



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 9th May 2025

I hereby give notice of the Annual 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 **7:00pm** on **Thursday 15th May 2025** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

If you have any queries regarding this information, please do not hesitate to contact me.

S.A. Oldham - Mrs Sally Oldham - Deputy Town Clerk

AGENDA

1. **Election of the Chairman/ Mayor of the Council 2025-26:** To elect the Chairman/ Mayor of the Council for 2025-26 and complete the declaration of acceptance of office form.
2. **Election of the Vice-Chairman/ Deputy Mayor of the Council 2025-26:** To elect the Vice-Chairman/ Deputy Mayor of the Council for 2025-26 and complete the declaration of acceptance of office form.
3. **Apologies:** To receive and approve reasons for absence.
4. **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.
5. **Co-option:**
 - a) To consider candidates for co-option to the casual vacancy as advertised.
 - b) To receive a signed declaration of acceptance of office if applicable.
6. **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.)*
7. **Reports from External Organisations (for information only):**
 - a) **Warwickshire Police:** To receive a verbal report, if present.
 - b) **County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors, if present.
8. **Minutes:** To approve the minutes of:
 - a) The Town Council meeting held on the 16th of April 2025.
 - b) The Extraordinary Town Council Meeting of the 2nd of May 2025.

9. Planning:

a) To consider new applications:

PAP/2025/0022	4 Stratford Ave Atherstone
PAP/2025/0143	39 Properties in Westwood Rd and Westwood Crescent
Pap/2025/0198	53 Ratcliffe Rd, Atherstone
PAP/2025/0183	42 Long St, Atherstone USA Chicken

**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/2024/0334 Granted	Peel House, Witherley Road, Atherstone
PAP/2024/541 Granted	Foodies Atherstone 10 Ratcliffe Road Atherstone
PAP/2025/0057 Granted	The Ridge, Witherley Rd, Atherstone
PAP/2025/0085 Granted	127 Royal Meadow Drive
PAP/2025/0135 Granted	47 Ratcliffe Rd, 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.*

10. Annual Town Council Items (Standing Order 5j):

Items v – viii See Council Structure 2024-25 including Committees, Working Groups and Representatives Document last reviewed 25th October 2024.

- v. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities:**
- vi. **Review of the terms of reference for committees:**
- vii. **Appointment of Members to existing Committees:**
- viii. **Appointment of any new committees in accordance with standing order 4:**

- ix. **Review and adoption of appropriate standing orders and financial regulations:**
 - a) To review Standing Orders last adopted 16th May 2024
 - b) To review Financial Regulations adopted 16th May 2024

- x. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**
- xi. **Review of representation on or work with external bodies and arrangements for reporting back:**
- xiii. **Review of inventory of land and other assets including buildings and office equipment:**

- xiv. **Confirmation of arrangements for insurance cover in respect of all insurable risks:**
 - a) To receive the insurance renewal quotation due 1st June 2025
- xv. **Review of the Council's and/or staff subscriptions to other bodies:**
- xvi. **Review of the Council's complaints procedure:**
- xvii. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21):**
- xviii. **Review of the Council's policy for dealing with the press/media.**
- xix. **Review of the Council's employment policies and procedures.**
- xx. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

11. Community Grant Scheme: To consider the following application:

- a) Open Hands CIC for outreach project.

12. Committees, Working Groups and Representations (for information only)

- a) To receive written/verbal reports from working groups.
- b) To receive reports from Town Councillors.
- c) To receive reports from Town Council representatives (if applicable)
 - i) Town Mayor report.

13. Maintenance and associated requests:

- a) To consider quotation for work to Pirate Ship at St Mary's Rd Play Area.
- b) To consider request from Wates Property Services to locate a welfare unit on Westwood Rd Park whilst carrying out work in Westwood Rd and Westwood Crescent.

14. Financial Matters: To note the Finance Report from the RFO and consider the following:

- a) To consider regular payment list for 2025-26 to cover the Council's continuing contracts and obligations.
- b) To approve the Bank Reconciliation to 30/04/2025.
- c) To ratify expenditure authorised under delegated authority.
- d) To ratify payments made under delegated authority.
- e) To approve the payment schedule (& nomination of two signatories to authorise the internet payments)
- f) To authorise an internal transfer from the current account to the Deposit Account ending 894. (RFO to advise the figure required).

15. Calendar of Meetings 2025-26: To determine the time and place of ordinary meetings of the Council (& any committees & sub-committees where applicable) up to and including the next annual meeting of the Council.

16. Annual Report 2024-2025 – to receive and approve the Annual Report.

17. Items for future meetings:

*Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing by **16th June 2025** at the latest. Motions should specify the business which it is proposed be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss i.e. it needs to specify what the proposal is and that a decision is required or whether the item is for information only.*

*Written Reports (for information only) for the next meeting are invited to be sent by **18th June 2025** for inclusion in the next agenda pack.*

18. 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 19-21.

19. CCTV: To receive an update from NWBC on the replacement market square Camera, Long Street Camera.

20. Arcade: To consider Confidential Arcade report and any recommendations.

21. Staffing Matters:

- a) Deputy Clerk Annual Leave arrangements and additional hours to date.
- b) To consider Deputy Clerk attending the ICCM Autumn Conference (Cemetery Training).
- c) Town Clerk position - update from Staffing Committee

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.