



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Date: 29th December, 2017

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **MONDAY 8th JANUARY, 2018 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Janet Alty, Sarah Boad, Judith Clarke, Hayley Grainger, David Greenwood, Daniel Howe, John Knight and Ann Morrison.

(All other Members of the Town Council – Agenda for information only)

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.
3. **PUBLIC FORUM**
To receive representations from members of the public in accordance with the Council's Standing Orders.
4. **MINUTES**
To consider and approve as a correct record the Minutes of the Meeting held on 4th December 2017 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**

CHRISTMAS LIGHTING -2017

To consider the response of the District Council in relation to the resolution at the last meeting. Town Clerk to report orally.

6. LILLINGTON YOUTH CENTRE – GRANT APPLICATION

To consider the attached Report (Report No. 6)

7. 2018/19 BUDGET

To consider the attached Report (Report No. 7)

8. PROVISIONAL LOCAL GOVERNMENT FINANCE SETTLEMENT 2018/19

Consultation paper circulated by email (Report No 8)

9. SYDENHAM WARD BY-ELECTION -17TH AUGUST 2017

To note the schedule of rechargeable expenses associated with the Sydenham By-election (Report No. 9)

10. ACCOUNTS

To approve a schedule of accounts arising for payment since the last meeting.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON
4th DECEMBER 2017 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA**

Present: Councillors Ann Morrison (Chair), Janet Alty, Jill Barker (substituting for Cllr Clarke), Sarah Boad, David Greenwood, Daniel Howe, John Knight and Andrew Thompson..

Apologies for absence were received from Councillors Judith Clarke and Hayley Grainger.

53. **DECLARATIONS OF INTEREST**

Councillor Boad declared a non -pecuniary interest in Agenda item 4 – Leamington Childrens Centres - and item 7, -Lillington Library- as a member of Warwickshire County Council

54. **PUBLIC FORUM**

No representations were made by members of the public.

55. **LEAMINGTON CHILDRENS CENTRES**

The Chairman welcomed Claire Towl (Family Support Manager) of Barnardo's to the meeting.

Claire thanked the Town Council for its continued financial support of the Counselling programme that had been delivered across Leamington in the last 12 months. She outlined the broad remit of the Counselling service which utilised trained volunteer Counsellors to provide support to parents who were referred for assessment by a professional co-ordinator. This was delivered at four centres throughout Leamington and Warwick and the service also extended to provide access at out-reach locations such as the Sydni Centre and Brunswick Healthy Living Centre. Each quarterly period 9 clients had been able to access the service. Subject to funding support, it was hoped to continue delivery through expansion of the numbers of volunteer counsellors.

In answer to questions from the Committee, Claire confirmed that outcomes were measured across 34 different indicators with information obtained via an individual questionnaire. Responses to the programme had been very positive with 100% of clients expressing a positive experience and 66% having progressed to no longer having feelings of despair about their situation. A follow-up of those clients completing the programme was initiated over three and six month interludes.

With regard to the recent structural review of the Childrens Centres by Warwickshire County Council, Claire confirmed that services would be reorganised around the closure of the centres at Whitnash and Sydenham, with the Centres at Lillington and Kingsway fulfilling the role as service hubs and out-reach work being conducted through various community venues where demand and need was evident. An extension of the current contact to Barnardo's had been agreed by Warwickshire County Council for a period of 18 months to deliver the transition from existing

Children's Centres to the Children and Family Centres model with effect from September 2018.

The Committee thanked Claire for her presentation following which she left the meeting.

In accordance with the Council's Code of Conduct Councillor Boad declared a non-pecuniary interest in the above item of business by virtue of membership of Warwickshire County Council.

56. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 1st November, 2017 are confirmed as a correct record.

57. **MATTERS ARISING FROM THE MINUTES**

INVESTMENT POLICY (Minute 48)

The Town Clerk advised that analysis of options for the Council's current account banking were being investigated and it was intended to convene a meeting of the task and finish group to conclude this matter with a recommendation to the Committee early in the new year.

RESOLVED that the Report is noted.

58. **LILLINGTON LIBRARY – MONITORING REPORT**

Consideration was given to a Report (Report No.7), setting out data in relation to the numbers of visitors to Lillington Library over the period April – October 2017.

The Report indicated that loan transactions at the Library had increased significantly on both Monday and Thursday during the extended hours funded by the Town Council compared with the same period in 2016. It was agreed that the extension of opening hours on these two days by a total of 2 hours per week continued to represent value for money in terms of benefit to the Community.

It was also noted that Warwickshire County Council was to consider a Report on 7th December concerning revisions to the opening hours of Lillington Library as a result of a review by Warwick District Council of the current "one-stop shop" facility. If approved, this would result in the reduction of opening hours from 32 hours to 22 hours per week and the cessation of face –to –face delivery of services. It was anticipated that Warwick District Council would determine this matter in March 2018 and, if approved, it would be implemented with effect from June.

Councillor Boad referred to the Town Council's present review of its accommodation at the Town Hall and considered that this should be expanded to include assessment of Lillington Library as a possible alternative location.

RESOLVED

- (i) that a grant payment in the sum of £2094 is maintained in the 2018/19 budget for the extension of opening hours at Lillington Library; and
- (ii) that the Town Clerk convenes a meeting of the Accommodation Working Party early in 2018 to consider the Council's accommodation options, including assessment of Lillington Library as a possible operational venue.

In accordance with the Council's Code of Conduct Councillors Boad and Thompson declared non-pecuniary interests in the above item of business by virtue of membership of Warwickshire County Council and Warwick District Council respectively.

59. **2018/19 BUDGET**

Consideration was given to a Report (Report No. 8), setting out the Council's draft revenue budget for 2018/19, including budgetary options.

A proposal was put by the Labour Group that the budget as set out at Appendix 1 to the Report is amended as follows:-

- (i) that no withdrawal is made from reserves
- (ii) the Community Grant budget is reduced to £40,000 (-£9,500);
- (iii) the budget for tree planting and maintenance is reduced by £6,500 to £10,000

Councillor Morrison explained that the Town Council had set a very low precept over several years compared to the majority of other Parishes in Warwickshire. This fact combined with the loss of the Council Tax support grant had created pressure for an increase in the precept which was now justified. These proposals would reduce the budget by £16,500 which together with retaining the current level of reserves would result in a Council Tax at Band D of £21.92 per year.

The Committee discussed various aspects of the budget including expenditure on tree maintenance, community grants and the Civic Service. The Town Clerk clarified the rationale for the budget for the Civic Service which operated as a means of generating income for the Mayor's Charity Fund.

Consideration was further given to a report submitted by Citizens' Advice (South Warwickshire) in which the Town Council was asked to consider a further grant of £5,000 to assist with out-reach services in Leamington Spa. Councillor Alty supported increasing the Town Council support for Citizens Advice to recognise this additional service in view of the benefit it would bring to those in greatest need. The Committee noted however that Citizens Advice currently benefited from a significant core grant of £20,000 which had been increased in recent years and this represented a consistent and stable source of revenue. It was also noted that an increased grant

would be difficult to sustain in future years in view of the loss of the Council Tax Support Grant. It was suggested that funding to assist this project could be accessed through the Warwickshire County Councillor's delegated budgets.

RESOLVED

- (i) that the Revenue Budget for 2018/19 as set out at Appendix 1 is further considered by the respective Political Groups having regard to the proposals of the Labour Group to set a precept of £21.92 at Band D; and
- (ii) that a further Report is considered at the meeting of the Policy and Resources Committee on 8th January, 2018; and
- (iii) that the application by Citizens Advice (South Warwickshire) is not supported at this time and that it is advised of the possible availability of funding from other external sources.

60. **CHRISTMAS LIGHTING -2017**

Town Clerk reported that complaints had been received from various sources that the Christmas Lights in some areas of the Town had been erected in the wrong location or were not working.

The Committee was reminded that in 2016 the Town Council had invested £8,400 which, together with a donation by a local resident of £2,200, had secured the purchase of new lights and timer mechanisms for lighting along Clemens Street. Problems with the contract this year had resulted in some of these lights being erected in the wrong location whilst in other areas of the Town there were significant areas with no illumination. The Town Clerk further reminded the Committee that it had agreed to reallocate £10,000 of funding originally granted to the Portas initiative to the upgrading of lights in Gloucester Street and Regent Street in 2015. No lighting had been erected in either of these streets this year. The Town Council was also a net contributor to the costs of maintaining Christmas Lights along with other partners.

The Committee was agreed that an explanation should be obtained from Warwick District Council as managing authority for this project to establish the reasons for the failure of many aspects of the contract. The Town Clerk was also requested to explore future arrangements for the specification and award of this contract to ensure that the Town Council has the opportunity to contribute to the contract renewal in 2018.

RESOLVED

- (i) that Warwick District Council is advised of this Council's disappointment at the standard of service provided through the contract for the provision of Christmas Lighting in Leamington Spa in 2017;

(ii) reassurances are obtained that the Council's investment in new lighting at Clemens Street, Regent Place and Gloucester Street are secure and will be restored in 2018; and

(iii) that arrangements are put in place to provide opportunity for the Town Council to participate in the specification and award of the new contract for Christmas Lighting in 2018.

61. **LOCAL GOVERNMENT BOUNDARY COMMISSION – REVIEW OF WARWICK DISTRICT COUNCIL ELECTORAL ARRANGEMENTS**

The Committee was advised that the Local Government Boundary Commission had informed Warwick District Council that with effect from the next District Council elections in 2019, the District will comprise 44 Councillors (currently 46). This would result in changes to the District Ward boundaries for elections in May 2019 and consequential changes to Parish electoral arrangements, where appropriate.

The Commission had now formally written to the Town Council seeking its views on the future District Ward boundaries and electoral arrangements within the Parish including the number, name and boundaries of Parish Wards and the number of Parish Councillors for each Parish Ward. The District Council was further considering its response to the Commission at a meeting on 13th December after which details would be circulated to all Parish and Town Councils. The final date for responses to the Commission was 5th February, 2018.

RESOLVED that consideration is deferred to the Committee meeting in January to await the District Council's response and to obtain electorate figures for the new District Wards that will comprise Leamington Spa.

62. **ALLOTMENTS SUB-COMMITTEE**

Consideration was given to the Minutes of the meeting of the Allotments Sub-Committee held on 23rd November and the recommendation therein.

RESOLVED

(i) that the applications for Allotment Association grant assistance in the total sum of £6532 are approved for payment; and

(ii) that the budgetary surplus of £1486 arising in the 2016/17 budget is carried forward to the 2017/18 budget and that the balance remaining after allocation of grants (£754) is awarded to Champion Hills Allotment Association.

63. **ACCOUNTS**

Consideration was given to a schedule of accounts arising for payment since the last meeting.

RESOLVED that the schedule of accounts in the sum of £102,615.27 including payments under Section 137 of the Local Government Act 1972, of £293.77 is approved.

The meeting commenced at 6.00 pm and ended at 8.00 pm.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 8TH JANUARY 2018

LILLINGTON YOUTH CENTRE

1. **PURPOSE OF THE REPORT**

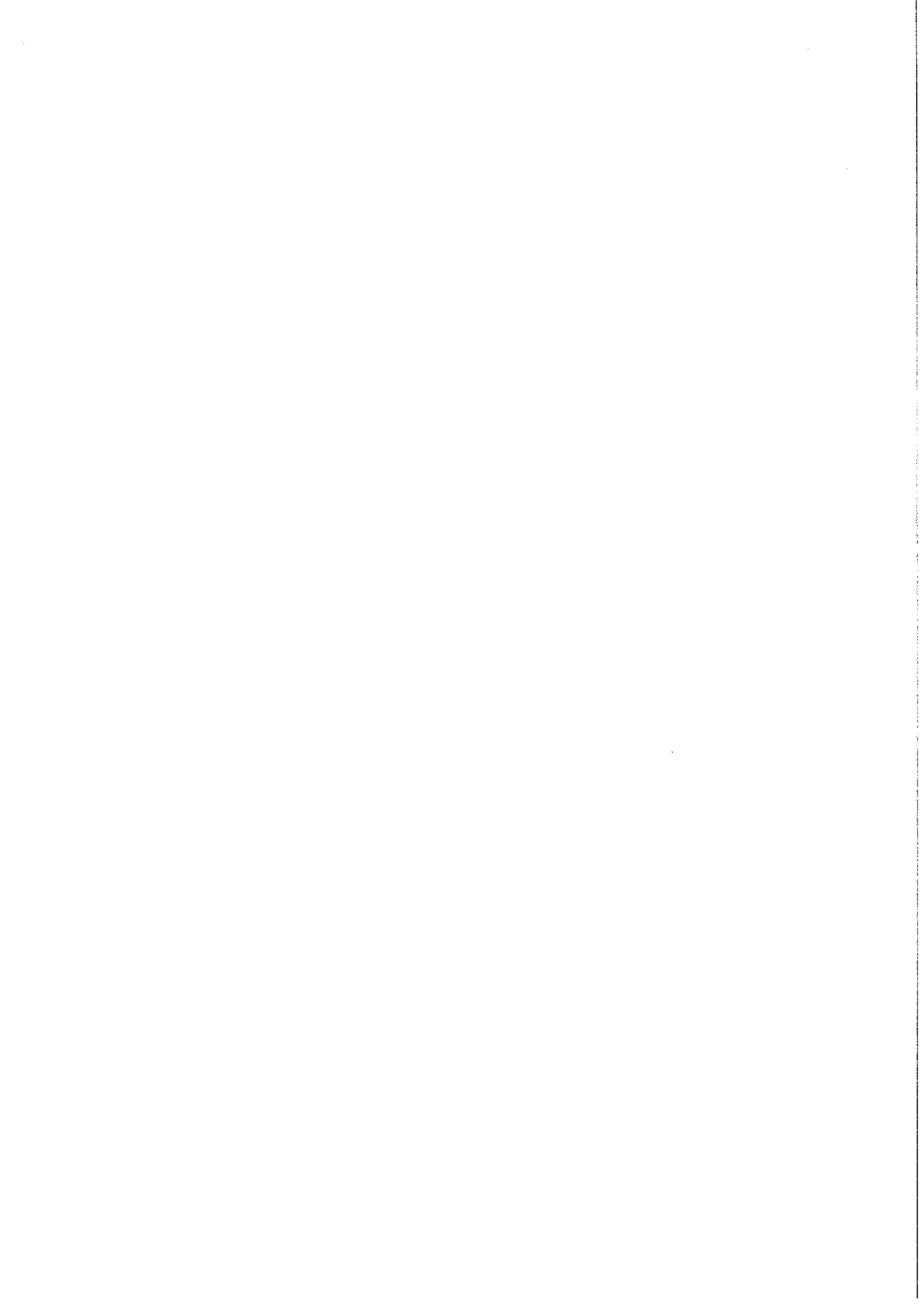
To consider an application for financial assistance from Lillington Youth Centre.

2. **BACKGROUND**

- 2.1 The Council has allocated a budget of £4,500 in the current financial year to assist youth projects. This budget has traditionally been used to assist projects that promote development and resilience among young people.
- 2.2 At the Meeting of the Committee on 2nd October, consideration was given to an application from the Charity "Young People First" (YPF) - formerly known as Warwickshire Association of Youth Clubs- for assistance with a range of youth projects in the Town with the objective of supporting and helping young people overcome challenges in their lives. The Committee agreed to support Young People First with a grant of £2,250 and that the remaining funding within the 2017/18 budget for youth initiatives is set aside for any relevant project brought forward by Lillington Youth Centre.
- 2.3 A submission has now been made by the Team Leader at the Centre on behalf of Friends of Young People and Communities in Lillington for assistance with the costs associated with an Art Project to improve the area around the outdoor hard –court area at the Centre. A contribution of £1950 is requested.
- 2.4 A copy of the submission made in respect of this application is enclosed, together with a quotation for professional artist fees to assist implementation of the Project.

3. **RECOMMENDATION**

- 3.1 The remaining budget to be allocated to Youth Initiatives in 2017/18 is £2250. Only one quotation has been submitted by the applicant who acknowledges that this may not satisfy the Council's requirements. However the nature of the work and time frame involved in this project limits the number of individuals who are available to participate.
- 3.2 The instructions of the Committee are requested.



COMMUNITY GRANT APPLICATION FORM 2016/17

Please read the application notes before completing the form.

Closing date for applications:
23rd January 2017

Notes Ref.	Description	Detail
1	Name of Applicant (including address and telephone number)	Hollie Hutchings Lillington Youth Centre, Mason Ave, Leamington Spa, CV32 7HL 01926 428142
2	Project title	Active Art Project
3	Description of Project	<p>The art surrounding the courts area is dated and tired. The young people would like to put their stamp on the centre – which would create ownership and respect for the area. They would also like to design some art that encouraged other games on the area. We particularly want to create a space that is welcoming for young women as they are the group which use the area the least.</p> <p>We have recently fund raised to have the surface, fencing and netting redone after 11 years of solid use (The surface was slippery, fence and netting needed attention)</p>
4	Location of Project	At the side of Lillington Youth Centre next to the Children's centre.
5	Funding required (please provide an itemized breakdown of how money will be spent, on a separate sheet if necessary) For items over £250 – please submit evidence of two quotations/estimates	Total amount applied for £1950

6	Name of person(s) responsible for the grant if awarded	Hollie Hutchings
7	Cheque payable to whom	Friends of Young People and communities in Lillington
8	Partners (other groups/agencies involved) Indicate here any other funding agencies (either actual or potential) involved in this project. If there are other funding partners, please indicate the proportion of the project to be funded by these partners.	
9	What wider community needs does your project aim to fulfill	The courts are used daily by many young people (average at about 50 a day at different times). The area is also used by our neighbours at the Children's centre who have small children run about on it.
10	Evidence of community need	Its use – very busy. There is also no other space for this type of sports facility in North Leamington. Nearest would be top park (Top of Parade)
11	How will Project meet this need?	Ensuring that the area is bright and welcoming and that the current group of young people look after and nurture their new sports space.
12	Who will manage the project and how will it be monitored for success? (Control of budgets etc)	Project will be well managed with youth workers supporting the artist. The budget will be spent on the artist and art equipment. I have tried to get lots of quotes but have only had one artist interested (it is hard finding suitable artists who are comfortable working with large groups of teenagers).
13	Timetable for implementation	Planning – January/ February 2018 Painting – Easter 2018

QUOTE: LYC001

18/10/17

Mural Painting Workshops at Lillington Youth Centre.

Maximum 5 days to complete – Easter half term.

Design and style to be confirmed.

Materials, Artist fee, travel, equipment and design consultation - £1950

Price quoted is valid until April 2018.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO HELD
ON 8th JANUARY 2018**

2018/19 BUDGET

1. **INTRODUCTION**

- 1.1 The meeting of the Committee held on 4th December considered a Report setting out a draft Budget to meet the Council's expenditure commitments for the financial year 2018/19. The Committee deferred a decision to enable Members to consider in greater detail their response to a proposal put forward by the Labour Group at the meeting.
- 1.2 This Report sets out a draft budget reflective of the Labour Group proposal and seeks formal approval of the budget and a Precept for 2018/19 which can be recommended for adoption by the Council at the meeting on the 23rd January. The deadline to notify Warwick District Council of the Council's Precept for the next financial year is 19th January 2018 but this has been extended to allow the Council to approve a formal resolution on the 23rd January 2018.

2. **BUDGET PROPOSALS**

- 2.1 At the last meeting, the Committee considered a draft budget which resulted in expenditure, net of income, of £354,406. This represented a projected Council Tax precept at Band D of £21.60 per year.
- 2.2 The proposals put forward by the Labour Group at the last meeting are as follows:-
- (i) a reduction in the Community Grant Fund of £9,500 to £40,000;
 - (ii) a reduction in the tree planting and maintenance budget of £6,500 to £10,000
 - (iii) in view of the comparatively modest level of the Precept and the future anticipated demands on reserves, no reduction in the Council's reserves, thus increasing the demand on the precept by £21,277.
- 2.3 The combined effect of the above proposals is to increase the expenditure that is funded through the Precept by £5277. These changes are set out in the revised budget statement at Appendix 1.
- 2.4 There remain some further influences on the budget that now need to be considered and these are set out in the following sections of this Report.

3. **2018/19 PROPOSED SALARY SETTLEMENT**

- 3.1 The draft budget originally provided for salary growth of 1% reflecting the ceiling placed on public sector pay by the Government over the period since 2010. The Local Government Employers have now offered an annual wage settlement of 2% covering the two years from 1 April 2018. This would apply to all employees currently earning more than £19,430. In addition it is proposed that those employees earning

below this threshold will be paid an annual increase of 8% equating to a 16% increase over the two years of the pay settlement.

- 3.2 The additional cost of meeting this settlement in 2018/19 is £2,230 and has been included in the revised budget at Appendix 1.
- 3.3 The Employers proposal is subject to consultation with the relevant Trade Unions and a ballot of their members will be needed. It is possible that the offer is rejected and a revised pay settlement offer is agreed but at this stage it is considered prudent to budget for the likelihood that 2% will be accepted. The impact of the higher offer at lower pay scales is minimal for this Council as only one employee is affected by it.

4. **EXTENSION OF REFERENDUM PRINCIPLE**

- 4.1 The Committee will be aware that to support the Government's policy of reducing the Public Sector Borrowing Requirement to reduce the current account deficit, all Principal Local Authorities have been subject to a spending cap which has restricted increases in the level of the Precept.
- 4.2 This centrally imposed restriction has not been applied to Parish and Town Councils but the Government has signified that it reserves the right to review the position in the light of total expenditure by the Local Council Sector.
- 4.3 The Government has recently announced a consultation on its Provisional Financial Settlement for Local Government for 2018/19, details of which are included on the Agenda for discussion at this evening's meeting. However the key element relating to Parish and Town Councils is as follows:-

"The Government intends to defer the setting of referendum principles for town and parish councils for three years. However, this is conditional upon:

- *the sector taking all available steps to mitigate the need for council tax increases, including the use of reserves where they are not already earmarked for other uses or for "invest to save" projects which will lower on-going costs, and*
- *the Government seeing clear evidence of restraint in the increases set by the sector as a whole."*

- 4.4 The Town Council presently holds £212,000 in reserve of which £55,000 is earmarked for election expenses that will be incurred in 2019. The Council needs to ensure it retains suitable financial provision to obtain office accommodation in the event of the determination of the future use of the Town Hall by Warwick District Council. The Council has expressed a desire to acquire a property asset; a budget to facilitate such an acquisition is therefore prudent. The Council will also lose the benefit of the Council Tax Support grant in 2019/20 which will require a contribution of £11,400 annually from reserves. If this is not to be borne by an increase in the Precept.
- 4.5 In terms of the Government statement with regard to the exercising of restraint, the Committee will be aware that the level of Council Tax in Leamington Spa is

comparatively low and is one of the lowest Parish Precepts in Warwickshire. This reflects the fact that the Precept started from a minimal base when the Town Council inherited a small budget and precept from the former Charter Trustees in 2002. Rates of increase in the Precept expressed as a percentage should therefore be considered accordingly.

5. **BUDGET OPTIONS**

The previous budget Reports considered by the Committee have identified some limited budget options. These have now been included in the draft budget and are explained below.

5.1 Centenary of End of World War 1

The Town Council considered a report on participation in the national commemorations to mark the end of the First World War on November 2018. (Council meeting 16th March, 2017). Over 320 Local Councils have agreed to take part in the lighting of beacons across the country on 11th November, 2018. The Council approved participation in the project and asked the Cultural and Community Committee to consider an event plan and budget for subsequent review by the Council. The Committee had requested further information concerning the options for a beacon lighting ceremony and assessment of these, together with potential costs, is presently being undertaken. Whilst there has been an indication that Warwick District Council may assist Parishes with the costs of this occasion, there is no formal commitment to grant assistance and it is prudent that an allowance of £2500 is made with any additional costs being borne by the reserves.

5.2 General Data Protection Regulations 2018

Significant changes will take place to the way in which the Council manages data following the implementation of the GDPR in May 2018. At present, the impact of the Regulations in terms of changes to the Council's working practices need to be fully assessed but it is evident that they will place greater emphasis on the documentation that data controllers must keep to demonstrate accountability. Compliance with all the areas listed in this document will require organisations to review their approach to governance and how they manage data protection as a corporate issue.

Whilst the Council holds limited amounts of personal data, the principles in the Regulations will need to be met and suitable documentation maintained. One area where data is automatically collected from members of the public is the website and the manner in which this is conducted will need to be reviewed and changes made to comply with the Regulations. The Council's website host company has advised that the extent of the work necessary to comply with the legislative requirements can only be estimated at present but is likely to be in the region of £750-£1000 as a maximum. In view of the Council's current reserves, it is suggested that these costs can be adequately contained within current resources.

5.3 Town Hall Ornamental Planters

Members will be familiar with the ornamental planters situated outside the Town Hall. These are in a poor condition such that they are considered by Warwick District Council to be beyond economic repair. Presently there are six of these items placed along the Parade frontage of the Building each being planted with summer or autumn bedding according to the season. The deteriorating condition of the planters has drawn adverse comment from the Heart of England in Bloom Judging Panel for two consecutive years.

Discussion with the Green Space Development Officer of Warwick District has identified the option of replacing the existing planters with four new planters constructed of man-made low maintenance material. The cost is £2850. The District Council is unable to meet the cost of replacing these items though it will undertake the responsibility for initial planting and future re-planting with a sustainable stock. The Committee is requested to consider funding this option as part of the 2018/19 budget with a provision of £2850.

6. **RECOMMENDATION**

- 4.1 The draft budget for 2018/19 is based on current levels of spending, adjusted for inflationary increase and spending priorities as defined previously by the Committee. The reduction of the Council Tax support grant means that the precept demand for 2018/19 must increase, unless spending is reduced or a withdrawal is made from reserves. The Support Grant will end after the financial year 2018/19 and therefore an equivalent adjustment will need to be made in either expenditure or the precept in future years.
- 4.2 Whilst the Council reserves remain healthy, the adjusted reserves after allowance is made for commitments to the cost of election re-charges, indicates that the continued reliance on this source of income to fund current expenditure cannot be sustained in the longer term. The Council may also wish to utilise reserves in the medium term to facilitate relocation to alternative offices irrespective of whether it acquires a freehold or leasehold interest in a property.
- 4.3 This Report identifies some additional spending options which are not funded within the draft budget. If the Council wishes to proceed with these proposals, revenue sources will need to be identified.
- 4.4 The Committee is therefore recommended to:-
 - (i) consider and approve a budget for 2018/19 (Appendix 1);
 - (ii) determine any additional spending options it wishes to include in the final budget and recommend the Council accordingly;
 - (iii) determine a precept to be notified to the Council Tax collection authority.

DRAFT BUDGET 2018/2019	Expenditure		projected		Notes	
	2017/18	01/16/17	Out-turn 17/18	under/over spend (-)		
					2018/19	
1. Member Allowances	18000	8,937	17,875	125	18000	Allowances subject to review by remuneration Panel (to be appointed)
						Includes annual increments and Pension increase. Pay settlement assumed at 2% (8% at SCP 16-18)Regrading approved by Council - 16.03.17 - (see line 77)
2. Employee Salaries	129500	68,544	137,000	-7500	146180	
3. Mayoral Transport						
Relief Chauffeur	700	0	0	700	0	now included in salaries
Uniform	300	0	300	0	300	
Fuel	450	161	400	50	450	
Sundries	150	27	80	70	100	
Garage Rental	350	184	368	-18	380	
Lease Charges	3412	1706	3,412	0	3412	Subject to review as part of lease renewal 2018
4. Civic Expenses						
Regalia Maintenance	500	96	360	140	350	
Town Hall Mayoral Roll Board	120	0	120	0	120	
Mayoral Photograph	350	293	300	50	300	
Civic Service	500	0	500	0	500	
Remembrance Service	1200	50	1,200	0	1200	
Annual Parish Meeting	300	546	546	-246	500	
Civic Regalia - Purchase	500	2330	2,330	-1830	500	Policy & Resources - 9.02.17 (past mayoral badges funded from reserves- see line 77)
Civic Dinner	1300	-966	400	900	1300	credit from 2017 Civic Dinner
Civic Visits	400	0	400	0	400	
Contingency	300	278	300	0	300	
5. Administrative Expenses						
Insurance	2600	2,210	2,210	390	2300	Fixed until March 2020
Office Stationery	500	225	500	0	550	
W.A.L.C. Membership	2175	2152	2,152	23	2175	
Audit fees	1100	1055	1,055	45	1100	
Office equipment renewal	500	0	500	0	200	
Photocopying	600	298	600	0	600	
Postage	1000	510	1,000	0	1050	
Staff training	600	0	250	350	500	
Member training	600	0	250	350	250	
Web Site hosting	400	219	400	0	400	
Council Meetings accom & catering	850	320	850	0	850	
Minute Binding etc	200	0	200	0	200	
Payroll Agency charges	1450	528	1,300	150	1300	
BACS	270	102	250	20	270	
I.T. repair and support	250	0	250	0	250	
Staff recruitment - advertising	1000	322.5	323	678	300	
6. Property and Asset Maintenance						
Town Hall - Annual Rent	8050	3985	8,110	-60	8372	3.7% RPI - 2017
Town Hall - Maintenance Charge (inc. NNDR)	8400	8324	8,324	76	8500	
Telephones & Broadband	500	189	400	100	400	
Telephone Kiosk - Clarendon Avenue	0	0	0	0	2500	Repair/relocation costs
War Memorial	0	0	0	0	400	

DRAFT BUDGET 2018/2019	Expenditure		projected		Notes
	2017/18	01/10/17	Out-turn 17/18	under/over spend	
					2018/19
7. Mayor's Award	250	165	165	85	200
8. Twinning (not LITS)	400	0	400	0	400 For LITS see Grants
9. Grants and Section 137 expenditure					
Citizens Advice Bureau	20000	20,000	20,000	0	20000
Town Centre Management Initiative	6000	0	0	6000	0 Deleted from budget - WDC to submit project bids for T/C future initiatives 2016-17 included £6600 for Clemens Street lights upgrade
Christmas Lighting	15000	0	15,000	0	15000
Leamington in Bloom	3000	1295	1,700	1300	2500
Leamington International Twinning Society (LITS)	3000	0	3,000	0	3000
Community Grants	49500	22097	49,500	0	40000
Blue Plaques	850	470	626	224	850
Youth Initiative	4500	2250	4,500	0	4500
Tree Planting and Maintenance	16500	16500	16,500	0	10000
					£6500 new tree planting
Street Furniture (inc. Grit Bins)	250	0	250	0	200
Music in the Park	2500	0	2,500	0	2500
Guided Walks - History Group	400	323	400	0	400
District Shopmobility Scheme	24000	12000	24,000	0	26000
					Council - 7.09.17
Social Cohesion Fund	9594	2094	9,594	0	9594
Neighbourhood Development Plan	5000	3905	4,000	1000	2000
Defibrillator	0	2042	3,290	-3290	0
World War 1 Centenary - Beacon Lighting	0	0	0	0	2500
					(Children's' centres -£7500) & Lillington Library -£2094.
10. Elections	18000	0	26,657	-8657	18000
					Sydenham By-election (£8657)
11. Allotments	5800	-469	5,800	0	5800
					Grants yet to be awarded
TOTALS	373,921				370,203
Less Projected Income	1,500			2,500	
Less underspend	3,193			-8,776	
Budget requirement before reserves		369,228			376,479
					Budget requirement before reserves
Less Contribution from reserves		14410			0
less grant from WDC		22,832			£11,416
					Grant to be phased out by 2018/19
Total budget requirement from Precept		331,986			365,063
Projected Precept at Band D		£20.33			£22.25
Budget as % of 16/17		97.77%			101.96%
% Precept increase		2.99%			109.44%
Reserves (Balances) at April 2016	£228,146				
					Reserves (Balances) at April 2017
					£212,223
					Anticipated allocations
					2019 Elections
					£55,000
					Adjusted Reserves
					£157,223

WARWICK DISTRICT COUNCIL

CONTESTED TOWN/PARISH RECHARGE SHEET

Thursday 17 August 2017

TOWN/PARISH: ROYAL LEAMINGTON SPA
 WARD: SYDENHAM

Seats: 1 Candidates: 4 Reg: WSY1, WSY2
 WSY3, WSY4

ELECTION FEES: £4,296.21

Returning Officer, Admin Duties,
 Receipt of Postal Votes
 Polling Staff/Count staff & Mileage.

PREMISES: £1,098.00

Polling Stations/PV opening/Count Halls.

TRANSPORT: £0.00

Polling Screens & Postal/count

ABSENT VOTING: £520.19

Postal Packs

PRINTING: £585.50

Election/Count paperwork,
 Notices & Ballot Papers.

STATIONERY: £313.06

Station/Count stationery &
 Poll Cards.

ADVERTISING: £0.00

Register, Notice of Election
 Postal/Proxy voting.

POLL CARD DELIVERY: £1,372.84**POSTAGES: £367.45**

Nomination papers & Validity Notice,
 Expenses, Election/Count notices,
 Postal Votes & admission tickets.

NET TOTAL: £8,553.25

VAT TOTAL: £0.00

GRAND TOTAL: £8,553.25

