



Atherstone Town Council

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Friday 13th February 2026

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 **7:00pm on Wednesday 18th February 2026** 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. 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 External Organisations (for information only):**
 - a) **Warwickshire Police:** To receive a verbal or written report, if present.
 - b) **County and Borough Councillors** (for information only): To receive verbal or written reports from County and Borough Councillors, if present.
- 5. Minutes:** To approve the minutes of the Town Council meeting held on the 21st of January 2026.
- 6. Correspondence Received:**
 - a) Grand Union Canal Transfer – Phase Two Public Consultation launch 11th February 2026 – Thursday 2nd April 2026.
 - b) NWBC Cllr Singh – Town Council asked to consider the position of a Town Crier.
 - c) Town of Culture – MP Rachel Taylor and NWBC / Atherstone Partnership proposal for Atherstone.
 - d) Chief Executive NWBC – launch of Local Government Reorganisation Consultation.
 - e) Office of the Sheriff of the County of Warwick – Nominations for High Sheriff 2031/32.

7. Planning*: **Any planning applications received from or 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.*

a) To consider new applications:

Reference	Address	Details	ATC comment / Deadline
PAP/2025/0561	St Mary's House Friars Gate	Work to trees in a conservation area	19/02/26
PAP/2026/0030	2 Bath Road Atherstone	Erection of single storey side and rear extension	14/2/26 extended to 19/02/26
PAP/2026/0054	3M Ratcliffe Rd	Demolition of all buildings and structures	22/2/26
PAP/2026/0071	Chapel House, Friars Gate	Creation of off-road parking area and installation of free-standing Electric Vehicle charging point.	12/3/26
PAP/2026/0072	Chapel House, Friars Gate Listed building consent	Creation of off-road parking area and installation of free-standing Electric Vehicle charging point.	12/3/26
PAP/2026/0075	20 Repington Avenue	Erection of single storey rear extension	14/3/26

b) To report decisions on previous applications (for information only):

Reference	Address	NWBC decision
PAP/2026/0019	Atherstone Leisure Complex	No objection to works
PAP/2025/0575	Atherstone Leisure Complex	No objection to works
PAP/2025/0511	2 The Willows	Granted
PAP/2025/0348	4 Charlotte Way Atherstone	Withdrawn
PAP/2025/0465	Holte Villas, Witherley	Withdrawn

8. Committees, Working Groups and Representations.

- a) To consider adding Cllr Thomas to the Communications and Engagement Working Group and the Open Spaces Working Group.
- b) To agree to the request from Cllr Chamberlain to come off the Communications and Engagement Working Group.
- c) To adjust the Council Structure terms of reference for the Open Spaces Working Group to reflect the additional member if (a) agreed.

To receive written reports from working groups and any recommendations

d) Arcade Working Group and Arcade operational matters:

- i. To consider the updated Fire Risk Assessment report and associated quotation for electrical work.
- ii. To receive an update on the application to NWBC Shop Front Grant Scheme for a new front shutter.
- iii. To consider the quotations for Agency Management of the commercial shop units.
- iv. Upstairs Arcade: To receive an update on the application made on behalf of the Town Council to The National Lottery Community Fund for £19,758.00.
- v. To receive a quotation for lease preparation of the transfer of the Upstairs Arcade space to Restore Collective as a community space and associated advice from the Locum RFO on the next steps including procurement and tender process.
- vi. To receive an update on the current Upstairs EPC and suggested next steps required to file the EPC.
- vii. To consider an alternative location for the Town Council Archive.
- viii. To consider disposal of surplus office furniture and equipment.

e) Open Spaces Working Group – see written report from Cllr M Short.

f) Town Councillor and Representative reports

- i. Report from Atherstone Stakeholder Meeting 28th January 2026 – attended by Cllrs Chambers and Jones.

9. Financial Matters:

- a) To approve the Bank Reconciliation to 30th November 2025.
- b) To approve the Bank Reconciliation to 31st December 2025.
- c) To approve the Bank Reconciliation to 31st January 2026.
- d) To ratify payments made under delegated authority, approve the payment schedule (& nominate two signatories to authorise the internet payments)
- e) To note the Q3 Budget Monitoring Report & Forecast
- f) To consider advice from the Locum RFO on an additional deposit facility in addition to Unity Trust Bank.
- g) To consider the revised Reserves Policy as drafted by the Locum RFO to comply with the latest JPAG standards.
- h) To consider the revised Risk Management Strategy as drafted by the Locum RFO.
- i) To consider the report on the Financial Risk Register by the Locum RFO and agree a further review.
- j) CCTV Contingency Fund for 2026-27 (question from January Full Council) – advice from Locum RFO.

10. Operational Reports, Maintenance and associated recommendations:

- i. To consider a quotation for the two-year maintenance of benches and noticeboards in the Cemetery and Market Square.
- ii. To note the latest weekly Play Area Inspection Reports carried out by NWBC.
- iii. To note the latest quarterly Play Area Inspection Reports carried out by NWBC.
- iv. To consider quotations for work arising from reports for the Play Areas including labour and parts.
- v. To consider quotation from Cloudy IT for staff and Councillor digital skills training.

Councillors are asked to raise matters to be included on the agenda by notifying the clerk in writing at least one week before the meeting date.

Written Reports (for information only) are invited to be sent for inclusion in the next agenda pack at least one week before the meeting date.

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 11-17.

11. Staffing matters:

- a) To receive an update from the Employment Committee on the Town Clerk/RFO recruitment process.
- b) SLCC Practitioner's Conference – to receive an attendance report from the Deputy Clerk.

12. CCTV Matters – to receive an update with any recommendations.

13. St Mary's Park Incident 16/11/2025 - Claim Reference: 482098- to receive an update from the Deputy Clerk.

14. Atherstone Market Square – to receive an update from the Deputy Clerk about the recent Street Trading Consent Hearing held on 11.2.26 and matters arising.

15. Arcade Confidential Matters - To consider a payment plan for a previous Arcade tenant.

16. Atherstone Common Rights Holders – to consider correspondence from the Honourable Piecemaster.

17. Westwood Rd Play Area lease with Atherstone Common Plots (Rights Holders /Proprietors) – length of lease update.

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.