



DRAFT MINUTES OF THE EXTRAORDINARY TOWN COUNCIL MEETING

Date: Friday, 28th March 2025

Time: 6:00 PM

Venue: Board Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, CV9 1DE

In Attendance:

Councillors: Cllrs Chamberlain, Bishop, Wright, Braithwaite, Evans, Collins, Dipple, Wilkinson, Barnett.

Clerk: S Oldham (minutes)

Guests: 0

Members of the Public/Press: 0

1. Apologies

Apologies had been received from Cllr's Jones, G Short, M Short, J Chambers, and N Pritchett.

2. Declarations of Interests and Dispensations

None

3. Public Participation

None

4. To review the Fixed Asset Register 2024-2025

Having carried out a review it was RESOLVED to approve the Fixed Asset Register 2024-2025



The Council asked for the CCTV Equipment listing to be amended once the current changes for the market square camera were completed. The Clerk was also asked to clarify that the insurance evidence for the leased out OSCA premises was on file. Also, the insurance figures for the play equipment needed clarification.

5. To review the Risk Management Policy 2024-25

In line with the Risk Management Strategy (previously adopted on the 13th November 2024) the Council reviewed the Full Risk Assessment 2024-2025 document provided in advance of the meeting covering Financial Control and Management , Governance, Assets and Liabilities, People, Systems and Processes and Procurement.

Having carried out a review it was RESOLVED to approve the Full Risk Assessment whilst noting that 10 entries were listed as high risk. The proposed further actions in each of these 10 cases were noted with the aim of reducing this risk to an acceptable level. These 10 items required further work by the Policy Review Working Group* in conjunction with the Clerk with a further update in due course to be reported back to full council.

*Policy Review Working Group Members: Cllrs J Braithwaite, R Collins, K Barnett and D Wilkinson.

6. Items for the next Meeting - Pop up Park event

7. Date of next Meeting

The next Town Council meeting is on Wednesday 16th April 2025, at 7:00 PM.

Special Note: This meeting would be held at the Bracebridge Room, St Peter's Church, Mancetter, CV9 1NH.

Motions for the next agenda must be submitted by Town Councillors by Tuesday 8th April 2025

Written reports (for information only) to be published with the agenda are politely requested by Wednesday 9th April 2025.

8. Closed Session

It was RESOLVED to move into 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 item 9.



9. Staffing Matters

The chair of the employment committee gave a brief update. It was agreed to await further information after the 6th April 2025 and to call an Employment Committee as required and to delegate authority to the committee to agree temporary administrative / locum cover for the Clerk as required.

The meeting was closed at 18.45pm.

Chairman signature:.....

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