



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

Our Ref: SM/P&R

Date: 13<sup>th</sup> November 2020

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 19<sup>th</sup> NOVEMBER 2020 commencing at 6.00 pm.**

**This meeting will be held remotely and can be accessed as follows:-**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81048534659?pwd=aFFqbmdzSitKV0VpOW9uTUUpDeDZSQ T09>

**Meeting ID: 810 4853 4659**

**Passcode: 763346**

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

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

(All other Members of the Town Council – for information. Non-members of the Committee are invited to join the meeting using the link provided above.)

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**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

To consider and approve as a correct record the Minutes of the Meeting held on 10<sup>th</sup> September, 2020 (Report No.4) pp3-6

5. MATTERS ARISING FROM THE MINUTES

6. STRATEGIC AIMS AND OBJECTIVES

To consider the attached Report (Report No 6) pp7-10

7. COMMUNITY INFRASTRUCTURE LEVY

To consider the attached Report (Report No.7) pp11-12

8. ALLOTMENTS

To consider the attached Report (Report No 8), specifically recommendations for grant funding awards. pp13-16

9. BUDGET MONITORING

To consider the attached report No 9. pp17-19

10. REVENUE BUDGET 2021/22

To consider the attached report No 10. pp20-23

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 8<sup>th</sup> OCTOBER , 2020**

This meeting was conducted remotely in accordance with the provisions of the 2020 Coronavirus Regulations

Present: Councillors Sarah Boad (Chair), Janet Alty, Alan Boad, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Susan Rasmussen.

**36. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Will Bryce

**37. DECLARATIONS OF INTEREST**

Councillor S Boad declared a non-pecuniary interest in Agenda Item 6 (Warwickshire Fire & Rescue Service – Integrated Risk Management Plan) as a member of Warwickshire County Council.

Councillor A Boad declared a non-pecuniary interest in item 8 (Warwickshire Unitary Authority) as a member of Warwick District Council.

Councillor B Gifford declared non-pecuniary interests in Agenda Items 6 (Warwickshire Fire & Rescue Service – Integrated Risk Management Plan) and 8 (Warwickshire Unitary Authority) as a member of Warwickshire County Council and in Agenda Item 8 as a member of Warwick District Council.

**38. PUBLIC FORUM**

There were no representations from Members of the public.

**39. MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 10<sup>th</sup> September 2020 (Report No.4) are confirmed as a correct record.

**40. MATTERS ARISING FROM THE MINUTES**

(i) **CURRENT ACCOUNT BANKING ARRANGEMENTS**

The Town Clerk reported that his predecessor had investigated some options related to banking arrangements. It was noted that unfortunately it had emerged that some aspects of the Triodos' bank system were not compatible with certain aspects of the Town Council's existing financial operations and therefore the Triodos account would not suitably meet the Town Council's needs and would be closed.

The existing banking provider could provide access to internet banking, which could increase efficiency of certain processes.

It was noted that the Town Council had undertaken to explore banks with clear ethical stances, however it was also agreed that the practical arrangements needed to be effective and efficient.

It was agreed that the new Town Clerk would be afforded some time to familiarise himself with current banking arrangements and processes before bringing proposals back to the committee in due course.

**(ii) STREET CLEANSING AND MAINTENANCE SERVICES**

It was noted that since the previous minutes had been produced Kenilworth Town Council had also agreed not to make a financial contribution to the Barrow Operative service.

**(iii) FUTURE MANAGEMENT OF MEETINGS**

The Town Clerk noted that the use of You Tube was being explored in relation to the Remembrance Sunday service and this would help inform its future use for Town Council meetings.

A question was raised about Remembrance Sunday and the Town Clerk reported that Town Council officers are working with partner organisations to arrange an event which will by necessity be much smaller this year due to the Covid pandemic. Details will be communicated in due course.

**41. WARWICKSHIRE FIRE AND RESCUE AUTHORITY – INTEGRATED RISK MANAGEMENT PLAN**

Warwickshire Fire and Rescue Authority's current consultation (ending 6<sup>th</sup> November) on their draft Integrated Risk Management Plan was discussed, including the 5 key proposals:

- Ensure our workforce and ethos reflect the diverse communities we serve.
- Assess our capabilities to improve our ways of working in response to any future pandemics.
- Assess our overall resource capacity to ensure our personal and physical assets are in the right place and at the right time to deliver our statutory duties.
- Develop further opportunities to support the wider community health outcomes and help to protect Social Care and the NHS.
- Implement digital solutions to enhance our service delivery.

The following comments were made:

-The five 'proposals' identified in the draft plan seemed very sensible and were fully supported.

-The issue / challenge of embedding diversity issues into operations was discussed and it was noted that the Fire and Rescue service had indeed been very active on this topic.

-The Town Council is very supportive of the aspirations in the plan.

**RESOLVED**

(i) that the Town Council supports the aspirations and 'proposals' identified in the Integrated Risk Management Plan.

(ii) that the Town Clerk responds to the consultation on behalf of the Town Council.

**42. BUDGET MONITORING REPORT**

The report was discussed and a number of comments made. It was noted that the cost of the Lillington by-election still needed to be clarified with Warwick District Council.

Community Infrastructure Levy – it was noted that further CIL monies were anticipated and consideration would be given to how those funds can be best used.

**RESOLVED** that the report be accepted.

#### **43. WARWICKSHIRE UNITARY AUTHORITY**

Recent activity in relation to the potential move to unitary local authorities was discussed, including:

The publishing of two reports, one commissioned by Warwickshire County Council and one by Warwick District Council (in conjunction with other District Councils), which make the case for a single unitary authority for Warwickshire and two unitary authorities respectively. Links to both reports had now been circulated to all Councillors.

It was noted that Warwickshire County Council plans to request that national government consider Warwickshire in the early tranche of authorities to explore a unitary model.

Any move to unitary local government would have significant implications for town and parish councils, but could offer significant opportunities.

A meeting of town and parish councils in Warwick District took place on 29<sup>th</sup> September, facilitated by the Warwickshire Association of Local Councils (WALC). Whilst attendees recognised there may be some opportunities, smaller local councils felt their ability to take on services was limited. The meeting resolved to await the content of the anticipated government white paper on local government reform.

It was noted that this process had taken place in other areas, including neighbouring Northamptonshire and if appropriate, the Town Council could liaise with other Town Councils about their experiences.

Invitations to WCC led briefings on this topic had recently been circulated to all Councillors.

**RESOLVED** that the Town Council monitor the evolving situation and consider the matter further as more detail emerges.

#### **44. PURCHASE OF NEW I.T. EQUIPMENT**

The Town Clerk reported verbally on the requirement to replace some existing IT equipment in the short term in order to facilitate more efficient working, enable remote working more easily and to provide greater resilience. This can be done within existing budget provision. He advised he would give further consideration to the Town Council's IT infrastructure in due course and bring any further recommendations to the committee. The committee supported these proposals.

**RESOLVED** that the purchase of two laptop computers, associated peripheral equipment and a mobile phone is approved.

#### **45 ACCOUNTS**

It was noted that due to the timing of the handover to a new Town Clerk, information relating to this item had not been included with the agenda. The relevant information will be provided to the next meeting.

The meeting commenced at 6.00pm and ended at 6.58pm.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 19<sup>th</sup> NOVEMBER 2020**

**STRATEGIC OBJECTIVES**

1. **Purpose of the Report**

To note the Town Council's existing strategic objectives in order that they can be considered effectively in the coming weeks and months as the committee considers a draft budget and any key priorities for the next financial year.

2. **Strategic Objectives**

- 2.1 In considering its budget and activities for the new 2021/22 financial year, the committee will wish to give due consideration to the Town Council's approved Strategic Objectives. These are attached at Appendix A for information.

The current year has been hugely affected by the Covid19 pandemic, both in terms of the types of activities that have been possible to undertake, as well as the impact on the local community. The committee will wish to consider this context along with the Town Council's strategic objectives in developing its budget and related proposals for 2021/22.

## **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

***Revised by the Policy and Resources Committee – 9th September 2019***

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 19<sup>th</sup> NOVEMBER 2020**

**COMMUNITY INFRASTRUCTURE LEVY (CIL)**

**1. Purpose of the report**

To provide an update on Community Infrastructure Levy (CIL) situation and consider the development and delivery of schemes to spend CIL monies.

**2. Background**

- 2.1 CIL is a levy, payable in relation to much new development, which contributes towards infrastructure requirements in Warwick District. More information can be found on Warwick District Council's website -

[https://www.warwickdc.gov.uk/info/20798/community\\_infrastructure\\_levy\\_cil](https://www.warwickdc.gov.uk/info/20798/community_infrastructure_levy_cil)

Councillors will be aware that the Town Council has begun to receive CIL payments from Warwick District Council in relation to developments in the town. These payments are made twice a year by WDC, around April and October time, relating to the preceding 6 month period. Each time the Town Council receives a payment, it is required to enter into a legal agreement with WDC regarding the spend of the CIL monies. Currently, due to the challenges associated with Covid restrictions, the Town Clerk is signing these agreements electronically following dialogue with the Chair and returning them to WDC in electronic format. The Chair is also providing email confirmation direct to WDC that she is satisfied with the agreement.

- 2.2 The Town Council currently receives 15% of CIL receipts in the town area, but this should rise to 25% once the Neighbourhood Plan is fully adopted.
- 2.3 The Town Council is required to account for CIL monies separately from its revenue accounts. It is also required to produce a short report by the end of each year summarising its CIL receipts and expenditure in the previous financial year. This report should be published on the Town Council's website and will be published on WDC's website. WDC has produced a simple template for use by Parish / Town Councils for this purpose. A report has already been produced in relation to the 19/20 financial year.

**3. Use of CIL monies**

In summary, town and Parish Councils must use CIL receipts for:

'the provision, improvement, replacement, operation or maintenance of infrastructure'

*or*

'anything else that is concerned with addressing the demands that development places on an area'.

There is a 5 year deadline (from the date of receipt) for the spend of CIL monies, beyond which the District Council could require it to be repaid.

#### 4. CIL monies received

Date received / anticipated	Amount received / anticipated (£)	Deadline for spend
8/10/19	4452	08/10/24
08/04/20	7500	08/04/25
11/20	11454	11/25
<b>Total available</b>	<b>23406</b>	

#### 5. Developing proposals for use of CIL monies

It is proposed that the committee consider how the Town Council should go about developing and implementing infrastructure projects to be delivered through CIL funding. Issues that are likely to need to be considered include:

- Criteria for use of CIL monies.
- Timescales for delivery of projects in the context of timescales for spend of CIL monies.
- Funds available and likely future resources available through CIL receipts.
- Realistic costs of projects.
- Engagement with partner organisations regarding development and delivery of projects.
- Engagement with the community to identify projects.
- Contribution to Town Council's Council objectives
- Potential amalgamation of funds with other funding sources, or contributions to larger schemes.

#### 6. Recommendation

That the Committee considers the best process for developing and implementing projects to be delivered through the current and future Community Infrastructure Levy funds available.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 19<sup>th</sup> NOVEMBER 2020**

**ALLOTMENT GRANTS**

1. **Purpose of the Report**

To receive the minutes of the Allotments Sub-Committee and to consider the allocation of grants to allotments societies.

2. **Allotments Sub-Committee meeting**

2.1 The Allotments Sub-Committee met on 12<sup>th</sup> October 2020. It received updates from the allotments societies and considered applications for grant funding. The minutes of the meeting are attached at appendix A.

2.2 At the meeting the Allotments Sub-Committee considered applications for grant funding from:

(i) Binswood Allotment Society - To help improve recycled, rainwater provision, linked to the development of an environmental strategy.

£1700

(ii) Campion Hills Allotments - To have an east to west pathway so to maintain the network of paths more easily.

£1,100

(iii) Old Milverton Allotments - Perimeter hedge cutting and purchase of new strimmer.

£1068.75

2.3 Subsequently a grant application from Cliffe Allotments was circulated by email to Allotment sub-committee members, who supported the application being included in this report and considered by Policy & Resources Committee.

Cliffe Allotments - Replacement of heavy gateposts and 2 x new sheds

£1435.

3. **Recommendations**

(i) That the committee note the minutes of the Allotment sub-committee meeting on 12<sup>th</sup> October 2020.

(ii) That the committee consider the awarding of grants to the allotment societies as identified in paragraphs 2.2 and 2.3 of this report.

**MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 12<sup>th</sup> OCTOBER (REMOTELY VIA ZOOM)**

Present: Councillors Susan Rasmussen (Chair), Janet Alty, Sarah Boad, David Brunson and Nick Wilkins.

<b>Name</b>	<b>Allotment Association</b>
Kristen Gasser	Binswood Allotment Society
Mark Fairbairn	Binswood Allotment Society
Chris Berry	Campion Hills Allotments
Ian Fletcher	Old Milverton Allotment Association

1. **ELECTION OF CHAIR**

**RESOLVED** that Councillor S. Rasmussen is appointed Chair of the Allotments Sub-Committee for 2020/21.

The Chair welcomed the allotment association representatives.

2. **APOLOGIES**

Apologies for absence were received from Jane Malone (Campion Hills), and Brian Southam (Old Milverton).

3. **DECLARATIONS OF INTEREST**

In accordance with the Council's Code of Conduct, Councillor Rasmussen declared a pecuniary interest in the funding applications as an allotment holder at Binswood Allotments.

4. **MINUTES & MATTERS ARISING**

**RESOLVED** that the Minutes of the Meeting of the Allotments Sub-Committee held on 11<sup>th</sup> November, 2019 are confirmed and signed as a correct record.

Matter arising - Town Clerk to liaise with Ian Fletcher and write to Warwickshire County Council about the matter identified in the minutes.

**Action: Town Clerk**

5. **PROGRESS REPORTS**

The allotment representatives discussed the activities undertaken at their allotments over the past year, supplementing the written information that they had provided and which had been circulated to the committee.

A number of key issues were noted and discussed:

It was noted that allotments have proven popular during the Covid pandemic and lockdown, offering an opportunity to be outdoors and active.

2020 is the 100th year of Binswood Allotments Society.

Crime has been a problem recently with seemingly a spate of well organised thefts from allotments sites. It was noted that Police have advised on crime prevention but little prospect of meaningfully looking into the crime. There is a limitation to what can be done to deter determined thieves.

Noted that Old Milverton had supported a local charity through providing surplus produce. Town Clerk to circulate a note about this to the other allotment representatives.

**Action: Town Clerk**

A biodiversity student had worked with the allotments societies on biodiversity research. Allotment societies to share reports with Town Council when available.

**Action: Binswood & Milverton Allotments Societies**

## 6. **FUNDING APPLICATIONS**

Consideration was given to applications for funding from the 2020/21 Allotment budget. Following consideration of the respective bids for funding it was

**RESOLVED** to recommend the Policy and Resources Committee that grants are awarded as follows:-

(1) Binswood Allotment Society

To help improve recycled, rainwater provision, linked to the development of an environmental strategy.

£1700 + VAT

(2) Campion Hills Allotments

To have an east to west pathway so to maintain the network of paths more easily.

£1,100

(3) Old Milverton Allotments

Perimeter hedge cutting and purchase of new strimmer.

£1068.75

**RESOLVED** that Cliffe Allotments Society be invited to submit a bid from remaining funding, or its use be considered for biodiversity initiatives.

## 7. **ENVIRONMENTAL SUSTAINABILITY**

The Town Council wishes to promote and support good practice in environmental sustainability and the allotments associations had highlighted this aspect in their update reports and funding bids. It was agreed that all organisations should work in partnership to continue to promote this agenda.

It was agreed that a simple matrix could be produced to guide funding applications in the future. Cllr Brunson offered to draft something.

**Action: Cllr Brunson**

It was noted that key issues discussed in the meeting were:

- Safety / security of allotment sites
- Providing opportunities for people to access an allotment
- Sustainability of allotment management practices.

## **8. ANY OTHER BUSINESS**

IF raised the issue of potholes outside the Old Milverton Allotments on the main road.

IF to contact Councillor Bill Gifford about this and also to enquire about the hedge issue identified in the previous minutes. .

**Action: IF**

IF would like to pass his best wishes to Robert Nash, former Town Clerk.

Councillors Alty, Rasmussen, and Wilkins would like to visit the allotment sites.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 19<sup>th</sup> NOVEMBER 2020**

**BUDGET MONITORING**

1. **Purpose of the Report**

This report provides a summary of the current position with the 2020/21 budget and identifies any key issues for consideration.

2. **Current Position – to end of October**

2.1 Appendix A provides a summary of the current financial position to the end of period 7 (to end October 2020).

3. **Key issues**

The activities of the Town Council and a number of its partners has been impacted significantly this year, notably by the Covid pandemic. As such there are a number of budget implications, which are summarised below.

3.1 Possible underspends

There are a number of budget areas where there is a likely underspend due to the inability to undertake certain activities:

Budget area / activity	Notes / comments	Possible underspend (£)
Civic expenses	-Reduced civic activity due to Covid restrictions -Remembrance event didn't go ahead -Civic regalia purchase	5,000
Grants and section 137 expenditure	-The usual twinning activities have not been possible in the current year (£3,000) -Lillington Library (£2,800) budgets not spent due to limited library operations during the year.	5,800
VE Celebration	The event did not proceed as anticipated, due to the Covid Pandemic.	£2,980

3.2 Other matters

3.2.1 Tree planting and maintenance

It is understood that due to the timing of invoices being received from WCC, the invoices in relation to tree maintenance work (£10k) and tree planting (£6.5k) in the 2019/20 financial year, were in fact paid in the current financial year.

Warwickshire County Council has advised that it has not been able to undertake the maintenance work in the current 2020/21 year. It can however undertake some tree

planting in the remaining months of 2020/21 but will need additional financial resource from the Town Council to do so.

### 3.2.2 2019 Lillington by-election

The Town Clerk is liaising with Warwick District Council to resolve the issue of the costs associated with the 2019 Lillington by-election and will report to the committee as soon as more information is available. The Town Council was originally invoiced £13,432 but has sought clarification of the relevant costs.

### 3.2.3 Children's Centres

The budget for Children's Centres has not yet been paid to Barnardo's. The Town Clerk has contacted Barnardo's who have suggested that they can still use the funding and would like to access it. The Town Clerk has sought further clarifications regarding the proposed use of the funding during the remainder of the financial year.

## 3.4 Overspends

3.4.1 Election budgets – £52,314 expenditure against current year's budget of £18,000, although it is understood that provision has previously been made for this in reserves. Anticipating further expenditure in relation to the Lillington by-election.

3.4.2 Consultancy support – recruitment of new Town Clerk. £2,500 expenditure against a budget of £1,500.

## 4. Possible alternative spend

### I.T. Infrastructure & Equipment

As previously reported to Policy & Resources Committee, the Town Clerk has made some short term improvements to the IT infrastructure and is liaising with our IT support to identify any other improvements that may be required to support the Town Council to operate effectively and efficiently. Further details / proposals will be identified in due course.

## 5. Recommendation

That the committee notes the current position with the 2020/21 budget and considers the specific issues identified in the report, specifically the situation regarding tree planting.

That further consideration is given to these matters at the next meeting of this committee and at the meeting of Council in January 2021 if required.

2020/21 Budget Monitoring - April 2020 - Oct 2020						
Cost Centre	Budget 2020/21	Expenditure at 30.10.20	Adjustment for 2019/20 expenditure	Balance of budget remaining £	% of budget unspent at 30/8/2020	Notes
	£	£	£		%	
Allowances	18000	11710	4446	10736	60	
Salaries	157700	93125	3085	67660	43	
Mayoral Transport	4327	2073		2254	52	
Civic Expenses	7365	407		6958	94	Significant underspend due to Covid restrictions
Administrative Expenses	15470	7143	-2179	6148	40	
Buildings and Charges	27440	15348		12092	44	
Twinning and Friendship	400	0	-50	350	88	
Neighbourhood Plan	2000	3616	1866	250	13	Remaining Neighbourhood Plan expenditure to be claimed from Groundwork
Annual Award	300	0		300	100	
Grants and Section 137 Expenditure	160600	85354	-1320	73926	46	Some underspends due to pandemic effects.
Allotments	5800	925	928	5803	100	Grant awards to be confirmed
Elections	18000	52314	-52314	18000	100	This is an annual provision to meet Lillington by-election cost (2019) yet to be invoiced)
less Income	3200	4968	0	762	24	Income increased by receipt of insurance payment
<b>Total exc V.A.T.</b>	<b>414202</b>	<b>267048</b>		<b>203714</b>	<b>49</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	08.10.19	4452				
	08.04.20	7500	<b>11952</b>			

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 19<sup>th</sup> NOVEMBER 2020**

**DRAFT REVENUE BUDGET 2021/22**

1. **Purpose of the Report**

To enable the Committee to begin to consider a draft budget for 2021/22.

2. **Introduction**

2.1 The Council is required to set its budget by early January. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1<sup>st</sup> April. The Council is required to do this by the Council meeting on 14<sup>th</sup> January, 2020.

2.2 As on previous occasions, the Committee is presented with the anticipated expenditure out-turn for the current year indicating any under spending or over spending.

2.3 The proposed draft budget is set out at Appendix 1. This will be subject to review by the respective groups on the Council and considered further at subsequent meetings of Policy & Resources Committee and then Council.

3. **KEY POINTS FOR 2021/22**

3.1 As in previous years, the budget has been prepared on the basis of nil growth with the exception of known / likely inflationary increases (salaries being the most significant).

3.2 **Tax Base**

This is the number of properties used to calculate the Council Tax at Band “D” for each Parish or Town Area and is the basis that will be used to calculate the revenue that will be raised via the precept on the Council Tax. The figure for this Council for 2021/22 has not been notified by Warwick District Council and, as a consequence, the tax base figure for 2020 has been used in calculating the Precept at Band “D” in the Appendix.

Any variation in the number of properties comprising the tax base will have an impact on the level of the precept and the Council’s revenue.

### 3.4 Salaries

The expenditure on salaries represents a significant proportion of the Town Council's spending. As is usual, the salary award for 2020/21 is subject to negotiation and is not yet known. For the purpose of this budget, an indicative increase has been included but further work will be done on salary estimates to inform the budget setting process.

### 3.4 Underspends

It is noted that the budget template used previously by the Town Council considers underspends in the current year and appears to offset those underspends against income required to be raised for the following year by other means, including the precept.

Given that activity this year has been curtailed significantly and there is potential for more substantial underspends in the current year, this method will need to be considered in more detail to determine the appropriate approach.

## 4. Budget options / proposals

### 4.1 Staff Training

The recruitment of a new Town Clerk included the requirement to undertake the Certificate in Local Council Administration (CiLCA) qualification. A proposed increase has been included to cover this and any related training requirements.

### 4.2 Further options / proposals

With regard to further budget options, the Committee is invited to determine any additional new items of expenditure. Where budget lines in the current years budget appear to relate to that year only, the committee will wish to review the need for them in 2021/22. These are identified for review in the notes section of the draft budget.

## 5. Conclusion

- 5.1 The Committee is asked to note the expenditure out-turn in terms of the current year's budget as set out in the Appendix to this report. Specifically it is asked to consider the possible underspends (due to impact of Covid pandemic) and to consider the appropriate treatment of underspends in relation to next year's budget.
- 5.2 The Committee is invited to consider other options for inclusion in the budget and any revisions it may wish to make for items already included. Where
- 5.3 The final budget will be recommended for consideration by the Council at the meeting on 14<sup>th</sup> January.

Item 10 Draft Budget Appendix A  
To follow.

