



Atherstone Town Council

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Friday 8th May 2026

I hereby give notice of the Annual Meeting of Atherstone Town Council to be held in the St Mary's Church (Lounge), The Market Place, Sheepy Road, Atherstone, Warwickshire, CV9 1EX at **7:00pm** on **Thursday 14th May 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.

Yours sincerely,

Jack Turner BA. Hons. Cert.CiLCA - **Locum Town Clerk and RFO**

AGENDA

1. **Election of the Chairman/ Mayor of the Council 2026-27** To elect the Chairman/ Mayor of the Council for 2026-27 and complete the declaration of acceptance of office form.
2. **Election of the Vice-Chairman/ Deputy Mayor of the Council 2026-27:** To elect the Vice-Chairman/ Deputy Mayor of the Council for 2026-27 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. **Presentations:**
 - a) Past Mayor Badge to Cllr Sara Bishop for 2024-2026
 - b) Mayor's Charities 2025-26 – presentations of cheques to Restore Collective and Atherstone Veterans Contact Point.
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 the Town Council meeting held on the 15th of April 2026 and to note the Action Tracker as updated.
9. **Planning:**
 - a) To consider new applications:

5. Reference	Address	Details	ATC comment / Deadline
PAP/2026/0075	20 Repington Avenue	Erection of single storey rear extension	Deadline Extended to 15.5.26
2026/0253/HH	2 Church Walk	Removal of existing rear extension and erection of new rear extension	Deadline Extended to 15.5.26
2026/0284/PN12_	Atherstone Leisure Complex	Demolition method statement	Out of time
2026/0288/TPO -	45 Cooks Close	Work to two trees	Deadline extended to 15.5.26
2026/0312/LAWP -	Unit 28a Carlyon Rd	Certificate of lawfulness	23.05.26
2026/0332/TRE -	Land adjacent to Angel Ale House	Work to trees	23.05.26
2026/0344/FUL -	Unit 1a Netherwood Industrial Estate	Instyallation of storage containers	28.05.26
2026/0348/FUL -	45-47 Long Street	Change of use	30.05.26

**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):

Reference	Address	NWBC decision
PAP/2026/0054	3M Ratcliffe Rd	Prior Approval Given
PAP/2025/0561	St Mary's House Friars Gate	No objection
PAP/2025/0529 -	2A Coleshill Road	Granted subject to conditions
DOC/2025/0066 -	108 Coleshill Rd	Withdrawn – valid application
DOC/2025/0044 -	Trent House 1-02 Long Street	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.*

10. Correspondence Received:

- a) Warwickshire Police – to receive an update on the damage caused to St Mary's Play Area wetpour surface on 04/05/26 and to agree the Council's preferred course of action.
- b) Market Square: unauthorised playing of music and associated correspondence from local business and NWBC Licensing department.
- c) Arcade Signage - to note a grant of £673.00 from NWBC Shop front improvement scheme has been awarded and accepted.
- d) Energy Hackathons for Warwickshire: to consider next steps as outlined in the reports received.

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

Items v – viii See Council Structure 2025-26 including Committees, Working Groups and Representatives Document last reviewed 18th February 2026.

- 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 15th May 2025
 - b) To review Financial Regulations last adopted 15th May 2025
 - c) To review and adopt the Code of Conduct for Members last adopted 25th June 2025

- 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 2026
- xv. **Review of the Council's and/or staff subscriptions to other bodies:**
- xvi. **Review of the Council's complaints procedure** last adopted 15th May 2025
- 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)** last adopted 15th May 2025 with the next review date scheduled for May 2027.
- xviii. **Review of the Council's policy for dealing with the press/media** last adopted 15th May 2025 with the next review date scheduled for May 2027.
- xix. **Review of the Council's employment policies and procedures** last adopted 15th May 2025 with the next review date scheduled for November 2026.
- xx. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

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

- d) To receive written/verbal reports from working groups.
- e) To receive reports from Town Councillors.
- f) To receive reports from Town Council representatives (if applicable)
 - i) Town Mayor report.

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

- a) To consider regular payment list for 2026-27 to cover the Council's continuing contracts and obligations.
- b) To approve the Bank Reconciliation to 30/04/2026.
- c) To receive the annual budget monitoring report as at 30/04/2026.
- 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).
- g) To consider the report on the Town Council's investment strategy and agree any associated actions.
- h) To review the Fixed Asset Register

14. Calendar of Meetings 2026-27: 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.

15. Annual Report 2025-2026 – to receive and approve the Annual Report.

16. Items for future meetings:

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 18-21.

18. CCTV: To receive a draft CCTV Partnership Agreement for 2026-2027 for approval.

19. Arcade: To receive and consider quotations for Insulation and Heating.

20. Staffing Matters:

a) To note that the Deputy Town Clerk will now reduce their hours back to the usual hours of work, as per the contract of employment.

21. Atherstone Common Plots – to consider an advisory email from NALC

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.