



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 11th October 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 Wednesday 16th October 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.

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 any grant of dispensations of which written notice has been received by the Clerk.
- 3. Allotment Award 2024:** To present the Allotment Awards 2024.
- 4. 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.)

- 5. Reports from (for information only):**
 - a) Warwickshire Police:** To receive the Atherstone Beat report.
 - b) County and Borough Councillors:** To receive verbal reports from County and Borough Councillors, if present.
 - c) Atherstone Partnership:** To receive a verbal update from the Chair of the Atherstone Partnership.
- 6. Minutes:** To approve the minutes of the Town Council meeting held on 18th September 2024.

7. **Grand Union Canal Transfer:** To consider the draft response to the Public Consultation (proposed by Cllr N Pritchett)

8. **Planning:**

a) To consider new applications:

- i. [PAP/2024/0304](#) – The Three Tuns 93-95 Long Street
- ii. [PAP/2024/0305](#) – The Three Tuns 93-95 Long Street
- iii. [PAP/2024/0313](#) – 98 Long Street
- iv. [PAP/2024/0316](#) – 98 Long Street
- v. [PAP/2024/0334](#) – Peel House, Witherley Road
- vi. [PAP/2024/0344](#) – The Old Mortuary, North Street
- vii. [PAP/2024/0420](#) - N F U Mutual, 105 Long Street

**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):

- i. [PAP/2024/0074](#) Unit 23 Carlyon Rd – Granted
- ii. [PAP/2024/0351](#) 12 Kings Avenue – Granted
- iii. [PAP/2024/0390](#) 10 Greendale Rd - Granted

**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, Working Groups and Representations:**

- a) To receive written / verbal reports from working groups.
- b) To receive written / verbal reports from Town Council Representatives
 - i. Town Mayor Report
 - ii. Cllr Sara Bishop Report
 - iii. Cllr J Chambers Report
- c) To consider appointing an additional member to the Employment Committee

10. **Events:**

- a) Remembrance Service & Parade
 - i. To note the road closure approval for Sunday 10th November
 - ii. To approve the event management plan for the Remembrance Parade 2024
 - iii. To delegate approval of the order of service to the Clerk (in consultation with Cllr C Jones as chair of the Remembrance Working Group)
 - iv. To consider any outstanding actions
- b) Dickens Night Event
 - i. To consider hosting a civic reception on Dickens Night 2024
- c) SLCC National Conference & Training
 - i. To receive feedback from recent training sessions & the SLCC National Conference

- 11. Operational Reports:** To receive quarterly operational reports:
- a) Allotment Report
 - b) Cemetery Report
 - i. To consider officer recommendation to rename Cemetery Extension Working to Cemetery Working Group – terms of reference* to remain the same. *See Appendix 2 within the report.
 - ii. To receive the Cemetery Report and consider approval of the associated recommendations / actions.
 - c) Play Area Report
 - i. To receive the Play Area Report and consider approval of the associated recommendations / actions.
 - ii. St Mary's Road – latest weekly report.
 - iii. Westwood Road- latest weekly report.

12. Arcade:

- a) Clerk update on Arcade Maintenance & Improvements
- b) To consider additional expenditure on Arcade Maintenance of up to £2,000 for the recommended electrical repair work following the Electrical Installation Periodic Inspection and approval of the quotation for this work.
- c) To consider report on whether to allow short-term lets (1-3 months) within vacant shop units when re there is no immediate prospect of longer-term tenants.

13. Financial Matters:

- a) To approve the Balance Sheet and Bank Reconciliations to 30th September 2024.
- b) To consider the Q2 Budget Monitoring Report & forecast.
- c) To ratify expenditure authorised under delegated authority.
- d) Following receipt of the 2nd precept payment to consider the transfer of up to £85,000 from the Current Account ending 0881 to the Instant Access Deposit Account ending 0896 to increase investment interest whilst maintaining adequate cash flow.
- e) To approve the payment schedule, comprising of payments made between meetings under delegated authority as well as invoices and payments for authorisation (including the nomination of two members with internet banking authority to approve on Unity Trust)
- f) A progress update on Internal Audit recommendations from the 2023-24-year end review.
 - i. To consider the purchase of sector specific finance software to implement from 1st April 2025
 - ii. To consider the potential purchase of additional modules such as Cemeteries & Allotments
 - iii. To consider the purchase of digital mapping software via Parish Online
- g) To consider scheduling a Finance & Audit Session for Members to discuss the 2025-26 Budget, including discussion regarding the outline structure of the Chart of Accounts, a review of current Fees & Charges and budget consultation.

14. CCTV Awareness Campaign:

- a) To consider approving additional expenditure of up to £3,000 to fund a social media campaign to raise awareness of the Town Centre CCTV & Active Monitoring. or virement from another budget code) to fund an information & awareness video & social media campaign.
- b) To consider quotations received for the CCTV Awareness Campaign

15. **Consultations:** To consider the following consultations:
 - a) **Law Commission's Consultation Paper on Burial and Cremation** (deadline 9th January 2025). [Burial and Cremation - Law Commission](#) to consider delegation of preparing a draft response to the Cemetery Working Group.
 - b) **NWBC Draft Pavement License Survey** <https://forms.office.com/e/3JNb6QHsPA> (deadline 9th January 2025)
16. **Items for next meeting:** Community Grant Applications November 2024.
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 item 18.
18. **Staffing Matters:** A verbal update on job evaluation progress.
19. **Date of Next Meeting:** To confirm the date & time of the next Town Council meeting as Wednesday 13th November 2024 at 7:15pm.

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