



Atherstone Town Council

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Friday 14th June 2024

I hereby give notice of 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 **7:15pm on Thursday 20th June 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.

Please note that the Community Forum will be held in the committee room prior to the Town Council meeting from 6:45pm-7:15pm. This month Chris Gregory, Market Towns Officer & Claire Carlaw, Affinity Water will be in attendance.

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:** 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.)

- 4. Reports from (for information only):**
 - a) Warwickshire Police:** To receive the Atherstone Beat Report 10th May – 7th June.
 - b) County and Borough Councillors:** (for information only): To receive verbal reports from County and Borough Councillors, if present.
- 5. Minutes:** To approve the minutes of the Town Council meeting held on 16th May 2024.

6. Planning:

a) To consider new applications:

- [PAP/2024/0197](#) - Unit 33 Innage Park Abeles Way, Holly Lane Industrial Estate
- [PAP/2024/0213](#) and [PAP/2024/0214](#) - New Swan Inn, Church Street
- [PAP/2024/0240](#) - Rear Of 50 Long Street
- [PAP/2024/0243](#) - 108 Coleshill Road
- [PAP/2024/0273](#) - 3 Bracebridge Road

**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/2024/0195](#) - 15 St Georges Rd
- [PAP/2024/130](#) - Unit 48 Carlyon Road Industrial Estate
- [PAP/2024/141](#) 30 Westwood Crescent
- [PAP/2024/0148](#) - 6 Woodview Road
- [PAP/2024/0155](#) - Arden House, 66 South Street, Atherstone
- [PAP/2024/0164](#) - 10 Greendale Road, Atherstone

**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.*

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

a) To receive written / verbal reports from working groups

- i. Open Spaces
- ii. Arcade
- iii. CCTV
- iv. Remembrance

b) To receive written / verbal reports from Town Council Representatives

- i. Town Mayor
- ii. Cllr Bishop - North Warwickshire Area Committee meeting 04.06.24

8. Financial Matters:

- a) To approve the restated 2022-23 accounts and bank reconciliation to 31st March 2023
- b) To approve the 2023-24 accounts and bank reconciliation to 31st March 2024
- c) To approve the Bank Reconciliation to 30th April 2024
- d) To approve the Bank Reconciliation to 31st May 2024.
- e) To ratify expenditure authorised under delegated authority.
- f) To ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
- g) To authorise an internal transfer of £50,000 from the current account to the deposit account ending 894.

9. **Internal Auditors Report for year ending 31st March 2024 and appointment of Internal Auditor for 2024/25:** To approve the Internal Auditors Report for 2023/24 and appoint an Internal Auditor for 2024/25.
10. **Annual Governance Statement for the year ending 31st March 2024:** To answer the following questions (yes, no or n/a) and to approve the governance statement for 2023/24.

**‘Yes’ means that this authority*

1. **We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.** **Prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. **We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.** **Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. **We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.** **Has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. **We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.** **During the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.*
5. **We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.** **Considered and documented the financial and other risks it faces and dealt with them properly.*
6. **We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.** **Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. **We took appropriate action on all matters raised in reports from internal and external audit.** **Responded to matters brought to its attention by internal and external audit.*
8. **We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.** ** Disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*

9. Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. * Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts

11. Accounting Statements for the year ending 31st March 2024: To approve the Accounting Statements for 2023/24.

12. Details of the arrangements for the exercise of public rights: To note the date of announcement and the period of public rights set by the Clerk / RFO

13. Maintenance:

- a) To consider quotations for replacement of the wooden beam & zip wire seat at Westwood Road Park
- b) To consider quotations for replacement litter bin at Westwood Road Park
- c) To consider quotations for the Fire Risk Assessment at the Arcade

14. Policies:

- a) To consider amendments to the Community Grant Scheme
- b) To review the Statement of Intent on Training for 2024-27
- c) To consider adoption of a revised Code of Conduct, based on the Local Government Association Model Code of Conduct
- d) To consider adoption of the Dignity at Work Policy

15. Civility and Respect Pledge: To consider passing a resolution to sign up to the civility and respect pledge. *This means:*

Our council agrees to treat all councillors, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Our council have put in place training for councillors and staff

Our council have signed up to the LGA Model Code of Conduct for councillors

Our council has good governance arrangements in place including staff contracts, and a dignity at work policy.

Our council commits to seeking professional help in the early stages should civility and respect issues arise.

Our council commits to calling out bullying and harassment if and when it happens.

Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme

Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

16. Items for next meeting: Open Spaces Feasibility Study Contract; WALC visit; CCTV consultation.

17. **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 18-19
18. **Arcade:** To receive an update on various tenancies and consider recommendations from the confidential report.
19. **Christmas Lights:** To consider draft tender documentation for Xmas Lights Contract from 2025
20. **St Mary's Play Area:** To receive an update regarding community resolution re: vandalized bin

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