



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

Our Ref: RN/

Date: 29th March, 2018

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 9th APRIL, 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 12TH March, 2018 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES

(i) Christmas Lighting (Minute 77)

To note action arising since the last meeting.

(ii) General Data Protection Regulations (Minute 80)

Town Clerk to report orally on progress.

6. MAYORAL TRANSPORT

Consider the attached Report (Report No 6)

7. DEFIBRILLATOR CONTACT SYSTEM

Town Clerk to report on discussions with Warwick 1st Responders on the introduction of an automated contact system to notify volunteers of an incident in which the AED (automated external defibrillator) is activated.

8. ANNUAL TOWN ASSEMBLY

Town Clerk to report on the response to invitations to attend the Annual Town Assembly in 23rd April.

9. ACCOMMODATION WORKING GROUP

To approve the Terms of Reference of the Accommodation Working Group (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
12th MARCH 2018 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA**

Present: Councillors Ann Morrison (Chair), Janet Alty, David Greenwood, Daniel Howe, Tom Kenyon-Brown and John Knight.

One Member of the public was present.

73. **APOLOGIES**

Apologies for absence were received from Judith Clarke, Sarah Boad, and Hayley Grainger,

74. **DECLARATIONS OF INTEREST**

There were no declarations made at this time.

75. **PUBLIC FORUM**

No representations were made by members of the public.

76. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 8th January, 2018 are confirmed as a correct record.

77. **MATTERS ARISING FROM THE MINUTES**

(i) Budget 2018/19

In response to a question, the Town Clerk confirmed that a schedule for the planting of trees had now been approved by the Cultural and Community Committee. The Committee agreed that a copy be circulated to all Members of this Committee for information.

(ii) Christmas Lighting

The Town Clerk reported that Warwick District Council had confirmed that the stock of lighting purchased by the Town Council in 2017 had now been fully accounted for and was securely stored pending the award of a new contract in 2018/19. The Committee remained concerned at the poor standard of response by the contractor and it was therefore proposed that the sum of £3,000 is withheld from the 2017/18 grant for this service. In answer to questions regarding the delivery of the new contract, the Town Clerk suggested that if Members remained concerned at arrangements for the storage and security of seasonal lighting, the District Council could be asked to facilitate a site visit once the new contract was awarded.

RESOLVED

- (i) that the Christmas Lighting grant of £15,000 to Warwick District Council is reduced by £3,000 in 2017/18 in recognition of the standard of response delivered by the contractor over the Christmas period;
- (ii) that following the letting of the new lighting contract, the Town Clerk ensures that arrangements are made for Councillors Greenwood and Stevens to visit the storage facility to inspect the measures in place for 2018/19.

78. **BUDGET – 2017/18**

Consideration was given to a report (Report No. 6) setting out expenditure against the budget for 2017/18. The Town clerk briefly emphasised the areas of the budget where expenditure had been committed but not yet recorded, such as Community Grants and the Neighbourhood Plan, and which were therefore anticipated to be fully committed with no underspend by the end of the financial year.

RESOLVED that the Report is noted and received.

79. **ANNUAL TOWN ASSEMBLY 2018**

Consideration was given to a Report (Report No. 7) concerning arrangements for this year's Annual Town Assembly.

It was noted that despite revisions to the format of the meeting, attendance over a four year period had remained only marginally better than in 2014. Attendance by members of the Town Council in 2017 had also been somewhat disappointing.

There was agreement among the Committee that a variation in topics to be discussed with a focus on a central theme could be introduced this year. The focus on keeping the Town "clean and green" had recently been the subject of meetings the Town Community Forums. The Annual Assembly was considered to be an opportunity to further public awareness and participation on this important issue. Reports from the Mayor and Town Clerk on the Civic year and work of the Town Council should be made with the aid of visual presentation and the number of presentations by community groups limited in view of the need to avoid an unduly lengthy meeting. Invitations to such groups to display examples of their work in hard copy format at the meeting should continue to be encouraged.

RESOLVED that the Annual Town Assembly to be held on 23rd April is arranged on the theme of "clean and green" Leamington with invitations made to relevant community and voluntary organisations to attend and participate in the public forum.

80. **GENERAL DATA PROTECTION REGULATIONS**

Consideration was given to a report (Report No.8) in which the implications of the General Data Protection Regulations (GDPR) were outlined.

The Town Clerk emphasised that these Regulations represented a significant change in the manner in which data processors, such as the Town Council, dealt with the collection, processing, storage and security of data about living individuals. He explained that the National Association of Local Councils (NALC) had produced detailed guidance in the form of a toolkit and action plan to assist Councils in managing the changes to data management brought about by the Regulations which were to be enacted in May 2018. Training on compliance with the Regulations had also been arranged and the Town Clerk was to attend a seminar on 17th March.

The Committee noted that some aspects of the Regulations, such as the necessity for Councils to appoint a Data Protection officer who is independent of the Council, remained to be clarified. However, the preparatory measures necessary to ensure that the Council was able to comply with the new legislation in May 2018 would need to be implemented in a short time frame.

RESOLVED that the following measures are approved

- (1) the Town Clerk to undertake preparations for compliance with the GDPR including:-
 - (a) undertaking an audit of all Council held data to establish the basis for its retention and arrangements for security;
 - (b) where necessary, obtain the requisite consents from data subjects to continue to collect, process and store data on their behalf
 - (c) draw up data privacy notices for use in connection with all data collected from residents and members of the general public and for staff members, councillors and anyone else with a role in the council.
 - (d) ensure that the Council's website is suitably compliant
- (2) to keep under review the requirements for the appointment of a Data Protection Officer based on external advice and emerging best practice;
- (3) to subsequently consider and approve a training strategy for all Councillors and members of staff to provide for appropriate instruction and guidance on compliance with the principles of data protection
- (4) to recommend Council to review and amend all current Council policies and procedures as necessary.

81. **TOWN COUNCIL PROMOTIONAL AND MARKETING POLICY**

Councillor Greenwood introduced a Report (Report No.9) which had been circulated prior to the meeting, setting out points for discussion in relation to the Council's

current arrangements for promotion of its activities and services. He felt that the Council had not always been as proactive in promoting its success and engaging with the wider community through good news stories. He considered that following the appointment of a new civic officer there was an opportunity to utilise the additional expertise and knowledge now available to the Town Council. It was also noted that the Council did not have a formal policy in relation to press engagement and public relations. It was therefore suggested that a task and finish group is established with Officers to explore these issues further and devise a formal policy.

RESOLVED that a task and finish group comprising Councillors Greenwood and Kenyon-Brown meet with Officers to determine a policy in relation to engaging with the press and other media for promotion of the Town Council.

82. **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 £53,326.94, including payments under Section 137 of the Local Government Act 1972, of £40,658, is approved.

The meeting commenced at 6.00 pm and ended at 7.15 pm.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 9TH APRIL 2018

MAYORAL CAR

1. **PURPOSE OF THE REPORT**

To consider the options in relation to replacing the current Mayoral Car.

2. **INTRODUCTION**

- 2.1 The Committee will be aware that the vehicle currently used as the Mayoral car is a Toyota Prius hybrid which is leased under the terms of an agreement with Toyota and Lexus Financial Services. The lease was approved in January 2015 and expired on 17th November 2017.

The Committee considered options for the replacement of the current Mayoral car at a meeting on the 4th September 2017 and agreed as follows:-

- (i) that comparative costs are obtained for the contract hire of an electrically powered vehicle
- (ii) a further Report is made to the next meeting of the Committee; and
- (iii) if necessary, the Town Clerk is authorised to extend the period of the current vehicle contract.

- 2.2 Following further discussions with local dealerships in September and October 2017, the Committee was advised at its meeting in November that the Nissan Leaf, which is generally regarded as the market leader in the mid-range car sector, was due for replacement with a new model in 2018 and the Hyundai Ionic was similarly to be released in April 2018. In the circumstances the Committee therefore agreed that the lease agreement for the current Mayoral car be extended by a period of up to 9 months to enable assessment of the market following the launch of new all-electric models in 2018.

- 2.3 The lease agreement was therefore extended and is due to expire on 17th August, 2018. The lease cannot be further extended.

- 2.4 This report updates the Committee on the current position and seeks approval for proceeding with arrangements for initiating a new lease/rental agreement.

3. **ELECTRIC VEHICLE**

- 3.1 New vehicles which utilise all electric power sources are emerging onto the market with increasing frequency. However, it remains the case that the technology is still developing and for this reason electric vehicles are generally more expensive to purchase and lease than a comparable petrol or petrol/hybrid alternative. The supply

of such vehicles also remains restricted. Quotations for relevant models have been requested and these will be reported to the meeting.

- 3.2 A second consideration concerns the provision of a charging point for the vehicle. At present it is garaged at premises rented from Warwick District Council which provides a convenient and secure location when the car is not in use. The garage does not have an electricity supply and the cost of installing a single phase supply sufficient to charge the vehicle has been estimated up to £5,000. This would clearly be prohibitive.
- 3.3 If the Council wishes to proceed with an electric powered vehicle it will therefore be necessary to source an alternative location for parking and storing the car when not in use. It will be appreciated that this could be a lengthy process and there is no guarantee that an alternative garage facility with accessibility to a 230 volt electric supply can be found in the months that remain of the current rental agreement. A second alternative would be to provide a charge point at the Town Hall where an open parking space for use by the Mayoral Car exists. This will require approval of the District Council.
- 3.4 The Committee will be aware that this latter solution is complicated somewhat by issues connected with the future use of the Town Hall and the Council's occupancy of this building. It would also mean that the vehicle would need to be left outdoors overnight to benefit from charging when not in use.

4. FINANCIAL IMPLICATIONS

- 4.1 The budget for 2018/19 reflects the cost of the current lease of the petrol/hybrid Prius. The quotation provided by Toyota in October 2017 indicated a potential saving of approximately £300 per year over a three year term compared to the current rental. The acquisition of an electric vehicle will be marginally more expensive and require an additional capital outlay for the provision of a charging point which will be partially off-set by government grant.

5. RECOMMENDATION

- 5.1 The Committee is requested to consider the options for replacing the current vehicle and to proceed with arrangements for a new lease to take effect on or before the 17th August, 2018.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 9th APRIL 2018

ACCOMMODATION WORKING GROUP - TERMS OF REFERENCE

1. **GENERAL**

The Accommodation Working Group is tasked with developing proposals to meet the Council's future accommodation requirements in terms of discharging its administrative and civic responsibilities. It will report its conclusions to the Council's Policy and Resources Committee for final determination.

2. **MEMBERSHIP**

- 2.1 Membership of the Working Group shall comprise up to 4 Members appointed annually by the Council. All members of the Council shall be notified of its meetings. Members of the Council who are not appointed to membership of the Group may attend meetings and contribute to discussion.

The Working Group shall appoint a Chairman from among its number.

3. **SPECIFIC RESPONSIBILITIES**

- 3.1 The Working Group's specific responsibilities are as follows:-

- To consider the Council's current and future accommodation needs having regard to service responsibilities and accessibility for members of the public
- To explore potential accommodation solutions including those available through lease arrangements in respect of buildings that are accessible to the general public
- To consider the financial implications arising from the Council's acquisition of a freehold interest in property within Leamington Spa
- To consider and recommend a preferred strategy for acquiring a property asset for the Council in the medium to long term
- To consider the Council's interests in the future use and development of Leamington Town Hall, having regard to the review being undertaken on behalf of Warwick District Council by Complex Development Projects.

- 3.2 The Working Group may invite contributions to its work from representatives of bodies external to the Council, particularly those with an interest and involvement in the use and management of public assets.

4. **TERM**

- 4.1 The Working Group shall meet as long as necessary to determine recommendations for consideration by the Policy and Resources Committee.

