



ROBERT NASH ACIS DMS
Clerk to the Town Council

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906 F: 01926 456 901
E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

23rd April, 2014

Dear Councillor,

A meeting of the Cultural and Community Committee will be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **THURSDAY 1ST MAY 2014 commencing at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors H. Calver, J. Clarke, R. Copping, G. Dulay, S. Ingleby, Y. Moore, Mota Singh and A. Stevens.

Mr J. Mather, Colin Beadle (Leamington International Twinning Society)

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

AGENDA

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.

3. **PUBLIC FORUM**

To receive representations from Members of the public in accordance with Council Standing Orders.

4. TOWN TWINNING MATTERS

(i) Twinning Working Group

To consider matters arising from the meeting of the Twinning Working Group held on 1st May 2014

(ii) To consider any other matters arising in relation to Town Twinning.

Members of Leamington Twinning Society are in attendance for this item.

5. MINUTES

To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 24th March 2014 (Report No. 5)

6. MATTERS ARISING FROM THE MINUTES

To consider any matters identified.

7. LEAMINGTON IN BLOOM

To consider the notes of the meeting of the Leamington in Bloom Committee. (Report No. 7)

8. BLUE PLAQUE SCHEME

To note progress in relation to priorities for Blue Plaques in 2014. Town Clerk to report orally.

9. COMMUNITY GRANT AWARD CRITERIA -

To consider the attached Report (Report No. 9)

10. COMMUNITY GRANT MONITORING INFORMATION

To consider the latest monitoring information received in relation to the following Grant Awards:-

Older People in Action: New Year, New You - £1,000

Elderly Asian Group: Kitchen renovation - £500

New Hope Counselling: Counselling project - £1600

Copies of the Monitoring Forms relating to the above applications will be available for inspection prior to, and during, the meeting.

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
ON 24th March 2014 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors Judith Clarke (Chair), Heather Calver, Roger Copping, Gurpreet Dulay, Yvonne Moore, Ann Morrison (substituting for Cllr Ingleby), Mota Singh, and Amanda Stevens.

Apologies for absence were received from Councillor Sue Ingleby

Also present: Tony Bass and Dorothea Wheeler (Leamington International Twinning Society).

46. DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

47. TOWN TWINNING MATTERS

The Minutes of the meeting of the Town Twinning Working Group held on 13th February 2014, having been circulated were considered.

The Twinning Working Group had recommended a series of events over the period 4th-7th September which coincided with the visit of the Bruhl Twinning Society. Discussion ensued in relation to the format of the Civic Service which was provisionally intended to be held at the Parish Church of All Saints on 7th September. It was generally felt that the theme of this service should be one of reconciliation and that association with commemoration of the anniversary of the outbreak of World War One would not be appropriate. It was emphasised that the Service should be ecumenical and that invitations would be extended to various ethnic groups. Discussion with the Parish Priest had indicated that the service could be accommodated and that an invitation would be extended to the Bishop of Coventry. Civic Heads, Councillors, the Member of Parliament and press would also be invited to join this important event.

In relation to other aspects of the celebrations taking place over the period 4th- 7th September, it was noted that the Working Group would continue to be the most appropriate means of determining detailed arrangements.

RESOLVED

- (i) that the following events are agreed as the basis for celebrating the 40th Anniversary of Twinning and friendship between Leamington and Bruhl:-

4 th September- 7.00 pm	Reception on arrival at Town Hall. (RLSTC)
5 th September	Excursion arranged by LITS. The evening will be free time with hosts

6 th September	Leamington Food and Drink Festival. LITS/Twinning partners provide stall display including products items of interest from Bruhl/Sceaux/Leamington. Guided Walking tour of Leamington arranged by History Society and Guild of Guides
7 th September	7.30 pm Civic Dinner at Warwick School 10.30 am – Civic service at All Saints Church to acknowledge reconciliation and friendship. Invitation to local Schools to provide musical accompaniment. Refreshments after. Afternoon with hosts Evening – to be arranged at local venue (LITS)

- (ii) that the anniversary of the Twinning agreement is recognised with the planting of a tree of heaven at Jephson Gardens or other suitable location;
- (iii) the bench donated by Bruhl Town Council is placed in the Pump Room Gardens;
- (iv) invitations are extended to the Mayor of Bruhl and Sceaux and the Chairmen of the respective Twinning Associations, including the Chairman of Heemstede Twinning Society to join the Service at All Saints Church on the 7th September; and
- (v) that the Town Clerk reports on costs associated with accommodating invitees and reports to a subsequent meeting of this Committee.
- (vi) that the next meeting of the Working Group is held immediately prior to the next meeting of this Committee on 1st May, 2014 commencing at 5.00 pm.

There being no other Twinning matters to be discussed, Mr Bass and Mrs Wheeler left the meeting.

48. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the meeting of the Cultural and Community Committee held on 13th February 2014 are confirmed and signed as a correct record.

49. LEAMINGTON IN BLOOM

Consideration was given to five applications submitted by various Community Groups for assistance with local planting schemes.

RESOLVED that the following applications for planting schemes are approved:-

Bromford Hub	The Hub Herbery Garden	£250
Friends of Leamington Station	Garden Maintenance	£250
Gardening around Leamington Spa (GALS)	Gardening around Leamington Spa	£200
Kingsway Community Primary School	Kingsway Community Allotments.	£250
Brunswick Healthy Living Centre	Bringing Blooms to Brunswick	£250

The notes of the meeting of the Leamington in Bloom Committee held on 10th March 2014 were noted. A question was raised as to the absence of any recommendation from the Committee in relation to the proposals for planting schemes.

RESOLVED that the notes of the meeting held on 10th March are received.

50. COMMUNITY GRANT AWARD CRITERIA

Consideration was given to a report (report No.8) concerning the process by which grants are allocated by the Committee.

It was generally agreed that the process for evaluating grant applications was robust and that the Committee undertook this task very diligently. During discussion, it was suggested that the current evaluation matrix might be strengthened through the inclusion of value for money criteria to ensure that applicants were able to evidence the costs associated with goods and services.

RESOLVED

- (i) that the current grant application process is maintained; and
- (ii) that the Town Clerk report to a future meeting on the inclusion of value for money in the evaluation matrix.

The meeting commenced at 6.30 pm and ended at 8.10 pm.



LEAMINGTON IN BLOOM COMMITTEE 2014

Notes of meeting held on Monday 31 March 2014

Present: Enid Simms (Chair), Peter Bailey, Cllr. Heather Calver, June Doull, George Dunkley, Jackie Parker, Gordon Simms, Chris Walton, Jackie Webb, Simon Wheeler.

Apologies: Jim Dean, Nick Gray, Jon Huxley.

1. **Minutes**

The Minutes for the meeting held on 10 March were agreed with the inclusion of Peter Bailey's name under apologies.

2. **Matters arising**

Chris offered a selection of seeds to Jackie P for planting in the beds at the Healthy Living Centre /Charles Gardner Square.

3. **Community Grants – Gardening in the Community**

Cllr Calver confirmed that the grant applications presented to the meeting on 10 March had been approved by the Town Council's Cultural and Community Committee at their meeting on 24 March 2014.

4. **Leamington in Bloom 2014**

Projects in the Community

Several Members commented on the splendid displays of crocus and daffodils around the Town particularly in Christchurch Gardens and Clarendon Square.

Jackie P reminded everyone of the need to photograph these events so that they can be included in the Portfolio. It was agreed that it would be good to gather pictures of events and produce a portfolio this year even though the Town is not entering the Heart of England in Bloom 2014 competition

Geranium Trains

Enid reported that Jim had ordered 1,000 plants and pots. The Geraniums will be distributed to the schools in weeks commencing 29 April and 7 May. Simon offered the use of his garden for storage.

The trains need to be checked to see if they require any repairs. WDC to be contacted for access – Jackie W said she would contact Jon Huxley for dates in May.

Launch Day - Tuesday 1 July was suggested – Invites will need to go out to schools and local dignitaries in June. There is currently no refreshment point in Jephson Gardens for the provision of squash for the children and Tea/coffee for invited guests. Jackie W will contact WDC for info and for permission for the train to go in Jephson Gardens.

Gardens Competition Leaflet

Jim had sent an email commenting on last year's competition and the difficulty in judging small gardens without lawns alongside patio/balcony gardens with containers on a like for like basis.

After much discussion regarding the wording on the entry leaflet it was decided that:

- Class 1 should be amended to read Small Courtyard or Balcony Garden with plants mainly displayed in baskets, containers etc
- Class 2 should refer to Large Gardens over 150sq.m
- Class 3 should refer to Medium gardens 75-150sqm.
- Class 4 should refer to Small gardens less than 75sqm.
- As a precursor to Classes 2-4 the following wording is suggested:
Gardens with paved, gravelled areas and/or lawns must enter one of the following Classes, 2, 3 or 4.
- Class 5 Communal Dwellings
- Class 6 Residential Homes

The judging criteria in the leaflet should reflect the judging guidelines. After much discussion it was agreed that the judging guidelines should be revamped and the points given more appropriately distributed.

Dates for the competition –

- Entry forms to be returned by 16 June
- Judging will take place from 7th -21st July
- The Awards Ceremony -5 September (if Town Hall is available)

Jackie P asked if any further amendments could be emailed to her and she will produce a revised leaflet as soon as possible.

It was also decided that because there was surplus food left after last year's ceremony due to people not turning up/not staying for food after the ceremony a full buffet would not be provided this year. It was suggested that cake/biscuits with tea/coffee would be appropriate.

This would provide a saving on the budget and it was suggested that the value of the Gardening Voucher should be increased to attract more entries. Jackie W suggested £50 for each overall Class winner but if there are joint winners this could potentially amount to a minimum of £300 up to a max of £600. Jackie W will discuss with Robert Nash. [following discussions with Robert £25 is considered more appropriate.]

There was also discussion about promotion and publicity but no decisions were taken as Jim as the nominated publicity officer was absent.

Commercial Competition

Discussion on the commercial competition was deferred to the next meeting.

Open Gardens Day

The Open Day will be on 3 August 2014.

5. Date of the next meeting

12 May at 6.15pm in Room 5 Town Hall

**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE
TO BE HELD ON 1ST May 2014**

COMMUNITY GRANTS –EVALUATION CRITERIA

1. Purpose of report

To consider amendment of the application process for Community Grants for 2014/15.

2. INTRODUCTION

2.1 At the last meeting the Committee considered the process by which applications for Community Grants are evaluated. It was agreed that the process for evaluating grant applications was robust and that the Committee undertook this task diligently. During discussion it was however suggested that the current evaluation matrix might be strengthened through the inclusion of value for money criteria to ensure that applicants were able to provide evidence of the costs associated with goods and services.

2.2 Applications for Community grants usually fall into two categories:-

(a) applications requiring assistance to purchase specific items or acquire services to develop and deliver a project. Examples include Leamington Rugby Football Club's application to improve facilities at its ground and the ROSA volunteer training courses to provide counselling support services.

(b) contributory funding based on an assessed benefit to participants living in Leamington as part of a larger project being delivered over a wider geographic area – e.g. Newsletter for sufferers of Primary Cirrhosis, and local workshops organised by Potential Plus UK.

2.3 All applications must submit a breakdown of expenditure and in some cases this is supported by a quotation or reference to expenditure from a previous project if it has taken place in the recent past. However the submission of several estimates is not a requirement of the application process.

2.4 It should be noted that almost all applications are submitted within the £2,000 ceiling and many are for a £1,000 or less. In 2013/14 12 of the 45 applications fell into this latter category. It is important that if the grant application process is not to become unnecessarily complex and onerous that a limit is established in terms of the submission of detailed quotations for goods and services that are to be acquired in connection with a community grant award.

In addition, some applications rely on the provision of professional support such as the services provided by instructors, artists etc. and the opportunity to market test the cost of these services will be necessarily restricted within the time frame available.

- 2.5 The Council's Financial Regulations in relation to works below a value of £2,000 and above the value of £100 state that the Clerk shall strive to obtain three estimates. These may well be simply prices obtained from an internet website comparison rather than a formal written quotation.
- 2.6 It is suggested that a similar approach could be applied to applications for Community Grants.

3. CONCLUSION/RECOMMENDATION

- 3.1 The Committee has in place a process to assess the financial worthiness of applicants for Community Grants through the submission of the annual accounting statements of the applicant. If additional safeguards in terms of achieving value for money are required, it is suggested that applicants are requested to submit at least two estimates for items exceeding the value of £250. A detailed itemisation of the costs of the Project would continue to be submitted.