



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

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

4th October 2012

Dear Councillor,

A meeting of the Policy and Resources Committee will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **WEDNESDAY 10TH OCTOBER 2012 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, T. Crockford, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, A. Morrison and A. Wilkinson

(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 the Minutes of the Meeting held on 3rd September, 2012 (Report No. 4)

5. **MATTERS ARISING FROM THE MINUTES**

(i) **War Memorial (Minute 14)**

Town Clerk to report orally progress since the last Meeting.

(ii) Warwickshire Association of Local Councils (Minute 19)

To note the response of the Warwickshire Training Partnership to the Committee's resolution concerning the cost of training seminars.

(iii) Communications Working Group (Minute 21)

Town Clerk to report orally on progress regarding social media.

6. SOCIAL COHESION FUND

To consider the attached Report (Report No. 6)

7. DEFENCE REVIEW – PROPOSED DISBANDING OF 2ND BATTALION, THE ROYAL REGIMENT OF FUSILIERS

To consider the request from the Royal Warwickshire Regimental Association to support the campaign to reverse the decision to disband the 2nd Battalion the Royal Regiment of Fusiliers. (Report No.7)

8. ACCOUNTS

To consider and approve accounts arising for payment since the last Meeting.

9. EXCLUSION OF THE PRESS AND PUBLIC

To consider and, if so agreed, to **RESOLVE** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

10. SHOPMOBILITY REVIEW

To consider progress in relation to the review of the Shopmobility Scheme.

Minutes of the meeting of the Shopmobility Working Group held on 17th September 2012 herewith. (Report No. 10)

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 3rd SEPTEMBER 2012 HELD AT THE TOWN HALL, PARADE, LEAMINGTON SPA

Present: Councillors Ann Morrison (Chairman), Sarah Boad, Bill Gifford, David Greenwood, Sue Ingleby, John Knight, Amanda Stevens (substituting for Cllr Tim Crockford) and Alan Wilkinson.

An apology for absence was received from Councillor Tim Crockford.

Also present: Tracey Baker, Warwickshire County Libraries Service.

12. PUBLIC FORUM

There were no Members of the public in attendance.

13. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 3rd September, 2012 are approved and signed as a correct record.

14. MATTERS ARISING FROM THE MINUTES

(i) War Memorial (Minute 5(ii))

The Town Clerk reported that the District Council had finally notified the Solicitor acting on its behalf of the extent of land to be transferred in connection with the War Memorial. It was now hoped that the conveyance of the Memorial and area immediately surrounding it would be completed within a matter of a few weeks.

RESOLVED that the Report is noted.

15. LOCAL COUNCIL CODE OF CONDUCT -DISPENSATIONS

Consideration was given to a Report (Report No 6) concerning the adoption of a policy to grant dispensations to Members in accordance with the provisions of the Localism Act.

The Town Clerk explained that under the provisions of the Act, the responsibility for dealing with dispensations for Town Councillors had passed from the District Council to the Town Council. It was evident that under the new Code of Conduct adopted by the Council certain categories of interest, particularly those in relation to Councillors who are also Members of another authority, were deemed to be pecuniary. The effect of this would be to prevent Town Councillors discussing and voting upon any matter concerning the principal authority. This was an onerous restriction which would impede the business of the Council and prevent members from fully exercising their democratic role. A suggested procedure requiring the submission of a written request for the granting of a dispensation was contained within the Report and recommended for adoption.

RESOLVED

(1) That subject to a member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2015 permitting any 'dual-hatted' member to speak and vote on:-

- (a) any matter relating to any land transactions between Leamington Spa Town Council and Warwick District Council, or Warwickshire County Council; and
 - (b) any matters relating to any financial transactions or grants between Leamington Spa Town Council and Warwick District Council, or Warwickshire County Council; and
 - (c) any planning application or Local Plan matter where the promoter, applicant or landowner is Warwick District Council or Warwickshire County Council;
- (2) That, subject to the member submitting a written application, the Council grant a dispensation for the period up to the next full Council elections in 2015 permitting any member to vote on any matters relating to the affairs of a body onto which they have been appointed or nominated by the Council and where such a body is included in that member's register of interests;
- (3) That delegated authority is granted to the Council's Planning Committee to grant dispensations to members for any matters appearing on the agenda of that meeting.

16. LILLINGTON LIBRARY

The Chairman welcomed Ms Baker of Warwickshire County Library Service to the Meeting.

Consideration was given to a Report from the Head of Libraries which provided an assessment of the use made of the library at Lillington over the period April-June 2012. This period coincided with the revised opening hours and new staffing arrangements introduced following the decision by the County Council to reduce opening hours at the Library.

Ms Baker confirmed that the visitor figures for the month of August were Monday (61) and Thursday (67). It was evident however that a three month period was too short a time frame in which to meaningfully assess the impact of the additional three hours per week funded by the Town Council. It was noted that user patterns were influenced by an awareness of opening hours and that the recent uncertainties caused by the review would have had an effect on the statistics.

The Committee endorsed the principle of continuing to support the additional opening hours and that a further monitoring exercise be conducted over a 6 month period following which the provision of financial support would be reconsidered.

RESOLVED

- (i) that a grant of £1750 is made to Warwickshire County Council to enable the continued extension of opening hours of 3 hours per week at Lillington Library;
- (ii) that a further report is submitted to the Town Council detailing the use of the service during the extended period over the months July to December;
- (iii) that the County Council is advised that the Town Council support remains discretionary funding of an otherwise statutory service;

(iv) that the grant is met from within the Social Cohesion Fund for 2012/13.

Note:- In accordance with the Council's Code of Conduct the following declarations of interest were made:-

Councillor Amanda Stevens declared a personal interest in the above item, remained in the meeting and took part in the discussion and voting.

17. BUDGET MONITORING REPORT

Consideration was given to a Report (Report No. 7) setting out details of the Council's expenditure and income for the period April to July 2012.

It was requested that the availability of the Social Cohesion Fund is advertised through the website and other means of publicity.

RESOLVED that the Report is noted and the availability of the Social Cohesion Fund advertised.

18. TOWN COUNCIL FORWARD PLAN

The Chairman outlined discussions within the Labour Group with regard to the adoption of a Forward Plan for the Town Council. She considered that agreeing upon a number of key policy statements would be beneficial to developing the Council's role and shaping its relationship with other agencies. It was suggested that this matter should in the first instance be considered by the Forward Plan Committee.

RESOLVED that the initial consideration of a Forward Plan be referred to the Forward Plan Committee.

19. WARWICKSHIRE ASSOCIATION OF LOCAL COUNCILS

It was noted that the Annual General Meeting of WALC would be held on 7th November 2012 at Shire Hall, Warwick commencing at 7.30 pm. The Council's representative on the County Committee was Councillor Knight.

The Annual General Meeting offered member authorities an opportunity to move a resolution on any matter that was of interest to the majority of local Councils.

There was a general acceptance that by its very nature WALC was predominantly concerned with small rural Parish Councils rather than large Town Councils. It was felt that the disparity in support was further emphasised by the levy of an increased fee for larger local Councils in respect of training courses and seminars. It was agreed that this should be the subject of a resolution to the Annual General Meeting, the precise wording to be drawn up by the Clerk, in consultation with Councillor Knight.

RESOLVED

- (i) the arrangements for the Annual General Meeting are noted;
- (ii) that a motion is submitted to the Meeting to seek support for this Council's view that there should be no disparity between Member Councils in respect of the cost of attending training courses arranged by Warwickshire Association of Local Councils.

20. MAYOR'S CHAUFFEUR

The Town Clerk reported that there were 17 applicants for the position of Chauffeur. Four candidates had been shortlisted and interviews would take place on 11th September 2012.

RESOLVED that the Report is noted.

21. COMMUNICATIONS WORKING GROUP

Consideration was given to the Minutes of the Meeting of the Communications Working Group held on 21st August 2012.

The Town Clerk confirmed that information relating to all meetings of the Council since March 2012 was now accessible via the archive function on the website. A request had also been submitted by Councillor Dulay to develop social networking links via the Council's website.

RESOLVED

(i) The Minutes of the Communications Working Group are received and the resolutions therein adopted;

(ii) that consideration of the use of social networking within the Council's website is referred to the Communications Working Group and Councillor Dulay invited to attend its next Meeting.

22. ACCOUNTS

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

RESOLVED that the schedule of accounts is approved for payment.

23. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

24. SHOPMOBILITY REVIEW

The Town Clerk confirmed that a meeting with the Trustees of Warwick District Mobility Ltd had been arranged for 17th September to assist the review process.

The Committee stressed the importance of establishing clear base line information on the number of people using the Shopmobility service and the cost per head. It was agreed that a Report would be made to a subsequent meeting of the Committee following the Meeting with the Trustees.

RESOLVED that the Report is noted and a further report submitted to the Working Group following the meeting with the Trustees of Warwick District Mobility Ltd.

The meeting commenced at 6.30pm and ended at 8.05 pm

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD
ON 10TH OCTOBER 2012**

SOCIAL COHESION FUND

1. PURPOSE OF THE REPORT

To consider an application for financial support from the Council's Social Cohesion Fund.

2. BACKGROUND

- 2.1 The Committee agreed at the Meeting held on 16th January 2012 to adopt criteria for allocating grant assistance under a Social Cohesion Fund. A copy of the agreed criteria is enclosed at Appendix 1.
- 2.2 The Council has established a budget of £8,000 for 2012/13. The following applications for funding have been supported in the current financial year:

Warwickshire County Council – extension of opening hours at Lillington Library	£1750
Hybrid Arts – Young Peoples' Weekly club	£3,000
Total	£4750
Balance remaining	£3250

3. COMMUNITY ARTS WORKSHOP

- 3.1 Application has been made by Community Arts Workshop for assistance from the fund to help it with the costs associated with relocating from its previous base at the former Library premises at York Road. The Committee will be aware that the various community organisations based at the former library have been required to find alternative accommodation following the decision by Warwickshire College to dispose of the site at market value.
- 3.2 The application, if supported, will enable CAW to operate from a new base at Westlea Road shared with the Warwickshire Association of Youth Clubs. The application is appended in full at Appendix 2.
- 3.3 The application is for a sum of £3100. This would enable CAW to apply to other external funding sources in an endeavour to secure its future. There is sufficient funding remaining within the budget to support this application in full.

4. RECOMMENDATION

- 4.1 The Committee is recommended to consider the application and to agree an appropriate award under the terms of the Social Cohesion Fund.

Appendix 1

ROYAL LEAMINGTON SPA TOWN COUNCIL

SOCIAL COHESION FUND

The Town Council has established a Social Cohesion Fund to assist organisations delivering services within the Town of Leamington Spa.

The aim of the fund is to provide financial assistance to existing organisations that address issues of community deprivation and/or have experienced reductions in grant income from other statutory funding bodies. Applicants seeking funding must demonstrate that they are engaged in promoting social cohesion.

Decisions on applications will be made by the Policy and Resources Committee periodically until all the funding allocated in any financial year has been exhausted.

APPLICATION PROCESS

1. Application should be made in writing to The Town Clerk at the address below. The application may be made by email. Applicants should clearly describe the manner in which funding will be used to address social deprivation issues and specify a timescale for the implementation and completion of the project or scheme.
2. The application should be endorsed by a Member of the Town Council prior to its submission. Full details of the Members of the Town Council and their Wards are available at www.learmingtonspatowncouncil.gov.uk
3. Your application should be accompanied by a copy of the organisation's Constitution and a certified copy of the Accounts for the most recent year of operation. These details may be sent separately to the application letter.
4. All applications will be acknowledged. Applicants will be advised of the outcome of their application immediately following the decision by the Policy and Resources Committee.

Royal Leamington Spa Town Council
Town Hall
Parade
Royal Leamington Spa
CV32 4AT

01926 450906
rnash@towncouncil.spacomputers.com



Application to LTC Social Cohesion Fund
Community Arts Workshop

26 September 2012

CAW has had to relocate to the Warwickshire Association of Youth Club's headquarters at Jubilee House due to the proposed re-development of the Old library and gallery.

Our new address is Jubilee House, Westlea Road, Leamington Spa, CV31 3JE

The CAW website is still operating at www.communityartsworkshop.org for information about our projects.

email fran@communityartsworkshop.org

All of CAW's equipment, materials, art, tools etc. have been stored at Ustore on Harbury Lane with WAYC supplying our company address and a desk from which to operate the charity.

Currently all management work (and moving, admin etc) is being undertaken by Fran Godwin on a voluntary basis. Regular volunteers Peter Blackledge and Janette George are also contributing work to maintain the charity.

The application for funds is to cover relocation, storage, desk rental, company insurance and van costs over the next 6 months.

Following a successful application to Leamington Town Council, further applications will be made to cover staffing costs (management and admin) to LloydsTSB, Heart of England Community Foundation and other local foundations and trusts. Once basic organisational running costs are secured applications for project funds will be made to Awards for All (Big Lottery) and the Heritage Lottery as well as other trusts and foundations yet to be determined.

Fran Godwin is currently working with WCAVA and WAYC to rebuild the charity to enable it to deliver projects to

1. young people with WAYC - art projects at Bury Road and film and animation project across a wider area with WAYC.
2. Art projects for people with mental health problems in Warwick District.
3. Working with the George Eliot Hospital in Nuneaton to rescue its medical museum collection.
4. Working with People in Action (delivering support to people with learning disabilities) to develop art opportunities for people with learning disabilities.

Funds requested for the Social Cohesion Fund are to cover the next 6 months basic running costs (no staff costs) as follows:-

Miscellaneous relocation costs (transport, new keys, packaging, mail redirection etc)
£500

Ustore storage @ £90/month for 6 months
£540

WAYC desk rental (includes broadband and occasional meeting space) @ £250
month (first three months free) £750

Van (MOT, tax, Ins, maintenance) £800

Company Insurance (public liability, employers liability and contents) @£85/month
for 6 months - £510

Total requested £3100

CAW bank details:

Barclays Bank

Acc name: Community Arts Workshop (CAW) Ltd

Acc no: 20031615

Sort code: 20-48-08

Fran Godwin
Community Arts Workshop

COMMUNITY ARTS WORKSHOP (CAW) LIMITED

CONTENTS OF ABBREVIATED ACCOUNTS

for the year ended 30 June 2011

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COMMUNITY ARTS WORKSHOP (CAW) LIMITED

COMPANY INFORMATION

for the year ended 30 June 2011

DIRECTORS
F Godwin
C G Bradley
R Chall
A. Horley (appointed May 2011)
T R G Essex
H A Payne (resigned May 2011)
F Williams

SECRETARY F Williams

REGISTERED OFFICE The Old Library
York Road
Leamington Spa
CV£! 3PR

REGISTERED NUMBER 03788205

COMMUNITY ARTS WORKSHOP (CAW) LIMITED

ABBREVIATED BALANCE SHEET AS AT 30 JUNE 2011

	Notes	2010		2009	
		£	£	£	£
Fixed Assets					
Tangible assets			1,144		1,321
Current Assets					
Cash at bank and in hand		23,089		8,847	
Debtors		<u>4,283</u>		<u>22,900</u>	
		27,372		31,747	
Creditors					
Amounts falling due within one year		<u>23,619</u>	3,753	<u>31,103</u>	644
Net Current Assets (Liabilities)			<u>4,897</u>		<u>1,965</u>
Capital and Reserves					
Profit and Loss account			4,897		1,965
Members' Funds			<u>4,897</u>		<u>1,965</u>

The notes on page 3 form part of these abbreviated financial statements.

the Company was entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 30 June 2011.

The members have not required the company to obtain an audit of its financial statements for the year ended 30 June 2011 in accordance with Section 476 of the Companies Act 2006.

The Directors acknowledge their responsibilities for:

- i ensuring that the company keeps accounting records which comply with sections 386 and 387 of the Companies Act 2006 and
- ii preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with requirements of Companies Act 2006 relating to financial statements, so far as applicable to the company.

These abbreviated accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the Board of Directors on 29th March 2012 and were signed on its behalf by:

F Godwin
Director

COMMUNITY ARTS WORKSHOP (CAW) LIMITED

NOTES TO THE ABBREVIATED ACCOUNTS

for the year ended 30 June 2011

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial reporting Standard for Smaller Entities (effective April 2008).

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment	33.33% straight line
Sound Studio	20% straight line
Office partitioning	20% straight line
Motor Vehicle	25% straight line
Leasehold Improvements	over the period of the lease

2. TANGIBLE FIXED ASSETS

	Total
Cost	
At 1 July 2010	89,136
Additions	1716
Disposals	0
At 30 June 2011	<u>90,852</u>
Depreciation	
At 1 July 2010	87,815
Eliminated on disposals	0
Charge for year	1,893
At 30 June 2011	<u>89,708</u>
Net Book Value at 30 June 2011	<u>1,144</u>
Net Book Value at 1 July 2010	<u>1,321</u>

3. Share Capital

The company has no share capital, being limited by guarantee.

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The Royal Regiment of Fusiliers Regimental Association Warwickshire



(THE ROYAL WARWICKSHIRE REGIMENTAL ASSOCIATION)

Registered Charity No.: 1057006
Bankers: Lloyds Bank Plc, Warwick
Account: RWRA GPT Fund; Ac 0782038
Chairman: Lieutenant Colonel K R Whiteman
Secretary: Major J N Turquand TD

The Royal Regiment of Fusiliers
St. John's House
Warwick
CV34 4NF
Tel Military: 94248-3633
Tel Civil: 01926-491653
Facsimile: 01926-497707

Cllr Mrs Yvonne Moore
Mayor of Royal Leamington Spa
Town Hall
The Parade
Royal Leamington Spa
CV32 4AT

13th September 2012

Dear Cllr Mrs Moore

2nd BATTALION THE ROYAL REGIMENT OF FUSILIERS (2nd FUSILIERS)

In matters relating to The Royal Regiment of Fusiliers in Warwickshire, you would normally expect to hear from our Area Secretary, Major John Turquand, at St John's House in Warwick. However, as a government servant, he is not permitted visibly to be involved in activities or correspondence relating to the proposed disbandment of 2nd Fusiliers in late 2014. This was announced in Parliament by the Secretary of State for Defence last month. The matter is now to be debated in The House on 18 October 2012.

The Association is not under any restriction to communicate and therefore I am writing to you and your Mayoral Colleagues in Warwickshire on behalf of our Chairman to seek your interest and support for our campaign to have reversed the decision to disband 2nd Fusiliers. As you know, they are the successor Regiment to The Royal Warwickshire Fusiliers who in turn rebadged from the Royal Warwickshire Regiment. Therefore, 2nd Fusiliers are "Warwickshire's own".


Our Members of Parliament are being kept informed.

The attached notes outline our three main concerns. If it would be helpful for you, I would be very happy to meet with you to discuss these in greater depth.

Finally, thank you for reading this letter. We hope that you and your Town Council will express your support, perhaps in the form of a Petition to The Government, and encourage the loyal people of Royal Leamington Spa to write to their MP expressing their concerns.

With best wishes

Yours sincerely


AJM Rice

Lieutenant Colonel (Retired)
Royal Warwickshire Fusiliers and Royal Regiment of Fusiliers
Tel: 01926 859291
Mob: 07900 974950
Email: ajrice43@talktalk.net



The Royal Regiment of Fusiliers Regimental Association Warwickshire



(THE ROYAL WARWICKSHIRE REGIMENTAL ASSOCIATION)

Registered Charity No.: 1057006
Bankers: Lloyds Bank Plc, Warwick
Account: RWRA GPT Fund; Ac 0782038
Chairman: Lieutenant Colonel K R Whiteman
Secretary: Major J N Turquand TD

The Royal Regiment of Fusiliers
St. John's House
Warwick
CV34 4NF
Tel Military: 94248-3633
Tel Civil: 01926-491653
Facsimile: 01926-497707

PROPOSED DISBANDMENT OF 2nd Bn THE ROYAL REGIMENT OF FUSILIERS

We accept that the MoD must take its share of reducing the financial deficit. However, we are not convinced that the decision to axe 2nd Fusiliers was taken on a fair and transparent basis. Aside from the emotional aspect, our concerns lie in three main areas:

- **Recruiting.** The reason given by the MOD is our historical record. Admittedly, in the early part of the decade, our numbers were not impressive. However, that position has much improved during recent years and the Regiment is now one of the best recruited in the infantry with a strong pipeline going forward.
- From our research of ONS data, birth rate and population changes and projections for the West Midlands and Warwickshire do not provide safe demographic factors to cast doubt on our ability to recruit. One wonders if there is another demographic reason which has not been exposed.
- It is curious that The Rifles have not been selected to lose one battalion whereas the Prince of Wales Division is to lose two battalions.
- **Scottish Regiments.** They have the worse recruiting record but as further evidence emerges from MPs' enquiries, it is becoming clear that they have been left untouched for political reasons and that 2nd Fusiliers will be disbanded for political and not military reasons.
- Indeed, Scottish Battalions are to be allowed to reduce their Establishment from 550 to 450 (average) in order to appear "fully recruited". If this mechanism is acceptable tactically, operationally and militarily, why was it not used across the infantry to reduce headcount without the need to disband battalions?
- **The Territorial Army and Reserves.** Use of the TA to top up the Regular Army is not new. What is new is that, in future, the risk of operational deployment is much higher.
- Despite well trailed plans by HMG to legislate and to provide additional finance, neither of these features will aid the struggling employer (particularly in the SME sector) who will be faced with losing a key employee for most of a 12 month period. Although government financial support is likely to be provided, it will not replace the skill set of the absent worker and our straw polls suggest that employees will be cautious about employing individuals who have a TA commitment. This has employment implications not only for current TA personnel but also for regular servicemen who have been made redundant, who are trying to find employment and whose presence in the TA may be one of the major expectations of the MOD in its plans to upgrade and improve the Reserves.
- Therefore, we believe that there are very major challenges facing this aspect of the MOD strategy. However, we believe that this issue will have to form a backdrop to discussions on the two other concerns.