated only at General Purpose Committee.

Working Groups to be set up for specific purposes.

All Councillors are eligible to attend any Working Group.

Working Groups shall comprise of a quorum of at least 3 Councillors.

Working Groups are to be non-executive and are to make recommendations to Full Council.

Meeting of Working Groups need not be open to the Public, and statutory notice does not have to be given.

Non-Councillors may be invited to contribute to meetings, but do not have voting rights to make recommendations.

The Working Group shall appoint a Chairman, at its first meeting, or subsequent meetings.

A timetable of meetings to be agreed by the Working Group.

The proceedings of all meetings can be noted, clerk to attend at the request of the Full Council.

Written report/recommendations to be presented to Full Council meeting.

## Action Plan Working Group – Terms of Reference

1. The purpose of the Action Plan Working Group is to periodically (at least biannually) review the council's Action Plan and ensure that the plan is achievable and realistic.
2. The working group may also produce a separate supplementary list of items which the council would like to achieve but cannot commit to without identifying external funding. These desirable actions should:
  - a. Be realistic and achievable, should a funding source be identified.
  - b. Ideally have outlines of any proposals, to aid any in application process for external funding.
3. The Working Group shall appoint a Chairman at its first meeting.
4. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
5. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
6. The Chairman may consult with the Clerks in drafting amendments to the Action Plan, to be submitted to full council for approval.
7. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
8. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
9. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
10. Members of the Action Plan Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Allotments Working Group – Terms of Reference

1. The purpose of the Allotments Working Group is to perform preliminary or investigative activities in matters directly affecting allotments managed by the council at the request of the Clerk or Full Council.
2. Working group members are advised to not meet with allotment holders alone to discuss issues or complaints and should be accompanied by an officer on site.
3. The task of judging the Annual Allotment Awards has been delegated to the Allotments Working Group. The working group must present a list of recommended award winners which is subject to approval by Full Council.
4. The working group may also discuss the general management and policies relating to the allotments and make recommendations to full Council regarding the improvement of its existing management, policies or controls.
5. The Working Group shall appoint a Chairman at its first meeting.

6. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
7. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
8. The Chairman may consult with the Clerks in drafting amendments to existing Allotment policies and documents, to be submitted to full council for approval.
9. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
10. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
11. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
12. Members of the Allotment Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

### Arcade Working Group – Terms of Reference

1. The purpose of the Arcade Working Group is to carry out further research and the potential development of any projects relating to the Arcade as directed by Full Council
2. The working group may also discuss the general management and policies relating to the arcade and make recommendations to full Council regarding the improvement of its existing management, policies, and controls.
3. The Working Group shall appoint a Chairman at its first meeting.
4. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
5. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
6. The Chairman may consult with the Clerks in drafting amendments to existing Arcade policies and documents, to be submitted to full council for approval.
7. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
8. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.

9. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
10. Members of the Arcade Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Cemetery Extension Working Group – Terms of Reference

1. The purpose of the Cemetery Working Group is to perform preliminary or investigative activities in matters directly affecting the cemetery extension project as directed by Full Council.
2. The working group may formulate budget proposals related to the cemetery extension project for submission as part of the annual budget review process.
3. carry out further research and development of the Cemetery Extension project as directed by Full Council
4. The working group may also discuss the general management and policies relating to the Cemetery and make recommendations to full Council regarding the improvement of its existing management, policies, and controls.
5. The Working Group shall appoint a Chairman at its first meeting.
6. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
7. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
8. The Chairman may consult with the Clerks in drafting amendments to existing Cemetery policies and documents, to be submitted to full council for approval.
9. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
10. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
11. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
12. Members of the Cemetery Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Community Grants Working Group – Terms of Reference

1. The purpose of the Community Grants Working Group is to periodically review the councils Community Grants policy to ensure it is fit for purpose and up to date.
2. This review should include consideration of any advice or draft documents provided by advisory bodies (WALC, NALC etc.).

3. The working group may also discuss the general management of policies and documents relating to the Community Grants Scheme and make recommendations to full Council regarding the improvement of its existing management, policies, and controls.
4. The Working Group shall appoint a Chairman at its first meeting.
5. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
6. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
7. The Chairman may consult with the Clerks in drafting amendments to existing Community Grant policies and documents, to be submitted to full council for approval.
8. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
9. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
10. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
11. Members of the Community Grant Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Open Spaces Working Group – Terms of Reference

1. The purpose of the Open Spaces Working Group is to carry out further research and the potential development of any projects relating to Open Spaces, Footpath and the Cycle Network as directed by Full Council
2. The working group may also discuss and make recommendations to full Council regarding the improvement of its existing open spaces.
3. The Working Group shall appoint a Chairman at its first meeting.
4. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
5. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
6. The Chairman may consult with the Clerks in drafting amendments to existing policies and documents relating to Open Spaces, to be submitted to full council for approval.



7. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
8. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
9. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
10. Members of the Open Spaces Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Policy Review Working Group – Terms of Reference

1. The purpose of the Policy Review Working Group is to periodically review all council policies to ensure they are fit for purpose and up to date. The only excepted policies will be those for which other working groups have specific responsibility as laid out in their terms of reference.
2. Reviews should include consideration of any advice or draft documents provided by advisory bodies (WALC, NALC etc.).
3. The Working Group may also draft new policies for the Council to consider.
4. The Working Group shall appoint a Chairman at its first meeting.
5. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
6. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
7. The Chairman may consult with the Clerks in drafting amendments to existing policies and documents to be submitted to full council for approval.
8. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
9. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
10. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
11. Members of the Policy Review Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.

## Remembrance Parade Working Group – Terms of Reference

1. The purpose of the Remembrance Parade Working Group is to work collaboratively in the organisation of the annual Remembrance Parade (& Service) in conjunction with representatives of the following organisations:
  - a. The Royal British Legion (Atherstone Branch)

- b. St. Mary's Church
  - c. Local Scout Groups
  - d. Local Guide Groups
  - e. Girl's Friendly Society
  - f. Phantom Knights
  - g. Other local groups who wish to participate in the parade
2. The Working Group are responsible for drafting invitations and other remembrance documents; including the list of people to whom invitations should be sent, the order of service and remembrance instructions. The documentation is subject to approval by full council (or the Clerks where this has been delegated) Documentation prepared for guests (such as invitations) should be issued by the Clerks on behalf of the Council.
3. The Working Group will hold a meeting following the event each year to discuss any issues arising from the most recent event, with a view to learning and improving from each event and to aid future planning.
4. The working group may formulate budget proposals related to the Remembrance Day event for submission as part of the annual budget review process.
5. The Working Group shall appoint a Chairman at its first meeting.
6. The Working Group shall appoint a person to take notes at each meeting. The notes should accurately record the agreed actions and recommendations of the Working Group and be circulated to the Council in an accessible format within a reasonable time frame. Any notes or reports which are considered confidential to the Council should be clearly marked to ensure these are not published.
7. The Clerk will place any Working Group notes / updates circulated upon the following agenda for the Council to note. Any recommendations requiring a council decision will be placed on the agenda; the Clerk may contact the Chairman for a motion request form should any further clarification or background information be required for Councillors to make an informed decision.
8. The Chairman may consult with the Clerks in producing draft plans for the running of the Remembrance Day event or other documentation, to be submitted to full council for approval.
9. Any recommendations made by working parties are subject to approval by the General Purpose Committee or Full Council as appropriate.
10. Working group meetings are subject to the rules surrounding sub-committee meetings within the Town Council's Standing Orders. Sub-Committee meetings do not require public notice, do not need to be held in public and may be conducted remotely.
11. All councillors must be invited to any working group meeting, those who are not members are welcome to attend and contribute to discussions but will have no voting rights.
12. Members of the Remembrance Parade Working Group will be appointed by the Full Council and will be reviewed at the Annual Town Council meeting each May.