



Organisation Chart

Electorate

The 6,746 electors residing in our Town who are precepted by Atherstone Town Council via their council tax bill.¹

Town Councillors

Elected representatives

Atherstone Town Council

Corporate Body

Town Council Officers

Permanent Paid employees (2 x 0.81FTE)

Support Staff Roles

Permanent Paid Employee (1 x 0.42 FTE)

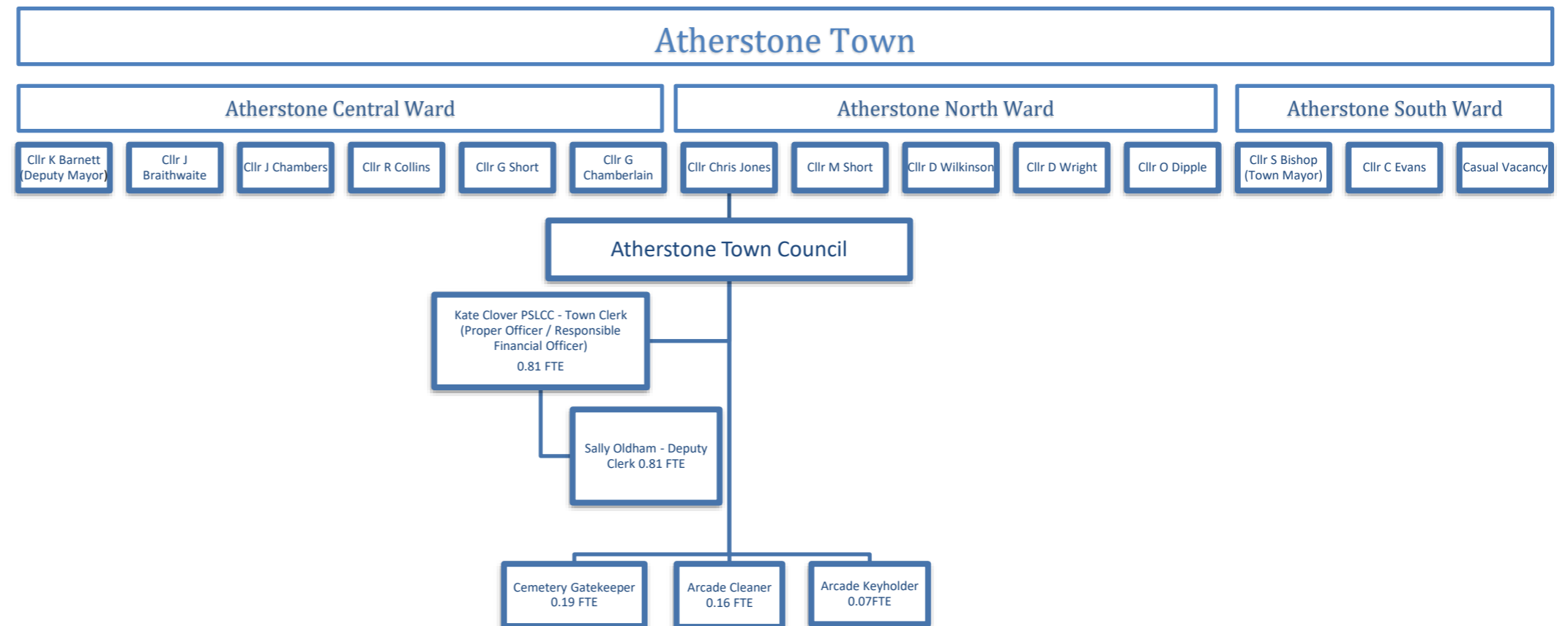
Roles & Responsibility Overview

Town Councillor

The main role of a Town Councillor is to represent the views of all residents within the parish and to listen to, and understand, the views and needs of different groups in the community. There is a responsibility to be well informed, especially about diverse local views. Councillors cannot assume that they represent the interests of electors without consulting them.

Town Councillors are elected representatives (they are neither volunteers nor employees) and serve for a 4-year term unless co-opted or elected in a by-election when they serve until the next election. They must apply the law and comply with the Code of Conduct and other adopted policies of the council. Councillors are required to act in an ethical way and to declare an interest when necessary. Councillors contribute to the work of the council by suggesting ideas, influencing policy and strategy, engaging in constructive debate and by responding to the needs and views of the community.

Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions.



¹ Atherstone Town Council raised a total precept of £193,707 in 2024/25 forming 3% of the overall Council Tax Bill. North Warwickshire Borough Council collect the Council Tax on behalf of all of the precepting authorities which include: Warwickshire County Council, Warwickshire Police & Crime Commissioner, North Warwickshire Borough Council & Atherstone Town Council.



Atherstone Town Council

Individual Town Councillors cannot make decisions on behalf of the council, but they can actively lead and engage with local projects. The Town Council needs a wide range of skills and experience to work as a team. Councillors from different backgrounds better represent the whole community and possess different enthusiasms, skills, attitudes and interests.

Atherstone Town Councillors do not receive any payments or allowances for carrying out their duties for the community.

Town Councillors can claim some expenses for the work they carry out in the course of their duties, for example, mileage and parking when attending training. The Councillor Expenses budget is for all 15 members, for 2024/25 this is £300 (equivalent to £20 each.) The Town Mayor has a separate budget for Mayoral Expenses (£450 for 2024/25) which is used to reimburse costs associated with their mayoral duties, such as tickets to functions, mileage and parking for events throughout the County.

Responsibilities Overview

Council (15 Councillors):

- Elected representatives responsible for decision-making and governance.

Town Clerk (Proper Officer / Responsible Financial Officer):

- Overall management of council operations.
- Reports to the council and provides strategic direction.

Deputy Clerk:

- Assists the Town Clerk in the management of daily operations.
- Manages administrative tasks and supports councillors.

Cemetery Gatekeeper:

- Responsible for opening & closing cemetery to vehicles at Sheepy Road Cemetery.
- Maintains the cleanliness and supplies for the public toilet within the cemetery.

Arcade Cleaner:

- Visits daily to maintain cleanliness and hygiene in the communal areas of the shopping arcade for members of the public
- Visits daily to maintain cleanliness and hygiene in the communal kitchen and bathroom facilities provided for Arcade tenants.

Arcade Keyholder:

- Opens the Arcade Shopping Centre Monday-Saturday, ensuring tenants have access to their premises.
- Provides cover for our contracted supplier by closing the Arcade Shopping Centre during holidays and emergencies, making the premises secure overnight.

Staffing Costs

In 2024/25 the budget for Staffing Costs is £96,659, for 2025-26 this has been increased to £101,267 to account for the annual cost of living salary adjustment, any incremental rises due and the changes to employers National Insurance contributions from 2025/26.