



**THE TOWN COUNCIL  
OF  
ROYAL LEAMINGTON SPA**  
TOWN HALL, PARADE,  
ROYAL LEAMINGTON SPA  
WARWICKSHIRE CV32 4AT  
TELEPHONE: 01926 450 906  
FAX: 01926 456 901  
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS  
Clerk to the Town Council  
clerk@leamingtonspatowncouncil.gov.uk

10<sup>th</sup> May 2013

Dear Councillor,

You are summoned to attend a **MEETING** of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held at the **Town Hall, Royal Leamington Spa** on **TUESDAY 21<sup>ST</sup> MAY 2013**, commencing at **6.30 pm** for the purpose of transacting the business specified below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

TO ALL MEMBERS OF THE COUNCIL

---

**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **CHAIRMAN'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST/GRANT OF DISPENSATION**  
To receive any declarations of interest and approve the grant of dispensation in respect of an item identified for discussion at the Meeting.
4. **PUBLIC FORUM**  
To receive representations from members of the public in accordance with Standing Order No. 36.
5. **REFUSE CONTAINERS WITHIN THE CONSERVATION AREA**  
To consider correspondence from Warwick District Council in response to the Council's resolution at the Meeting on 18<sup>th</sup> March 2013.  
(Report No.5)
6. **ANNUAL RETURN OF ACCOUNTS 2012/13**  
To consider and approve the financial statements for the year ended 31<sup>st</sup> March 2013 and approve the Annual Return of Accounts. (Report No.6)
7. **APPOINTMENT TO OUTSIDE BODIES – 2013-14**  
To consider the attached Report (Report No. 7)

**8. WARWICK DISTRICT SHOPMOBILITY**

To note arrangements for the Annual General Meeting of Warwick District Shopmobility Ltd.

**9. MINUTES OF COUNCIL AND COUNCIL COMMITTEES**

(i) Planning Committee – 14<sup>th</sup> March, 4<sup>th</sup> and 25<sup>th</sup> April, 2013

To receive the Minutes of the Meetings of the Planning Committee held on 14<sup>th</sup> March, 4<sup>th</sup> and 25<sup>th</sup> April, 2013. (Report Nos.9 (a) (b) and (c))

(ii) Policy and Resources Committee –8<sup>th</sup> April 2013

To receive the Minutes of the Meeting of the Policy and Resources Committee held on 8<sup>th</sup> April 2013 (Report No.9 (d))

(iii) Cultural and Community Committee –7<sup>th</sup> March and 29<sup>th</sup> April 2013

To receive the Minutes of the Meetings of the Cultural and Community Committee held on 7<sup>th</sup> March and 29<sup>th</sup> April 2013 (Report No 9 (e) and 9 (f))

(iv) Council – 18<sup>th</sup> May 2013

To confirm and sign as a correct record the Minutes of the Annual Meeting of the Town Council held on 18<sup>th</sup> May, 2013 (Report No. 9 (g) to be circulated)

**10. ACCOUNTS**

(i) To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)

(ii) To approve signatories for cheques and other forms of authority for payment for the year 2013-14.

(current signatories:- Councillors, Boad, Gifford, Greenwood, Moore, Morrison and Wilkinson)

**REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 21<sup>ST</sup> MAY 2013**

**REFUSE CONTAINERS WITHIN THE CONSERVATION AREA**

**1. INTRODUCTION**

- 1.1 At the Meeting of the Council on 18<sup>th</sup> March, consideration was given to representations from a local resident concerning the location of refuse and recycling containers outside 37 Portland Street.
- 1.2 The Council expressed concern at the unwelcome introduction of these facilities in a Conservation Area and it was resolved:-
- (i) that Warwick District Council is requested to remove the waste disposal facilities presently located outside 37 Portland Street and replace them with a more appropriate solution in keeping with the Conservation Area; and
  - (ii) that consideration is given to acquiring appropriate measures for the storage of domestic waste containers where it is necessary for them to be placed at the front of dwellings which are in Multiple Occupation.
- 1.3 This Report contains the response of the District Council's Waste Policy and Performance Officer – Appendix 1.

**2. MATTERS FOR CONSIDERATION**

- 2.1 The Complainant – Mr Cave- has been advised of the response of the District Council and the opportunity to listen to discussion of this matter at tonight's meeting.

The District Council has confirmed that there is no planning control over these items as they are moveable and therefore not a permanent feature. It would appear that the rear access of many properties on Portland Street is too narrow to allow the passage of traditional wheel bins. Consequently the collection of waste from containers at the front of the dwelling, where they are most visible, has been adopted as a solution to the problem of placing refuse in loose sacks which are more vulnerable to damage and liberation of the waste.

- 2.2 Whilst the Waste Policy Officer acknowledges the concerns at the visual impact of these containers and the importance of proactively managing the situation before planning permission is granted, it is not clear the extent to which this will be adopted as a policy within the Local Plan.

**3. RECOMMENDATION**

- 3.1 The Council is asked to consider the response from Warwick District Council, any further representations on this matter and an appropriate course of action.



**Neighbourhood Services  
Ian Coker – Head of Service**

Contract Services, PO Box 2179, Warwick District Council, Riverside House  
Milverton Hill, Royal Leamington Spa, CV32 5QG

Robert Nash,  
Town Clerk,  
The Town Council of Royal  
Leamington Spa,  
Town Hall  
Parade  
Leamington Spa  
CV32 4AT

**direct line:** 01926 412464

**switchboard:** 01926 410410

**fax:** 01926 456753

**email:** [contract.services@warwickdc.gov.uk](mailto:contract.services@warwickdc.gov.uk)

**web:** [www.warwickdc.gov.uk](http://www.warwickdc.gov.uk)

**our ref: /  
your ref:**

5 April 2013

Dear Mr Nash

**Waste Containers at 37 Portland Street "Birkland House"**

I refer to your letter to Mr Hoof, dated 19 March 2013, concerning the recent installation of refuse and recycling containers at 37 Portland Street.

I work for Contract Services within Warwick District Council and Mr Hoof is my Line Manager, and as I have been involved in dealing with the complaints about the storage of loose refuse sacks at 37 Portland Street, he has asked me to respond to the issues raised in your letter.

I believe that a short summary of the events leading up to the positioning of bins at 37 Portland Street will help you understand the reasoning behind that action:-

Planning permission was granted in 1983 to convert 37 Portland Street into flats. That planning permission did not include any specific requirement for the storage of refuse or recycling. Since 2008 all refuse/recycling has been collected from the front of properties in this part of town as part of the weekly refuse collection.

Our records show that since late 2009, one resident of Portland Street has frequently raised concerns about the occupants of Birkland House placing refuse sacks and recycling out on the front yard of the property before the day of collection. It should be understood that those sacks at the front of the property have never caused a statutory nuisance as they were collected by the refuse teams on a weekly basis.

Despite repeated responses back to the complainant stating that the occupants were within their rights to place refuse sacks on the front area of their property, we continued to receive complaints from the individual who in the end brought a corporate complaint. Corporate complaints are investigated by a senior officer not directly involved with the initial complaint. They interview all those involved, which in this instance included the complainant, Officers from Neighbourhood Services,



Environmental Health and Development Services. That investigation upheld our position and the complainant was informed of the outcome. The complainant could then have taken the matter to the Ombudsman but chose not to do so but continued to make complaints regarding the storage of loose refuse sacks at the front of the property.

When Birkland House came under a single landlord earlier this year we took the opportunity to explore with the landlord the options available to resolve the on-going complaint whilst providing a more sustainable method of refuse and recycling collection which minimised residents having to store refuse within the building. The option left to resolve the concerns of the complainant over loose sacks being placed on the front area of the property was for the Council to provide the landlord with two containers presently located on the front area of the property. This provision reflects a relatively new collection scheme which allows occupants of flats etc. to recycle more materials than is available to the normal red box and bag collections alongside sufficient provision for the non- recyclable waste.

Before the bins were delivered we ran the decision past colleagues in Conservation to see if they had any objections, although they were reluctant, knowing that Portland Street is a conservation area, there is no statutory requirement for a planning application.

Whilst we understand the concerns about the visual impact of these bins the landlord can provide screening for these bins or choose a bin colour that is more in keeping with the surrounds and we are working with the landlord towards this option.

We are in close liaison with our colleagues in planning and my expectation is that any similar dilemmas in the future would be dealt with before planning permission is granted and form part of the planning permission if appropriate.

Increasing recycling and reducing what goes to landfill is a priority for the Council as is the need to preserve the conservation area. Balancing these priorities can be difficult but I hope the information supplied explains the decision making process we have followed and that the outcome is a direct response to our desire to try and resolve an on-going complaint from one particular resident of Portland Street.

Please do not hesitate to contact me if you have any further questions or queries

Yours sincerely,

  
**Graham Folkes-Skinner**

**Waste Policy and Performance Officer**

Tel No: 01926 412464

E-Mail: [graham.folkes-skinner@warwickdc.gov.uk](mailto:graham.folkes-skinner@warwickdc.gov.uk)

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE  
HELD ON 21<sup>st</sup> MAY 2013**

**ANNUAL RETURN OF ACCOUNTS 2012/13**

**1. PURPOSE OF THE REPORT**

To approve the completion of the Annual Return of Accounts as required by Statute.

**2. RETURN OF ACCOUNTS**

2.1 Local Councils in England with an annual turnover of £6.5 million or less must complete an annual return summarising their activities at the end of each financial year. Each Council must approve the annual return no later than 30<sup>th</sup> June 2013.

2.2 The Annual Return is set out in a prescribed form and is included at Appendix 1. Section 1 provides a summary of the Council's expenditure and revenue for the year to 31<sup>st</sup> March 2013. The supporting accounting statements are included with the return and are appended at Appendix 2. The Town Council applies the practices recommended by the Audit Commission and NALC in preparing accounts through the expenditure and income method.

2.3 Section 2 of the Return provides a statement of Annual Governance to which the Council must provide positive answers, or alternatively explanations if certain steps have not been taken. The various statements are set out in full in the Appendix and are as follows:-

1. Accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

Evidence: Expenditure and Income Account, Bank Reconciliation and Balance Sheet are at Appendix 2 and follow established accounting practice.

2. Maintain an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and review its effectiveness.

Evidence: Measures to control fraud and corruption are included in the Council's Standing Orders and Financial Regulations a copy of which has been provided to all Members. The Policy and Resources Committee considers any recommendations from Council arising from the Report of the Internal Auditor and approves action as appropriate. Last review conducted 13<sup>TH</sup> September 2012.

3. The Council takes reasonable steps to be assured that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Council to conduct its business or finances.

Evidence: Reports are submitted to Committees and Council on any matter involving the provision of a new service or expenditure not previously approved. These reports include reference to any statutory requirements and advisory codes.

4. Provide proper authority during the year for the exercise of electors' rights in accordance with the Accounts and Audit regulations.

Evidence: Copy of Public Notice published during the year 2012 is appended.

5. Carry out an assessment of the risks facing the Council and take appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover, where required.

Evidence: Internal Risk Assessment conducted annually. Last review by Council 18<sup>TH</sup> March 2013 in relation to consideration of insured risks and the acquisition of the Town's War Memorial.

6. Maintain an adequate and effective system of internal audit of the Council's accounting records and control systems.

Evidence: Appointment of Internal Auditor confirmed periodically. Internal Auditor is given full access to all accounting records, Minutes of Meetings and background papers. Internal Auditor encouraged to report directly to Councillors.

7. Take action on all matters raised in reports from internal and external audit.

Evidence: See 2 and 6 above.

8. Consider whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Council and where appropriate have included them in the accounting statements.

Evidence: These aspects are dealt with in reports to Committees and Council and are reflected in the accounts and any additional evidence submitted to the external auditor.

9. Discharged responsibilities in relation to Trust Funds where the Council is the sole managing Trustee.

Evidence: Members will be aware that the Council provides five of the six Guru Nanak Dev Trustees. The Trust met on 25<sup>th</sup> June, 2012 and agreed to approach other Faith organisations within the Town to develop a partnership approach to the re-launch of the Fund and the potential disbursement of funds. A further meeting of the Trust is to be arranged in the near future.

2.4 The Council's Accounts and supporting financial records will be audited by the Internal Auditor in June.



### **3. RECOMMENDATION**

- 3.1 The Council is recommended to consider the Annual Return and supporting financial statements and having satisfied itself that the relevant actions required under Section 2 have been completed, approve the Annual Return and Statement of Governance.

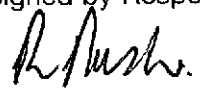


# Section 1 – Accounting statements 2012/13 for

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance								
	31 March 2012 £	31 March 2013 £									
1 Balances brought forward	186338	159979	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.								
2 (+) Annual precept	293633	304091	Total amount of precept received or receivable in the year.								
3 (+) Total other receipts	8135	8548	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.								
4 (-) Staff costs	98667	93540	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.								
5 (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).								
6 (-) All other payments	229460	208134	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).								
7 (=) Balances carried forward	159979	170944	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)								
8 Total cash and short term investments	210547	171018	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.								
9 Total fixed assets plus other long term investments and assets	208055	220352	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March								
10 Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).								
11 (If Applicable) Trust funds (including charitable) disclosure note	<table border="1"> <tr> <td>YES</td> <td>NO</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>✓</td> <td></td> <td>✓</td> <td></td> </tr> </table>		YES	NO	YES	NO	✓		✓		(if applicable) The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures in the accounting statements above do not include any trust transactions.)
YES	NO	YES	NO								
✓		✓									

I certify that for the year ended 31 March 2013 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer  
  
 Date 10/5/2013

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.  
 Date



## Section 2 – Annual governance statement 2012/13

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2013, that:

	Agreed =		Yes means that the council:
	Yes	No	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the council to conduct its business or on its finances.			has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.		YES NO NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

**\*Note:** Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.



Bank Reconciliation 2012/13							
Bank Balance at 1.04.12				Bank Balance at 31.03.13			
HSBC Account		74876.60		HSBC Account		33600.39	
HBOS Account		15834.60		HBOS Account		1159.26	
Term Bond		137490.66		Over call deposit		15188.61	
				Term Bond		125000.00	
			228201.86			174948.26	
plus income				Less Cheques unrepresented at 31.03.13		3930.75	
Allotments		5525.00					
Precept		304091.00					
Interest		3022.61					
VAT refunds		6766.53					
Misc Income		0.00	319405.14				
			547607.00				
Less Expenditure per Cash Book			360934.54				
plus expenses unrepresented at 1.04.12 now cashed			15654.95				
Balance as Cash in hand			171017.51	Balance as Cash in hand		171017.51	





**Appendix 2**

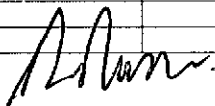
**Royal Leamington Spa Town Council Income and Expenditure Account - year ended 31st March, 2013**

Year ended 31.03.12			Totals From Cashbook	Adjustment	Year ended 31.03.13
£		<b>Income and Expenditure</b>			£
		<b>Income</b>			
293633.00		Precepts	304091.00	-	304091.00
2546.20		Interest Received	3022.61	-	3022.61
91.00		Miscellaneous Income	0.00	-	0
5497.50		Allotments	5525.00	-	5525
0.00		V.A.T. Refunds	6766.53	-6766.53	0
<b>301767.70</b>		<b>Total income</b>	<b>319405.14</b>	<b>-6766.53</b>	<b>312638.61</b>
		<b>Expenditure</b>			
16673.18		General Administration	13129.72	-223.06	12906.66
11059.55		Allotments	3163.06	2986.90	6149.96
98666.71		Salaries and Wages	93359.46	180.31	93539.77
13954.43		Councillor Allowances	17703.82	-4.83	17698.99
5802.37		Mayoral Transport	6309.57	-51.26	6258.31
6477.85		Miscellaneous civic expenses	16897.84	-2743.16	14154.68
100.00		Mayors Award	60.00		60
1720.44		Twinning	651.15		651.15
		Accommodation service charges (Town Hall)	19059.81		19059.81
18177.31		Promotions	17603.90		17603.9
29249.30		Elections	29772.59	-29948.45	-175.86
29948.45		Section 137 payments:-			0
		Leamington in Bloom	6900.35		6900.35
		Christmas Lighting Scheme	28880.00	-14440.00	14440
14690.00		Community Grants	42000.00		42000
42000.00		Town Centre Management	11900.00	-5950.00	5950
5950.00		Other S.137 Payments	46611.43	-135.50	46475.93
26629.24		V.A.T. Payments	6931.84	-6931.84	0
0.00		<b>Total net expenditure</b>	<b>360934.54</b>	<b>-57260.89</b>	<b>303673.65</b>
<b>328126.87</b>					
		Total adjusted expenditure	Cheque written off	2000.00	<b>301673.65</b>
<b>186338.02</b>		<b>Balance b/f 1 April 2012</b>			<b>159978.85</b>
<b>301767.70</b>		add total income			<b>312638.61</b>
<b>328126.87</b>		Deduct total expenditure			<b>301673.65</b>
<b>159978.85</b>		<b>Balance at 31st March 2013</b>			<b>170943.81</b>

The above accounts are a correct record based on the Council's Cash transactions for the twelve month period ending 31st March, 2013.

Robert Nash

Town Clerk and Responsible Financial Officer





**BALANCE SHEET AS AT 31ST MARCH 2013**

**31/03/2012**

**31/03/2013**

Long term assets

137491 Investments - 12 month Bond	125000
0 Long term debtors	0

Current assets

0 Stocks and stores	0
0 Work in progress	0
Debtors:-	
Income due	0
6013 Payments in advance	3275
0 Temporary lending	0
73056 Cash in hand	46018
1138 V.A.T recoverable	1303

**217,698** Total assets

**175596**

Less Current liabilities

57719 Creditors	4652
0 Temporary Borrowing	0
0 Receipts in advance	0
<b>159,979</b> Net assets	<b>170944</b>

Represented by

186338 balance Carried fwd	159978.85
301768 Income received	312638.61
328127 less expenditure	301673.65
<b>159979</b>	<b>170,944</b>

The above statement represents fairly the financial position of the Town Council of Royal Leamington Spa at 31st March, 2013 and reflects its income and expenditure during the year

Signed  
Responsible Financial Officer

Date



**REPORT TO THE ANNUAL MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 21<sup>ST</sup> MAY, 2013**

**MEMBER APPOINTMENT TO OUTSIDE BODIES AND PARTNERSHIPS**

1. The Council is required annually to appoint Members to represent it on a number of external bodies and partnerships to which it has been granted rights of appointment.
2. A schedule of the relevant external bodies and partnerships that are subject to appointment by this Council is attached as an Appendix to the Report.
3. Unlike appointments to Standing Committees, the Council does not observe a political balance in making such appointments. Appointments to such bodies are usually made on the basis of agreement by Council.
4. It is desirable that the Council's representative periodically reports on the work of the body or partnership. The Council originally agreed that Members who are appointed to such bodies and partnerships should submit, as a minimum, a Report once a year to the Annual Town Assembly. In view of the fact that many of these bodies receive funding directly from the Town Council, it is submitted that these Reports should be made periodically to the Policy and Resources Committee.
5. Councillors who serve on bodies external to the Council benefit from the protection of the Council's Public Liability insurance. This extends to acts undertaken whilst attending meetings as a representative of the Council. In addition, some external bodies provide indemnity for those acts of omission and inadvertence occurring in connection with the duties of a Trustee.
6. **RECOMMENDATION**  
It is recommended:-
  - (i) that the Council considers and appoints Members to the various bodies and partnerships set out in the Appendix to the Report.
  - (ii) that Members appointed to bodies as an external duty submit a report for the consideration of the Policy and Resources Committee, at least once a year.



**ROYAL LEAMINGTON SPA TOWN COUNCIL – MEMBER APPOINTMENTS TO  
OUTSIDE BODIES (as at 1st May 2013)**

Outside Body	Organising Body	No of seats	Proposed Appointment
Christmas Lights Working Group	Warwick District Council	2	Cllr D. Greenwood
Town Centre Partnership	Warwick District Town	1	Cllr J. Knight
Trustee Board – Citizens Advice Bureau	Warwick District Citizens' Advice Bureau	1	Cllr Y. Moore
Guru Nanak Dev Trust	Guru Nanak Dev Trust/Town Council	5	Cllr G. Dulay Cllr T. Crockford Cllr M. Singh Cllr D. Greenwood Cllr J. Clarke (ex- Officio)
Tourism and Visitor Strategy Working Group	Warwick District Council	1	Cllr W. Gifford Cllr A. Wilkinson
Warwickshire Association of Local Councils - County Committee	Warwickshire Association of Local Councils	1	Cllr J. Knight
Area Community Forums	(Representative of Members of Wards within each area)		All Town Councillors are eligible to attend and vote at meetings of their respective Forums
<u>North Leamington</u>	Warwickshire County Council		Members of the Crown, Manor and Milverton Wards
<u>South Leamington</u>	Warwickshire County Council		Members of the Brunswick and Willes Wards
<u>Town Centre Safer Neighbourhoods Panel</u>	Warwickshire Police/Leamington Spa Town Council		Members of the Clarendon and Milverton Wards
Warwick District Shopmobility Scheme	Warwick District Mobility Ltd	1	Cllr A. Morrison Cllr D. Greenwood
Leamington Flood Forum	Severn Trent Water	1	Cllr A. Morrison
Community and Hospital Exchange Forum	South Warwickshire PPI Forum Support	1	Cllr R. Copping
Leamington International Twinning Society Executive	Leamington International Twinning Society	1	Cllr J. Clarke Cllr A. Stevens
<b>Town Council Working Groups</b>			
Blue Plaques	Royal Leamington Spa Town Council	1	Cllr B. Gifford
Christchurch Gardens (This Group has not met for some time and may now be disbanded)	Royal Leamington Spa Town Council	5	Cllr D. Greenwood Cllr S. Boad Cllr Sue Ingleby Cllr Judith Clarke (vacant)
Communications	Royal Leamington Spa	4	Cllr Bill Gifford

**ROYAL LEAMINGTON SPA TOWN COUNCIL – MEMBER APPOINTMENTS TO  
OUTSIDE BODIES (as at 1st May 2013)**

Outside Body	Organising Body	No of seats	Proposed Appointment
	Town Council		Cllr John Knight Cllr Tim Crockford Cllr S. Lytton
Leamington in Bloom Committee	Royal Leamington Spa Town Council	1	Cllr S. Lytton
Fairtrade		1	Cllr Simon Lytton