



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
TOWN HALL, THE PARADE,
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/P&R

Date: 01 July 2021

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **WEDNESDAY 7th JULY 2021** in the Conservatory at the Royal Pump Rooms commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Louisa Radice and Susan Rasmussen

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

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**

Town Clerk will report any representations made to the Committee prior to the meeting.

4. **MINUTES**

pp.3-5

To consider and approve as a correct record the Minutes of the Meeting held on 17th June 2021 (Report No.4)

5. MATTERS ARISING FROM THE MINUTES

6. CORPORATE OBJECTIVES pp6-13
To consider that attached report No.6

7. WORKING GROUP UPDATES pp14-15
To consider the attached report No. 7

8. WORK PROGRAMME pp16-18
To consider the attached report No. 8

9. BUDGET / FINANCE MONITORING pp19-22
To consider the attached report No. 9

10. PAYMENTS
To approve a schedule of payments arising – schedule to be circulated.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 17th JUNE 2021

Present: Councillors Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Louisa Radice

Officers: Stephen Marks, Town Clerk

1. Apologies for Absence

Apologies were received from Cllr Susan Rasmussen

2. Election of Chair

Resolved that Cllr S Boad is elected as chair of Policy & Resources committee for 2021/22

3. Election of vice chair

Resolved that Cllr M Chowdry is elected as vice chair of Policy & Resources committee for 2021/22.

4. Declarations of Interest

Cllr A Boad declared a prejudicial interest in item 11 relating to the Street Collections Policy Consultation as a member of a relevant WDC committee and indicated he would leave the room for that item.

5. Public Forum

There were no representations from members of the public.

6. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 26th April 2021 (Report No.6) are confirmed as a correct record.

7. Matters Arising from the Minutes

It was noted that a scheme of delegation was considered at the meeting of the Town Council on 04th May 2021, which had proven very valuable in recent weeks. It was noted that the Protocol for Representatives on Outside bodies was approved by the Town Council.

8. Cycling & Walking infrastructure

The committee discussed the report relating to Warwickshire County Council's consultation on cycling and walking infrastructure. It was noted that:
-Several thousand responses had been submitted already.
-Town Councillors could submit individual responses / proposals via the consultation website.

-Organised cycling groups are responding well but WCC keen to get views of people thinking of cycling.

Cllr A Boad suggested the Town Council could propose secure cycle parking at the following three locations:

- Near the Pump Room gardens
- Holly walk (end of regent street)
- Top of parade (nr Christchurch gardens).

Cllr Bryce noted he was having discussions with local groups regarding possible cycle parking at Riverside complex.

Resolved

i) That the committee notes the current consultation and the intention of WCC to develop a Local Cycling and Walking Infrastructure Plan.

ii) That the following locations be proposed for secure cycle parking:
Near the Pump Room gardens
Holly walk (end of regent street)
Top of parade (nr Christchurch gardens)..

iii) That the committee agrees the comments identified in paragraph 4.2 of the report for submission in response to the consultation

9. **Concessionary Parking Days**

The Committee considered the report and the offer of two days of free car parking in WDC managed car parks.

A number of possible events / dates were considered and discussed.

Resolved that the following days be proposed for free parking in Leamington Spa.

-Christmas Lights Switch on event / day.

-A further Christmas Shopping Day – probably a Saturday or Sunday in December.

Action: The Town Clerk to liaise with WDC and BID about their plans for xmas shopping / parking and report back to the committee for a final decision.

10. **Mayoral Car**

The committee considered report number 10 regarding the Mayoral Car and the options identified.

Resolved that the lease of the current Mayoral Car be extended for 12 months.

11. **Street Collections Policy**

Cllr A Boad left the meeting for this item.

The committee considered the report and the draft consultation being undertaken on street collections by WDC.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 07th JULY 2021

CORPORATE OBJECTIVES

1. Purpose of the Report

To consider the review of the Town Council's Corporate Objectives and to seek the committee's initial views.

2. Introduction / overview

- 2.1 The Town Council's current Corporate Objectives were adopted in September 2019. The events since then and the impacts of the Covid pandemic could not have been reasonably foreseen and have had a major impact on the Town Council's activities. This report considers the Town Council's existing corporate objectives and invites the committee to consider them and whether they should be updated / revised.

3. Factors to consider

- 3.1 There are a wide range of factors that need to be considered when looking at the corporate objectives, including.

The Covid19 pandemic and its impacts on:

- Town centre and businesses.
- Travel and transport
- Individual / community health and wellbeing.
- Financial wellbeing.

Status of Leamington Spa Neighbourhood Plan – which has now been formally 'made' following the referendum in May 2021.

The capacity, functions and influence of the Town Council.

The significant number of major initiatives and projects planned for the town.

4. Current Corporate Objectives

This section identifies the existing corporate objectives and makes initial comments on their current status.

- 4.1 **To develop collaborative working arrangements with Warwickshire County Council (WCC) and Warwick District Council (WDC), especially in relation to Town Centre development and planning in particularly deprived neighbourhoods.**

Working in partnership remains a key issue for the Town Council, recognising the huge role that other organisations, particularly the District and County Councils, have to play in shaping the future of the town. Given the various major initiatives taking place / emerging within the Town and the need to recover effectively from the pandemic, ensuring effective partnership working seems likely to remain a priority to support the management / improvement of Leamington Spa and its Town Centre.

4.2 To respond to WDC's Local Plan

Engaging with the planning process remains an important role for the Town Council and is one key way that the Town Council can help shape Leamington Spa's future. However, the wording of this objective could perhaps be amended to better reflect the role, for example:

Engage effectively with the planning process to support a sustainable future for the Town.

This would encompass the various aspects of the planning process, including:

- Input into planning policy (including the South Warwickshire Local Plan)
- Implementing & monitoring the Leamington Spa Neighbourhood Plan.
- Responding to individual planning consultations etc.

4.3 To Promote the Rich Culture of Royal Leamington Spa

This appears to remain a relevant and important objective, particularly in the context of supporting cultural activities to return after the impact of the pandemic.

4.4. To promote equality for all, and particularly in the more socially deprived area in the Town.

This also seems to remain an important objective, particularly given the significant evidence that the Covid 19 pandemic has had a disproportionate impact on those sections of the community already experiencing social / economic disadvantage. The Town Council may wish to consider other elements to this objective, such as 'health and wellbeing' or the aspiration for 'thriving communities'.

4.5 To Improve the Environment.

The environment remains a key issue, from a very local to a global scale. The Town Council may wish to revisit the wording of this objective to reflect the different geographical scales of this topic, for example:

To improve the local environment and contribute to wider environmental sustainability.

4.6 **To raise awareness of the role of the Town Council**

This remains an important objective. It is only if the community and relevant partner organisations are aware of and understand the nature and role of the Town Council that the Council can effectively engage with them to meet its aspirations.

4.7 In addition to the more 'outward facing' corporate objectives, the Town Council included the following

Specifically we want:

• To ensure that all Council expenditure is consistent with the objectives set out in this Statement.

We will do this:

- *through rigorously examining all applications for grants and funding;*
- *through a good working relationship between the auditor and the Responsible Financial Officer ; and*
- *by closely scrutinising all expenditure and income.*

This remains important and the committee may wish to consider any other aspects of the way the Council conducts its business that it would like including in the Corporate Objectives.

5. **Format of the Corporate Objectives**

The current corporate objectives document (appendix A) is a combination of objectives as well as a lengthy series of actions identified in bullet points.

It is proposed that, when reviewed, the format of the corporate objectives is changed. It is proposed that the high level corporate objectives are identified, potentially with a small number of 'supporting aims', rather than a long list of actions.

More specific actions and action plans can then be identified (based on the agreed corporate objectives), which can be updated and revised when required, without having to revise the high level Corporate Objectives document.

6. Possible Corporate Objectives for consideration

Possible Corporate Objective	Key elements / strands
PARTNERSHIP - Work in partnership with key local organisations to enhance the town, especially the district and county councils.	<ul style="list-style-type: none"> -Encourage and engage with effective partnership structures to contribute to major initiatives in the Town. -Work with partners to support a flourishing town centre.
PLANNING - Engage effectively with the planning process to support a sustainable future for the Town.	<ul style="list-style-type: none"> -Respond effectively to planning application consultations -Contribute to local planning policy -Implement and monitor the Leamington Spa Neighbourhood Plan.
CULTURE - To Promote the Rich Culture of Leamington Spa	<ul style="list-style-type: none"> -Lead, support and engage with major cultural events in the Town. -Support local organisations to deliver cultural activities, including through grant funding where appropriate.
COMMUNITY - To promote community wellbeing across the town, with a focus on achieving a good quality of life for all parts of the community.	<ul style="list-style-type: none"> -To promote health and wellbeing for all. -To promote equality for all sections of the community, with a focus on more socially deprived areas.
ENVIRONMENT - To improve the local environment and contribute to wider environmental sustainability.	<ul style="list-style-type: none"> -Help protect and enhance the local environment for the benefit of the community. -Encourage and contribute to positive action to address environmental sustainability and climate change.
To raise awareness of the Town Council	<ul style="list-style-type: none"> -To communicate effectively with local organisations and the community. -Engage with partner organisations to ensure Town Council input into key projects / activities.

7. Recommendations

- i) That the committee consider the current Town Council corporate objectives and the issues raised in this report.
- ii) That the committee consider whether and how it wishes to update the Corporate Objectives for consideration by the Town Council.
- iii) That the committee identifies any other issues and makes any further comments that it would like considered when reviewing the Corporate Objectives.

Item 6 Appendix A.

ROYAL LEAMINGTON SPA TOWN COUNCIL **OBJECTIVES FOR 2019/20**

Royal Leamington Spa Town Council recognises the unique features of the Town and strives to maintain and improve it as an attractive place in which to live, work and visit. It is our aim to work hard for our thriving, lively and lovely Town.

Specifically we want:

- **To ensure that all Council expenditure is consistent with the objectives set out in this Statement.**

We will do this:

- through rigorously examining all applications for grants and funding;
- through a good working relationship between the auditor and the Responsible Financial Officer ; and
- by closely scrutinising all expenditure and income.

1. To develop collaborative working arrangements with Warwickshire County Council (WCC) and Warwick District Council (WDC), especially in relation to Town Centre development and planning in particularly deprived neighbourhoods.

We will do this:

- by working with the District Council Town Centre Management team to ensure the views of this Council are heard;
- through working with BID Leamington, the Royal Leamington Spa Chamber of Trade and other organisations such as the Leamington Society,
- by maintaining the special character of Leamington Town Centre as a place for residence, employment, tourism and recreation;
- by working with others as appropriate to keep a vibrant town centre;
- by taking pride in Leamington's parks and open spaces through working with WDC and voluntary organisations
- by closely monitoring any Creative Quarter action plan and any proposals for the buildings in the area.

2. To respond to WDC's Local Plan

We will do this:

- by finalising the Neighbourhood Plan
- by holding a successful referendum
- by then monitor planning decisions made by the District Council to ensure they comply with the plan.
- by drawing up an action plan for the delivery of the Neighbourhood Plan's objectives
- by considering carefully how to spend the Community Infrastructure Levy
- by producing a cycling / walking strategy
- by considering and compiling a list of potential Assets of Community Value in Leamington Spa to be submitted to the District Council for consideration

- by monitoring the progress and application of the Local Plan through planning applications received

3. To Promote the Rich Culture of Royal Leamington Spa

We will do this:

- through our support to music and the arts, both performing and visual;
- through our support to the Blue Plaque Scheme;
- by promoting cultural links and understanding through our Twin Town agreements and friendship links;
- by considering how the Town Council will work to promote the Commonwealth Games, Coventry's City of Culture and other cultural and sporting events in the town including how the history of Leamington can be promoted to visitors. To do this in partnership with local cultural organisations:
- by considering bringing back a 'Lights of Leamington' project to coincide with the City of Culture celebrations on a one-off basis working in partnership with Warwick District Council and other relevant organisations.

4. To promote equality for all, and particularly in the more socially deprived area in the Town.

We will do this:

- by working with WDC and WCC to ensure sufficient awareness of existing services such as one-stop shops, employment and training clubs and courses;
- by continued support of South Warwickshire Citizen's Advice and other third sector organisations;
- by promoting and encouraging community involvement in the cultural diversity of the town.;
- by supporting Warwick District Shopmobility, and advising on its long-term financial viability; and
- by encouraging the growth of business in Leamington.
- by promoting health and wellbeing to all our residents
- by working with partners to support youth work
- by reviewing the grants scheme criteria to make sure it is funding organisations that meet Town Council objectives, including evidence of environmental considerations
- by utilising the index of multiple deprivation for super output areas

5. To Improve the Environment.

We will do this:

- by setting up a working group which will report back within 6 months on the Climate Emergency
- by working to improve air quality by working with the District and County Councils
- by working to eliminate the use of single use plastics by the Town Council
- by working with Leamington in Bloom and the District Council to make the planting in the town more sustainable
- by working with appropriate partners to support and promote the 'refill' app to encourage the refilling of water bottles / use of refillable beverage cups
- by ensuring that Christmas lights are low energy and recyclable
- by investigating taking over 'green spaces' listed in the Neighbourhood Plan by exploring options with the District Council
- by encouraging 'Friends of' groups in our parks

- by encouraging and supporting pedestrians, users of public transport and cyclists;
- by seeking practical and economical alternatives to short car journeys,
- through our street tree planting programme;
- through our support for gardens and open space projects in Leamington Spa; and
- through our active support of Allotment Societies and those wishing to establish new allotment sites.
- by asking the allotments committee to look at introducing prizes for the best allotment in appropriate categories and to encourage biodiversity through encouraging the use of biodegradable weedkiller.

6. To raise awareness of the role of the Town Council.

We will do this:

- through the offices of the Mayor and Deputy Mayor;
- by engaging with the event management officers of WDC in planning events in Leamington, including officially acknowledging significant historical anniversaries;
- by supporting and promoting community initiative and voluntary action through our Culture and Community Committee;
- by motivating and managing our staff complement with best management practice and financial procedures.
- by regularly updating our website and social media presence, using them to publicise mayoral activities, and to promote projects, events and services we support or fund;
- by engaging with residents and other interested parties through direct contact and social media to ascertain their views;
- by maintaining a link with local press;
- by ensuring that our role as a funding partner is acknowledged by principal authorities in their publicity; and
- by working with WDC's Tourist Information service and Leamington BID to promote the Town to visitors including via accurate information signage .
- by using social media to inform residents re services and activities affecting the town
- by asking the Communications working group to look at the Council's social media and website and consider any improvements required, including a review and update of the Council's communications strategy

ACTION:

1. Once this document has been agreed, the appropriate council committees and working groups will be asked to look at the areas appropriate to them and draw up SMART objectives and an action plan.
2. This document will be reviewed annually

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 07th JULY 2021

UPDATES FROM WORKING GROUPS

1. **Purpose of the Report**

To provide a brief update on the activity of relevant working groups,

2. **Introduction / overview**

- 2.1 The Town Council has a number of working groups, some of which 'report into' the Policy & Resources committee. Although more substantial reports will be provided to Policy & Resources committee when working groups have particular / detailed proposals to make, this report provides a brief update on recent activity and meetings.

3. **Communications Working Group**

- 3.1 The Communications Working Group's most recent meetings have been on 15th Dec20, 08th April21 and 22nd June21.

At each of these meetings the working group have been provided with a summary of communications / social media activity, produced by the Civic Officer. The working group has reviewed that summary and identified / suggested key communications topics for subsequent weeks. (It is intended that a version of the summary of Communication activity will be circulated to all Town Councillors for information).

The Civic Officer has begun to identify and programme in a series of social media messages in advance, ensuring a consistent and regular series of messages. Content is a combination of the Town Council's own messaging and messages from other organisations, but with a focus on matters relevant to Leamington Spa and its community. The Working Group has commended the communications activity undertaken and noted a significant change in approach / volume.

Inevitably Mayoral activity has been limited in recent times but this is now beginning to increase as we emerge from the pandemic and associated lockdown. Communication / promotion of this activity will take place as usual and is often some of the Town Council's most popular content in terms of views / interactions.

Training for officers on communications and social media has been accessed where available and will be pursued further.

- 3.2 Website redesign – at its meeting on 22nd June 21, the working group received a report on the proposed re-design of the Town Council's website. It considered key elements of requirements of the website which will be fed into a specification. A more detailed report will be brought to Policy & Resources committee in due course.

4. Community Infrastructure Levy (CIL) Working Group

- 4.1 The establishment of a working group (with representation from each political group) to consider the Town Council's use of CIL funding was agreed previously by the Policy & Resources Committee.

The CIL working group met for the first time on 23rd June 21. It considered a report regarding:

- the amount of CIL funds available to the Town Council
- how CIL funds can be used
- references to use of CIL in the Neighbourhood Plan
- work of other partners on infrastructure projects
- other related activity

- 4.2 It identified some simple terms of reference as below:

- *To consider the Town Council's possible use of its CIL funding, taking into consideration:*
 - Rules / limitations regarding CIL funding.
 - Amount / likely amount of funding available.
 - Wider infrastructure initiatives and projects in the town
 - Previous consultation and engagement
 - The Leamington Spa Neighbourhood Plan
- *To develop proposals for consideration by Policy & Resources Committee*

- 4.3 The working group indicated that it wished to explore the option of making funding contributions to cycle infrastructure, particularly cycle parking.

The working group noted the current WCC consultation exercise in relation to cycling and walking infrastructure and also the Policy & Resources Committee's agreed response to that consultation. It also noted the importance of ensuring any proposals are part of / complementary to wider cycle / walking infrastructure plans.

It was agreed that the Town Council would need to engage with WCC following the completion of the consultation, to identify specific proposals / options for use of Town Council CIL monies.

The Town Clerk will liaise with WCC and the matter will be considered further by the Working Group when the consultation had been analysed and more detail on infrastructure proposals identified.

5. Recommendation

That the committee note the update provided and make any comments.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 07th JULY 2021

WORK PROGRAMME 2021/22

1. **Purpose of the Report**

To consider an updated work programme for the committee

2. **Introduction / overview**

2.1 At its meeting on 17th June 2021 the committee considered a draft work programme for 2021/22. The purpose of this was to identify any key issues that the committee would like to discuss and to consider the timing of those matters during the course of the year.

2.2 In addition to those items included in the draft work programme the committee identified the following to be considered:

- Commonwealth Games 2022
- Queen's Platinum Jubilee 2022
- Update on Social Media activity

These items have been incorporated into a revised work programme, which has now been aligned with suggested meeting dates. The dates are indicative at this stage and may be varied depending on other factors / timescales associated with the topic / matter.

It was also noted that other matters arising during the course of the year could be added to the work programme where appropriate.

3. **Updated Work Programme**

3.1 The updated work programme is attached at Appendix A. A number of comments about particular items are identified below.

3.2 *Commonwealth Games* - The Town Clerk is liaising with Warwick District Council's Commonwealth Games Programme Manager to arrange an update / presentation on the Commonwealth Games plans to the full Town Council. This will inform further discussions.

3.3 *Queen's Platinum Jubilee* - The Town Clerk has contacted WDC colleagues to ask about plans / discussions in relation to the Jubilee.

3.4 *Climate Change* - A report on Climate Change is being considered by Warwick District Council's cabinet on 8th July 2021. Further discussions with WDC officers will take place after this meeting and can inform the Town Council's consideration of the subject of Climate Change and its role / contribution.

Item 8 - Appendix A

Topic / subject	Possible meeting date	Comments / notes
Climate change	September / October	Consider local approach to climate change and how the Town Council can best contribute / address climate change.
Corporate objectives	July and others as required	To consider / review the Town Council's corporate objectives and make recommendations to Council.
Policy review	September / October	To consider the Town Council's suite of policies and identify any gaps / updates required.
Website redesign & Social media activity	September / October	Following consideration by Communications Working Group
Community Infrastructure Levy (CIL)	Subject to liaison with WCC.	To consider the TC's use of CIL funds (following consideration by CIL working group)
Commonwealth Games 2022	TBC	Update from WDC to be arranged for full Town Council.
Queens Platinum Jubilee 2022	TBC – subject to dialogue with partners.	
Projects Funding		Consider the use of the projects funding identified in the 2021/22 Town Council budget.
Partnership working	Regular / ongoing	To consider any matters arising from the TC's engagement with partner organisations.
Parade	TBC	Consider input into any activities / consultation associated with the future of the Parade.
Routine Items		
Budget monitoring	Ongoing / regular item	To enable regular monitoring of budget spend
Allotments	November (following meeting of allotments sub-committee)	Receive updates from Allotment Societies and consider grant awards (via Allotment Sub Committee)

Consultations / issues arising	As arising	To consider responses to relevant consultations / other matters that arise
Budget setting	Oct / Nov / Dec	To consider the following years budget and make recommendations to Council
Annual local authority salary awards	TBC – subject to national negotiation process.	Following national salary negotiations.
Payments	Ongoing / regular item	To approve payments

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 07th JULY 2021

BUDGET / FINANCE MONITORING

1. **Purpose of the Report**

To enable the Committee to monitor budget spend.

2. **Introduction / overview**

2.1 The Policy & Resources Committee receives regular reports to enable it to monitor the Town Council's budget spend and to consider any issues arising from that monitoring.

2.2 Attached at appendix A is a list of all transactions from April and May 2021, the first two periods of the 2021/22 financial year.

2.3 Attached at appendix B is a summary of expenditure against budget to the end of May 2021. This is still early in the year and there are no particular matters of concern identified at this stage.

3. **Internal financial controls**

3.1 In addition to the various other internal financial controls in place, the committee is invited to identify members to undertake routine checks of the Town Council's financial records through the course of the year. This is common practice and would help provide another internal check on the Council's finances, while helping the committee be assured of the robustness of financial processes.

In practice this would simply involve checking bank statements along with a selection of transactions on the bank statement/s during the relevant time period and corroborating those transactions with related documentation such as invoices etc. It is suggested that this could be done quarterly, at least for the first three quarters of the year, as the internal auditor will review matters at the end of the financial year. It is suggested that a number of different committee members could undertake these checks, both as it is good practice in audit terms to involve different people but also to enable more committee members to familiarise themselves with the process.

4. **Recommendations**

- i) That the committee notes the transactions during April and May 2021.
- ii) That the committee notes the budget monitoring information provided.
- iii) That the committee identifies members to undertake routine internal financial checks during the course of the financial year.

Appendix A

Summary of Transactions					
Apr-21					
Cheque No	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	163.75	0	163.75
	Warwick District Council	Business rates - offices	540.25	0	540.25
	Public sector deposit bond	Interest accrued	-2.96	0	-2.96
	Warwick District Council	Garage rental	46.76	9.35	56.11
	HSBC	Electronic banking charges	26.17	0	26.17
	InTouch CRM Ltd	Website domain renewal	60	12	72
	InTouch CRM Ltd	Web hosting quarter 1	164.97	32.99	197.96
	Tesco Mobile	Mobile contract 1 - Apr	8.33	1.67	10
	SD Worx	Payroll summary Mar21	24.17	4.83	29
	Entanet International Ltd	Broadband charges	19.99	4	23.99
	BT Group	Quarterly phone charges	71.94	14.39	86.33
	Warwick District Council	Quarterly rent - offices	2196.48	0	2196.48
	Warwick District Council	Quarterly service charge-offices	1475	0	1475
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.7
	Employees + Councillors	Payroll - April	10274.25	0	10274.25
	HMRC	Tax & NI Mar21	3303.21	0	3303.21
	HMRC	VAT refund	-2027.09	0	-2027.09
	Okapi Technology	Software charges - Mar21	13.2	2.64	15.84
106735		cheque cancelled	0		0
106736	WALC	annual subscription (WALC & NALC)	2539	130	2669
106737	WALC	staff training	25	5	30
106738	Leander Architectural	Blue plaque - Eddie Hapgood	334.5	66.9	401.4
106739	S. Marks	Reimbursement - Zoom subscription Apr	11.99		11.99
	Warwick District Council	CIL receipts	-7976.48		-7976.48
	Warwick District Council	Precept payment (1 of 2)	-206133		-206133
	SD Worx	Payroll - April	126.2	25.24	151.44
	Bank of Scotland	Interest accrued	-0.39		-0.39
		Expenditure	21677.41	359.46	22036.87
		Income	-216139.92	0	-216139.92

Summary of Transactions					
May-21					
Cheque No	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	162	0	162
	Warwick District Council	Business rates - offices	536	0	536
	Warwick District Council	Garage rental	46.73	9.34	56.07
	Public sector deposit bond	Interest accrued	-2.04		-2.04
	Warwickshire County Council	Pension contributions - Mar21	2429.47		2429.47
	Warwickshire County Council	Pension contributions - Apr21	2463.68		2463.68
	SD Worx	Payroll summary Apr21	25.11	5.02	30.13
	HSBC	Electronic banking charges	10.63		10.63
106740	J&L Asbestos Removal Ltd	Waste removal (Binswood allotment grant)	500	100	600
106741	Warwick District Council (chq payable to Po	Neighbourhood Plan ref. banners, posters, leaflets	423	84.6	507.6
106742	Ewan Durrant	Neighbourhood Plan Vlog	100	0	100
	Tesco Mobile	Mobile contract 1 - May	8.33	1.67	10
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.7
	Employees	Payroll - May	6892.11	0	6892.11
	Entanet International Ltd	Broadband charges	19.99	4	23.99
	HMRC	Tax & NI Apr21	3977.52	0	3977.52
	SD Worx	Payroll processing - May	61.8	12.36	74.16
		Expenditure	17908.62	267.44	18176.06
		Income	-2.04	0	-2.04

Appendix B – Budget Monitoring

Budget monitoring 2021/22 - to end May 21						
Cost Centre	Budget 2021/22	Expenditure at 31/05/21	Adjustment for 2020/21 expenditure	Balance of budget remaining £	% of budget unspent at 31/05/21	Notes
	£	£	£		%	
Allowances	18000	4334	4334	18000	100	1st allowance payment due June
Salaries	153000	25006	5733	133727	87	
Mayoral Transport	4392	598	0	3794	86	
Civic Expenses	5965	0	0	5965	100	
Administrative Expenses	22739	3197	-2427	17115	75	
Property and Assets	26570	5093	6034	27511	104	
Mayors Award	300	0	0	300	100	
Twinning (not LITS)	400	0	0	400	100	
Grants and Power of General Competence	159100	858	-893	157349	99	Grant payments made in June21
Elections	18000	0	0	18000	100	Annual provision to meet election costs.
Allotments	5800	500	-3780	1520	26	Allotment income to be invoiced
less income	2000	5	0	1995	100	
Total exc V.A.T.	412266	39581	9001	381686	93	
Community Infrastructure Levy	Date Paid	Amount	Balance			
		B/F	23406			
	29.04.21	7976	31382			