

**MINUTES OF A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL HELD ON 23<sup>RD</sup> MAY 2019 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

PRESENT: Councillors Bill Gifford, (Chairman), Janet Alty, Navdeep Atwal, Alan Boad, Sarah Boad, Julija Boulton, David Brunson, Will Bryce, Heather Calver, Mubarik Chowdry, Judith Clarke, Amy Evans, Jennifer McAllister, Louisa Radice, Susan Rasmussen and Nick Wilkins.

There were 4 Members of the Public in attendance.

14. **DECLARATIONS OF INTEREST/GRANT OF DISPENSATION**

Councillors W. Gifford and S.Boad declared non pecuniary interests as Members of Warwickshire County Council in Agenda item 5 (North Leamington Joint Strategic Needs Assessment).

15. **PUBLIC FORUM**

**ENTRY SIGNAGE – LILLINGTON**

The Council considered a presentation by Mr R.Taulbut on behalf of the Lillington Local History Society, concerning the possible provision of entry signage to indicate the location of Lillington. Mr Taulbut explained that the request reflected the Society's wish to recognise the community of Lillington which had recently been established as an Electoral Ward by the Local Government Boundary Commission. The community was referred to in various highway directional signs but lacked any signs to indicate its location. It was felt that the provision of entry signage at various points within the Ward would acknowledge the long established community at Lillington whilst also celebrating the diversity of the Town of Leamington Spa. The Town Council was asked to support the proposal using its discretionary power under the Road Traffic Regulation Act, 1984.

The Council was advised that the Society was prepared to contribute to the cost of the signage and to attract funding from other external sources. The cost of maintaining and replacing the signage was considered to be modest and could be financed over a number of years.

Following a brief discussion it was

**RESOLVED** that the proposed provision of entry signage at Lillington is referred for consideration by the Policy and Resources Committee

16. **NORTH LEAMINGTON JOINT STRATEGIC NEEDS ASSESSMENT**

The Meeting was attended by Charles Barlow Localities and Partnerships Manager, Warwickshire County Council.

Mr Barlow outlined the purpose of the Joint Strategic Needs Assessment (JSNA) as a means of helping to establish the health and social care needs of residents. The JSNA was a strategic tool which would assist Agencies such as the County Council, Clinical Commissioning Groups and the Voluntary Sector to develop an evidential approach to understanding the health care needs of residents. It was being conducted under a place based approach that would bring together large amounts of data relating to a local area for the first time. This evidence base would be vital in determining expenditure and planning new developments in care. It was hoped that Local Parish and Town Councils could assist this process by raising awareness of the study within their communities. An important part of the evidence gathering was the on-line survey <https://ask.warwickshire.gov.uk>

The JSNA was part of a county wide study that was being conducted in phases. South Leamington, including Whitnash and Bishops Tachbrook, had been included in Phase 1 and North Leamington, including the neighbouring communities, was now being commenced.

In answer to questions concerning the publicity undertaken within the Community, it was confirmed that a variety of means were being exploited to ensure there was informed awareness of the Assessment process- this had included attendance at a wide range of community venues and group events. A question was also asked in relation to the follow-up on the Action Plans that would result from the Assessments. The methodology for monitoring the outcomes from Action Plans remained to be determined at this stage but the Action Plans would be published on the Warwickshire Health and Wellbeing Portal.

It was noted that data collected from the JSNA could not be relied on indefinitely and that further phased data collecting would be necessary.

The Council thanked Mr Barlow for his presentation and confirmed its support to assist with publicising the JSNA within the community.

17. **COUNTY AND DISTRICT COUNCILLOR FORUM**

Councillor Sarah Boad referred to the appointment of Councillor Nicola Davies as the Chair of Warwickshire County Council becoming only the 7<sup>th</sup> Woman to hold such a position. She also referred to a report made to Cabinet that had proposed changes to resident parking permits which had not been accompanied by any public consultation. This had been subsequently withdrawn pending further work by Officers.

Councillor Alan Boad summarised the changes in political composition of Warwick District Council following the local elections on 2<sup>nd</sup> May. No single political Group now enjoyed over-all control and as a result a Leader's protocol had been agreed to facilitate a consensual approach to decision making. The election had resulted in a significant influx of new Members which was reflected in the Induction training programme. The Council had also established a new Portfolio for the Environment.

**RESOLVED** that the Reports are noted.

18. **COMMUNITY FORUMS**

Councillor Clarke reported on the meeting of the Town Centre Safer Neighbourhoods Forum held on 14<sup>th</sup> May 2019. The Forum brings together local business, the Police, and representatives of Local Authorities to consider matters relating to Community Safety in the Town Centre which comprises the Wards of Victoria Park and Clarendon. The Forum had agreed the following Policing priorities for the next three months:-

- periodic patrols of Town Centre parks and open spaces to assist with detecting drug dealing and related activity;
- co-ordinating activity with other agencies and partners in relation to proactive interventions with on-street begging;
- activity to target locations of significant shoplifting activity.

**RESOLVED** that the Report is noted.

19. **APPOINTMENT TO OUTSIDE BODIES**

Consideration was given to a Report (Report No.8) seeking the appointment of Members to certain external bodies to which the Council has rights of nomination and internal working Groups.

**RESOLVED** that the following appointments are approved:-

Outside Body	Organising Body	No of seats	Appointment
Christmas Lights Working Group	Warwick District Council	2	Cllr H. Calver Cllr S. Rasmussen
Guru Nanak Dev Trust	Guru Nanak Dev Trust/Town Council	4	Cllr J Alty Cllr N. Atwal Cllr M. Chowdry Cllr W. Gifford (The Mayor is an ex-officio Member)
Warwickshire Association of Local Councils - County Committee	Warwickshire Association of Local Councils	1	Councillor Sarah Boad (until November 2019)
Warwick District Shopmobility Ltd	Warwick District Mobility Ltd	2	Cllr D. Brunson Cllr J. Boulton
Leamington International Twinning Society- Executive Committee	Leamington International Twinning Society	1	Cllr M. Chowdry

Outside Body	Organising Body	No of seats	Appointment
<b>Town Council Working Groups</b>			
Blue Plaques	Royal Leamington Spa Town Council	1	Cllr J. McAllister
Communications	Royal Leamington Spa Town Council	3	Cllr N. Atwal Cllr D. Brunson Cllr W. Brice
Leamington in Bloom	Royal Leamington Spa Town Council	1	Cllr H. Calver
Accommodation	Royal Leamington Spa Town Council	3	Cllr J. Clarke Cllr S. Boad Cllr N. Wilkins

20. **ANNUAL GOVERNANCE STATEMENT 2018/19**

Consideration was given to a Report (Report no. 9) regarding the Council's duties under the Accounts and Audit Regulations 2015.

The Town Clerk explained that the Council was required to complete and approve an Annual Return by the 1<sup>st</sup> July 2019, section 1 of which was the Statement of Annual Governance. The Statement contained in Appendix 1 of the Report required the Council to provide assurances to nine questions, or alternatively supporting explanations in any case where it had been unable to provide an affirmative answer. The Town Clerk advised that in each case the Council had complied with the responsibilities in the Statement and evidence of actions taken was provided in the Report.

**RESOLVED** that

(i) the Annual Governance Statement 2018/19 is completed in accordance with the documentary evidence in the Report;

(ii) the Council is satisfied that it has discharged all its responsibilities set out in the Annual Governance Statement, including maintaining a sound system of internal control and arrangements for the preparation of the Accounting Statements.

21. **APPROVAL OF ACCOUNTING STATEMENTS 2018/19**

The Town Clerk referred to the Council's Annual Accounting Statements of Account for the year 2018/19 set out at Appendix 2 of the Report (Report No.9) and summarised in Section 2 of the Annual Return. He directed the Council's attention to the Income and Expenditure account which indicated an increase in the Balance at

31<sup>st</sup> March 2019 of £18,152. This was accounted for by the annual provision made each year for full Council elections, the cost of which in 2019 was anticipated to be in the region of £60,000. The Council's accounting statements and internal financial procedures had been subject to examination by the Internal Auditor and his report was circulated at the meeting and a copy is filed with these Minutes. The Internal Auditor had commented favourably on the maintenance of the Council's financial records but had suggested that in future years a reserve should be set aside for an additional pension payment due after the close of the accounts.

**RESOLVED**

- (i) that the Accounting Statements for the year 2018/19 are approved;
- (ii) that the Report of the Internal Auditor is received and the recommendation relating to the provision of pension payments at year end are referred to the Policy and Resources Committee for action: and
- (iii) that the Town Clerk and Responsible Financial Officer is thanked for the clarity of the Report and preparation of the Financial Statements.

22. **COUNCILLOR INDUCTION AND TRAINING**

Consideration was given to the attached Report (Report 11) regarding the Councillor Induction and Training Programme.

The Town Clerk advised that since preparation of the Report, Warwick District Council had indicated that it would be arranging training for Parish and Town Councillors in Planning and Development Control. This therefore negated the need for a bespoke training event. It was noted that the introductory training offered by Warwickshire and West Midlands Association of Local Councils was offered free of charge. Councillor Sarah Boad referred to the programme of training available throughout a Councillor's term of office which, in many cases, was most cost effective if several Councillors attended thus attracting a discounted fee. The Skills Audit included with the Council Handbook was also a useful means of identifying areas where individual Councillors might benefit from training and support.

**RESOLVED**

- (i) that Council Members are encouraged to take up training opportunities offered through the Council's membership of WALC;
- (ii) that Members of the Council Planning Committee are required to attend training in Development Control when offered by Warwick District Council;
- (iii) that the completion of the Skills Audit and Development Plan by each Member is encouraged and that a Report is made subsequently to the Policy and Resources Committee.

23. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES**

(i) **PLANNING COMMITTEE**

**RESOLVED** that the Minutes of the Meetings of the Planning Committee held on 7<sup>th</sup> and 28<sup>th</sup> March and 18<sup>th</sup> April 2019 are received.

(ii) **CULTURAL AND COMMUNITY COMMITTEE**

**RESOLVED** that the Minutes of the Meeting of the Cultural and Community Committee held on 28<sup>th</sup> February, 2019 are received.

(iii) **POLICY AND RESOURCES COMMITTEE**

**RESOLVED** that the Minutes of the Meetings of the Policy and Resources Committee held on 18<sup>th</sup> March and 15<sup>th</sup> April 2019 are received

(iv) **COUNCIL**

**RESOLVED** that the Minutes of the Annual Meeting of the Town Council held on 11<sup>th</sup> May, 2019 are confirmed and signed as a correct record.

24. **ACCOUNTS**

Consideration was given to a schedule of invoices arising for payment since the last meeting, a copy of which is attached to the signed Minutes.

**RESOLVED** that the schedule of accounts in the sum of £40,743.93, including payments under Section 137 of the Local Government Act 1972 of £945, is approved.

The Meeting commenced at 6.00 pm and ended at 7.40 pm.