



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

STEPHEN MARKS  
Clerk to the Town Council

Our Ref: SM/P&R

Date: 16 April 2021

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **MONDAY 26<sup>th</sup> APRIL 2021 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/88101598170?pwd=YjFSb3VKbmFnckdkNVNtVmZmaG1oQT09>

Meeting ID: 881 0159 8170

Passcode: 356158

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.)

---

**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 pp3-5  
To consider and approve as a correct record the Minutes of the Meeting held on 18<sup>th</sup> March 2021 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. MEETING ARRANGEMENTS pp6-14  
To consider the attached Report (Report No 6)
7. PROTOCOL FOR REPRESENTATIVES ON OUTSIDE BODIES pp15-18  
To consider the attached Report (Report No.7)
8. UPDATE FROM OUTSIDE BODIES /  
TOWN COUNCIL REPRESENTATIVES pp19-20  
Creative Quarter Partnership Board – Update from Councillor Rasmussen.
9. GREEN SHOOTS FUND – UPDATE pp21-22  
To consider the attached Report (Report No.9)
10. BUDGET MONITORING 2020/21 pp23-25  
To consider the attached report (No 10.)
11. PAYMENTS p26  
To approve a schedule of accounts arising for payment – schedule to be circulated.
12. PAYMENT SUMMARY pp27-29  
To note payments made during February and March 2021.

Item 4

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 18<sup>th</sup> MARCH 2021**

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

**Present:** Councillors-Sarah Boad (Chair), Janet Alty, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, and Louisa Radice.

Officers: Stephen Marks, Town Clerk

**80. Apologies for Absence**

Apologies were received from Cllr A Boad. (Cllr McAllister was substituting) and Cllr S Rasmussen.

**81. Declarations of Interest**

Councillor B Gifford declared a non-pecuniary interest as a member of Warwick District Council in relation to Agenda Item 9 and as a member of Warwickshire County Council in relation to Item 6.

Councillor S Boad declared a non-pecuniary interest as a member of Warwickshire County Council particularly in relation to Agenda Item 6.

**82. Public Forum**

There were no representations from members of the public.

**83. Minutes**

**Resolved** that the Minutes of the Meeting of the Policy and Resources Committee held on 04<sup>th</sup> February 2021 (Report No.4) are confirmed as a correct record.

**84. Matters Arising from the Minutes**

No matters arising were identified.

Banking – It was noted that the Town Clerk was applying for access to electronic banking with the current provider.

Campion allotments – The Town Clerk advised that the Allotments Association had indicated that they hope to resolve the matter raised themselves and will advise the Town Council of any further issues.

**85. PARADE UPDATE**

The Committee considered report No. 6 which provided a brief update on the future approach to managing the Parade.

It was noted that the intention was for the current restrictions to remain in place until the existing national Covid restrictions are removed (anticipated June 2021). They would then be removed and options for the long term management of the Parade

would be considered with appropriate engagement and consultation with local organisations and the community.

Various aspects of the longer term management of the Parade were discussed. It was noted that the issue would be of great interest to the local community and local organisations.

It was also noted that Warwickshire County Council had issued a press release in relation to the Parade.

**Resolved:**

- i. That the Committee notes the update in relation to the Parade.
- ii. That the Town Council engages with future discussions regarding the management of the Parade in the short and longer term.

**86. CLIMATE DECLARATION**

The Committee considered report No. 7 regarding 'The Time is Now' Climate Change Declaration.

The committee discussed the declaration and noted it fitted well with the Council's objectives.

Cllr Chowdry proposed and Cllr Alty seconded that the Town Council should sign the Declaration.

**Resolved that:**

It be recommended to the Town Council that the Council signs 'The Time is Now' Climate Change Declaration.

**87. GREEN SHOOTS FUND**

The Committee considered report No. 8 regarding the County Council's Green Shoots Fund.

It was noted that the Town Council could seek to raise awareness of the fund amongst local groups, including the allotment societies. It was also noted that a number of local groups already had project proposals that they may seek funding for.

The suggestion of a 'Tiny Forest' was discussed. This would be dependent on an agreement with a landowner

**Action** – Town Clerk to write to the allotment societies to raise awareness of the fund.

**Action** – Town Clerk to explore further the possibility of a 'Tiny Forest' project with partners.

**88. COMMUNITY INFRASTRUCTURE LEVY**

The committee considered report No. 9.

**Resolved** That the CIL working / task and finish group be convened in order to consider the use of the Town Council's CIL funds and report back to Policy & Resources Committee.

**89. NEIGHBOURHOOD PLAN**

The Town Clerk provided a verbal update on the Neighbourhood Plan referendum. The Neighbourhood Plan Steering Group had met and agreed a series of actions to raise awareness / promote the forthcoming referendum on May 6<sup>th</sup>.

The Democratic Support Officer was developing a whole series of activities in the lead up to the referendum to raise awareness of the Neighbourhood Plan and key policies within it.

It was noted that awareness should be raised through local organisations / groups and their extended networks within Leamington Spa.

**90. BUDGET MONITORING**

The committee considered and noted report No. 11 regarding budget monitoring. Underspends remained higher than in normal years, although the reallocation of some underspends had been considered previously at meetings of this committee and full council.

**91. PAYMENTS**

The committee considered and approved the list of payments provided.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 26<sup>th</sup> April 2021**

**MEETING ARRANGEMENTS**

1. **Purpose of the Report**

To consider the situation regarding the future management of meetings and other operational matters.

2. **Introduction / overview**

- 2.1 In recent months the Town Council's meetings have all been undertaken remotely using the Zoom platform. This has been in the context of the Covid 19 pandemic and specifically the arrangements for local authorities to meet remotely or in hybrid format, as set out in *The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020* under powers granted by Section 78 of the Coronavirus Act 2020. These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.

3. **Local Authority Meetings from 7<sup>th</sup> May 2021**

- 3.1 Confirmation has now been published that the regulations that expressly permit remote meetings will not be extended at the current time.

Although there is much debate regarding the future of remote meetings and the legal position, given the current circumstances, it is anticipated that meetings of the Town Council and its formally constituted committees will need to meet face to face from 7<sup>th</sup> May onwards.

Annual Meeting of the Town Council

As previously considered, the Annual Meeting of the Town Council will take place on Tuesday 4<sup>th</sup> May and thus can be held remotely. This is in accordance with recommendations of WALC. It is intended that this will follow a similar format to last year's Annual Meeting.

Therefore meetings that will need to be held face to face from 7<sup>th</sup> May onwards include:

13<sup>th</sup> May - Planning Committee

9<sup>th</sup> June – Planning Committee

10<sup>th</sup> June – Council

14<sup>th</sup> June – Cultural and Community Committee

17<sup>th</sup> June – Policy & Resources Committee

- 3.2 Covid secure meetings.  
All meetings will need to be held in accordance with relevant Covid requirements. The updated guidance is currently being reviewed and the necessary risk assessments and associated arrangements will be put in place and communicated in due course.

#### **4. Implications**

There are a number of implications of the shift back to face to face meetings.

- 4.1 Postponing / cancellation of meetings – meetings in May (after 6<sup>th</sup>) / June could theoretically be cancelled / postponed until after Covid restrictions are expected to end, but there are a number of key things that need to be considered, including:  
Planning committee – responses to planning consultations.  
Council – approval of accounts and Annual Governance and Accountability Return.  
Cultural & Community – decisions re Community Grant Applications  
Policy & Resources – payment approvals and possibly other items.
- 4.2 Delegation to Clerk – The Town Council could be asked to delegate certain functions to the Town Clerk

For example, the following:

- 4.2.1 Responses to planning consultations - The authorisation to respond to WDC Planning Consultations could be delegated to the Town Clerk for an interim period. Members of the planning committee could meet informally via Zoom (this wouldn't technically be a meeting of the Planning Committee as it would not be allowed to meet remotely.) The Town Clerk (or officers on his behalf) could then submit formal planning consultation responses to WDC, based on the majority view of the informal meeting of members of the planning committee.
- 4.2.2 Awarding of Community Grants – The authorisation to award community grants could be delegated to the Town Clerk for an interim period. This would allow members of Cultural & Community Committee to meet informally via Zoom (again this wouldn't technically be a meeting of the Cultural & Community Committee as it would not officially be allowed to meet remotely). The Town Clerk could then award the grants to relevant applicants, based on the deliberations and awards suggested by the informal meeting of the members of Cultural & Community Committee.
- 4.3 Meeting rooms – if meetings go ahead face to face, whilst social distancing measures are required, it may be that different rooms will be required for certain meetings than has previously been the case.

Meetings of the Town Council should be able to continue in the Council chamber at the Town Hall which is large enough to accommodate a meeting of the full Council. Necessary arrangements will need to be put in place to manage public attendance.

However the Council's committees are unlikely to be able to use the meeting room in the Town Council's ground floor offices at the Town Hall, as this is unlikely to be large enough to enable the necessary social distancing measures. Enquiries are

being made about the availability of the Council Chamber for use for committee meetings.

- 4.2 Covid secure protocols – if face to face meetings go ahead, risk assessments will be undertaken and the necessary measures will be put in place. These will be communicated to staff and Councillors to ensure that everyone is clear about what protocols need to be adhered to.
- 4.3 Budgetary implications – as the Town Council may have to hire some additional rooms rather than make use of its own meeting rooms, there is likely to be a higher than anticipated cost associated with this. To some degree this is unavoidable but it will hopefully apply to a relatively small number of meetings that are held while social distancing measures are still required. The situation will be monitored and reported to future meetings of the Policy & Resources committee.
- 4.4 Inevitably participants will have different perspectives on the return to face to face meetings. These will all need to be considered and addressed as far as reasonable.
- 4.5 Longer term arrangements - according to the government's roadmap out of lockdown, it is anticipated that all requirements for social distancing will cease on 21<sup>st</sup> June. This would theoretically allow the Council to revert back to its normal practices regarding meetings, which means that meetings of the Full Town Council would be held in the Council Chamber and meetings of other committees in the Town Council's meeting room.

Of course, this situation will be monitored and suitable arrangements put in place at the appropriate time.

## **5. Return to office working**

At present, Town Council staff continue to work predominantly from home, in accordance with current government guidance. Staff do attend the office on an occasional basis as and when required to do so for operational reasons. The office remains closed to visitors. This is communicated on the Town Council's website, along with contact details to get in touch.

This situation will be kept under review as the Covid situation evolves and the Roadmap out of Lockdown is implemented or reviewed. The arrangements will be communicated as they evolve.

## **6. Government Consultation - Local Authority Remote Meetings - Call for Evidence**

The government is currently seeking opinions on the issue of whether remote meetings should be permitted in the future and if so in what circumstances.

The detail can be found at <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence>



This link has been circulated to Town Councillors previously in order that they can respond individually if they wish. However there may be more weight if an organisational response is also submitted.

The questions from the call for evidence are contained within Appendix 1 to this report, along with some draft answers / responses. The committee is invited to consider the draft responses and agree a response to the consultation.

## **7. Recommendations**

- i) That the Committee notes and comments on the current situation and plans regarding meeting arrangements.
- ii) That the Committee identifies any other issues it thinks should be considered in relation to a return to face to face meetings.
- iii) That the Committee considers making a response to the current government consultation / call for evidence in relation to Local Authority Remote Meetings.

## Local Authority Remote Meetings - Call for Evidence

### Survey Questions

The introduction to the government's call for evidence is shown below, along with the questions from the consultation survey. (Note, questions 1 – 6 are about the individual / organisation that is responding)

The Town Clerk has provided draft answers based on the perspective of this Town Council's use of remote meetings. However these are just a draft and can be debated / amended by the committee as it sees fit.

Draft responses to the multiple choice questions are indicated through **bold** and underlining of the suggested response. Written answers are shown in *red italics*.

### Overview

*This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings.*

*This is an open call for evidence. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; officers/leaders of local authorities who have been meeting remotely; and those bodies that represent the interests of local members/representatives at all levels.*

### Why we are consulting

*The Government would like to gather evidence about the use of the current arrangements for local authorities to meet remotely or in hybrid format, as set out in The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (and the equivalent regulations for Wales and Northern Ireland) under powers granted by Section 78 of the Coronavirus Act 2020. These regulations came into force on 4 April 2020 and apply to meetings taking place before 7 May 2021.*

*Local authorities in Scotland had express provision to meet remotely prior to the pandemic, and we are also interested to understand their experience of remote meetings since their arrangements came into force.*

*We have also received representations from some, though by no means all, individual local authorities and sector representative organisations making the case for the express provision to meet remotely to be made permanent. The Government would like to hear from interested parties about the pros and cons of making such arrangements permanent, in whole or in part, for local authorities in England.*

**7. Generally speaking, how well do you feel the current remote meetings arrangements work?**

- Very Well
- **Well**
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

Please explain your answer in more detail, though note you will be asked about specific advantages and disadvantages of remote meetings in further questions

*The available technology enables meetings to be held effectively. In addition there are other benefits, such as the ease with which members of the public / community can join / view the meeting. It also means reduced travel / time required to achieve the same objectives, and is therefore an efficient use of resources.*

**8. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?**

- **Yes**
- No
- Unsure

Please explain your answer in more detail.

*The ability to hold remote meetings would provide flexibility and would enable the benefits of remote meetings to be achieved, where this is suitable / appropriate for the organisation and its community.*

**9. What do you think are some of the benefits of remote meetings?**

- **More accessible for local authority members**
- **Reduction in travel time for members**
- **Meetings more easily accessed by local residents**
- **Greater transparency for meetings**
- Documents (e.g. minutes, agendas, supporting papers) are more accessible
- Easier to chair meetings in an orderly fashion
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings

Other (please specify below)

For each benefit you have selected, please explain each of your answers in more detail

*Remote meetings can be accessed by members / local residents without having to travel and without having to spend time travelling or sitting through a whole meeting if they do not need to. This has benefits for those with other commitments such as work / family / caring etc.*

**10. [For local authorities only] Have you seen a reduction in costs since implementing remote meetings in your authority?**

- Yes
- No
- Unsure

Please explain your answer in more detail.

*We have saved hiring costs for rooms that are required for some of our meetings.*

**11. What do you think are some of the disadvantages of the remote meetings arrangements?**

- **It is harder for members to talk to one another informally**
- **Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection**
- **Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology**
- There is less opportunity for local residents to speak or ask questions
- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings

Other (please specify)

For each disadvantage you have selected, please explain each of your answers in more detail

*There is indeed less opportunity for informal discussion and networking.*

*Inevitably people would need to be able to access / use the relevant technology to view / attend meetings.*

For each disadvantage you have selected, please explain any suggestions you have to mitigate/overcome them.

*Once there are no longer Covid related restrictions the opportunity to network informally can be addressed in other ways.*

*Simple guides to aid the use of the technology could assist. In practice, many organisations are primarily using one or two main platforms.*

**12. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?**

Please provide your answer in the box below

*Ability to build relationships through informal dialogue and networking.*

*Ability to exchange information informally.*

**13. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?**

- For all meetings
- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- **I think local authorities should be able to decide for themselves which meetings they should have the option to hold remotely**
- I do not think local authorities should have the option to hold any meetings remotely
- Unsure

Please explain your answer in more detail.

*The circumstances of local authorities will vary greatly and therefore they should be able to decide for themselves which meetings can be held remotely, in accordance with those local circumstances and views.*

**14. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?**

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, Coronavirus restrictions)
- **I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely**
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

Please explain your answer in more detail.

*This would enable local authorities to determine the most appropriate arrangements locally*

**15. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?**

Yes

No

**Unsure**

Please explain your answer in more detail.

**16. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?**

Please provide your answer in the box below

**17. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?**

Yes

No

**Unsure**

Please explain your answer in more detail.

*We have not done a detailed analysis. However it would seem likely that enabling people to access meetings from home would in many cases be easier than having to travel to a meeting.*

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 26<sup>th</sup> April 2021**

**PROTOCOL FOR REPRESENTATIVES ON OUTSIDE BODIES**

1. **Purpose of the Report**

To consider a protocol in relation to the representatives of the Town Council on outside bodies.

2. **Introduction / overview**

2.1 Leamington Spa Town Council continues to work with partner organisations in a variety of ways and through a range of formal and informal networks, relationships and structures. In doing so it can seek to achieve its corporate objectives and improved outcomes for the communities of the town through:

- Influencing the plans and activities of partner organisations.
- Improving its own activities through using insight and drawing on partners' support.
- Making better use of shared resources and expertise.
- Improved understanding of partner's objectives and priorities.
- Sharing of risks and rewards.
- Accessing of external resources

2.2 Partnership arrangements often include requests from outside bodies for formal representatives of the Town Council to be identified / agreed.

2.3 This in turn has led to recent discussion regarding the appropriate protocols for Town Council representatives on those external bodies and the suggestion that a written protocol would be beneficial, in order to provide clarity for all involved.

3. **Draft Protocol**

3.1 A draft protocol has been produced in relation to the role of Town Council representatives on outside bodies. Its purpose is to provide a framework for the involvement of Town Council representatives with outside bodies.

The draft protocol is attached at Appendix 1 to this report. Some key elements are:

- Factors to be considered when a request for an appointment / nomination of a representative to an outside body is received.
- Role of the Town Council Representative on the outside body
- Providing feedback to the Town Council
  
- Limitations
- Changes to representation

- 3.2 Such a protocol inevitably cannot cover all issues / scenarios but it is intended to provide a clear basis for the activities of the Town Council's representatives.

**4. Feedback from outside bodies**

The Town Council has representatives on various outside bodies and also provides funding to a number of bodies. The Town Clerk will begin to programme in regular feedback to the Town Council (or a relevant committee) from those bodies or the Town Council representatives. The arrangements will vary according to the specific circumstances but may include for example:

- Routine reporting to relevant committees from outside bodies (e.g. Leamington in Bloom's regular updates to Culture & Community Committee.)
- Inviting outside bodies to provide an update / presentation to the Town Council / relevant committee, particularly those that receive regular funding from the Town Council – e.g. Citizen's Advice South Warks / Shopmobility.
- Having a standing item for feedback from outside bodies on relevant agendas, and asking the Town Council's formal representatives if there is any update to be provided at that time.

**5. Recommendations**

It is recommended:

- i) That the Committee consider the draft protocol identified in the report and identifies any necessary amendments.
- ii) That the Committee recommends to Council that the draft protocol be adopted.



**Royal Leamington Spa Town Council**  
**Draft protocol – Representatives on Outside Bodies**

**April 2021**

## **1. INTRODUCTION**

Royal Leamington Spa Town Council recognises the benefits of working closely with its partner organisations to help achieve improvements for the communities of Leamington Spa. When invited to, RLSTC will consider nominating / appointing a formal representative to outside bodies. Invitations should be directed to the Town Clerk.

Such nominations / appointments will be considered by the Town Council and in doing so, regard will be given to such factors as:

- Terms of reference (or equivalent) of the body inviting Town Council representation and the relevance to the Town Council and the communities within the Town.
- The importance of the Town Council being aware of the activities of the partnership / body.
- The potential benefits to the Town Council of participating in such partnership arrangements, specifically any potential benefits for the Town, its residents and visitors.
- What is expected of a representative and the requirements to undertake the role effectively.

Consideration will need to be given to the status of the organisation and the specific nature of the role the representative will take on, as this will influence the decision, the requirements of the role and the relationship with the Town Council.

Requests for nominations / appointments will be considered as soon as reasonably practical after they have been received and will generally be reviewed annually near the start of each municipal year.

## **2. THE ROLE OF THE TOWN COUNCIL REPRESENTATIVE**

2.1 The Town Council representative should represent the views of the Town Council, rather than their own. This should be based on formal Town Council policy and objectives where they already exist. In doing so, the representative can seek to inform and support the work / activities of the outside body by ensuring the perspective and objectives of the Town Council are understood and considered appropriately.

2.2 In representing the Town Council the nominated representative must act in accordance with the Town Council's policies and procedures, the Member's Code of Conduct and must bear in mind the limitations of the Council as a corporate body.

2.3 The representative should attend as many meetings of an outside body as they are reasonably able and send apologies if they are not able to attend. They may ask another Councillor to substitute for them in their absence if the outside body is willing.

### **3. FEEDBACK TO THE TOWN COUNCIL**

3.1 Providing feedback from the outside body is an important part of the role of a Town Council representative. The representative should be prepared to provide regular feedback in a suitable format and through suitable means agreed by the Town Council. This may be simply in the form of circulating information to Town Councillors via the Clerk through to providing information for a formal report to the Town Council or relevant Committee where a specific update needs to be provided or a particular decision needs to be made.

This feedback helps ensure the Town Council can consider the activities of the outside body when undertaking its own activities and allocating its own resources. It can also enable formal input / responses from the Town Council where they are requested or required.

Town Council representatives should ensure that any information shared is appropriate to do so, particularly where this information will go into the public domain.

3.2 The overall aim is that all interested parties are working together and communicating effectively for the benefit of the Town, its residents and visitors.

### **4. LIMITATIONS**

4.1 It is important that the Town Council representative and the outside body itself understand the limitations of the Town Council representative in terms of decision making.

4.2 A Town Council representative cannot commit the Council's resources or support, whether financial or 'in kind' to an outside body. If anything of this nature is requested it should be brought back to the Town Council, through the Clerk, for consideration through the appropriate processes. This could take some time depending on the schedule of meetings and where appropriate the external body should be made aware of this.

4.3 Town Council representatives may be asked to contribute to formal statements on behalf of the outside body / partnership – for example a quote in a press release. Any such requests should be referred back to the Clerk to be dealt with through the Town Council's internal processes.

### **5. CHANGE OF REPRESENTATION**

5.1 An outside body is free to inform the Council at any time that Council representation is no longer required.

5.2 A Town Council representative on an outside body who wishes to stand down from their role should inform the Clerk and this can be communicated to both the Town Council and the outside body. Should the outside body request that a replacement representative be nominated / appointed, this will be considered by the Town Council.

**UPDATE FROM OUTSIDE BODIES / TOWN COUNCIL REPRESENTATIVES**

1. **Purpose of the Report**

To provide any updates from outside bodies / Town Council representatives.

2. **Introduction / overview**

2.1 The Town Council works closely with a number of outside bodies, sometimes through nominating formal Town Council representatives to those outside bodies, or through providing regular funding.

2.2 As noted in report No. 7 on this agenda, the Town Clerk will begin to programme in regular feedback to the Town Council (or a relevant committee) from those bodies or the relevant Town Council representatives. The Town Council has recently been asked to identify representatives in relation to the Future High Streets Fund and the Creative Quarter Partnership Board. These are considered below.

3. **Creative Quarter Partnership Board**

3.1 Councillor Rasmussen was recently appointed as the Town Council's representative on the Creative Quarter Partnership Board. An update is provided below.

3.2 *The Creative Quarter Partnership Board (CQPB) is the key decision making body for the programme (subject to approval by the Executive and Planning process). It provides strategic and operational oversight for the programme and projects. It approves reports to be submitted to Executive and Planning Committee. It also aims to support the delivery of the programme and projects by the Creative Quarter Team. It provides feedback on emerging projects.*

Additional board memberships are under review. This will be reconsidered after the elections on 6th May, when, for example, representation from WCC will be addressed.

Items on the agenda on 31 March were

Spencer Yard: With regard to the URC, CDP are in discussion with prospective 'anchor' tenants. Name and details remain confidential for the moment.

When Councillors commented on a report about the Creative Quarter on 12th November they raised access to Spencer Yard as a key issue. Two separate solutions to the problem of access from the north are still in play - via the colonnade and a potential new bridge. No decisions or action to be reported yet.

Court Street: CDP will be consulting stakeholders over the coming months for how the area can be best used and working up options by summer. WDC are keeping

town-wide parking provision under review as any changes to the Court Street area will have an effect on that.

The Town Hall: originally on, but removed from, the agenda so nothing to report on any future changes or impact on Town Council.

There are other sites are under discussion but details remain confidential for the moment.

The wider Creative Quarter: the junction of High/Bath/Clemens Streets. A temporary public-led art project, in time for the Commonwealth Games, is being explored. Funding is being sought by WDC. An independent community group has recently been set up to look at possible uses for the 5 separate sections of the top of the railway arches. Their work seems likely to be co-ordinated with the wider Creative Quarter project. WDC is now in discussion with Network Rail over use and access and the potential to improve the appearance of overhead rail bridge and footings.

Many of the buildings or structures under discussion will not be generally open to the public. I have emphasised that from the perspective of the general public, and Leamington residents in particular, it is the public realm - green spaces, squares, roads etc - that are the most important; changes to how they look and function will have the most impact. I have made remarks mostly in the context of our emerging Neighbourhood Plan.

#### **4. Future High Streets Fund**

- 4.1 Councillor Clarke was recently appointed as the Town Council's representative in relation to the Future High Streets Fund
- 4.2 There is no further update since Cllr Andrew Day (WDC) presented to the meeting of the Town Council in early March.

**GREEN SHOOTS FUND UPDATE**

1. **Purpose of the Report**

To provide an update in relation to the [Green Shoots Fund](#)

2. **Introduction / overview**

2.1 At its meeting on 18<sup>th</sup> March 2021, Policy & Resources Committee considered Warwickshire County Council's Green Shoots Fund. It was agreed that the Town Clerk would:

- Write to the Allotment Societies to raise awareness of the Green Shoots Fund.
- Explore further the possibility of a 'Tiny Forest' project  
<https://earthwatch.org.uk/get-involved/tiny-forests>

3. **Progress**

3.1 The Town Clerk has written to the Allotments Societies with information about the Green Shoots Fund. Information about the fund has also been shared via social media.

3.2 The Town Clerk has had conversations with WDC's project officer about the possibility of developing a 'Tiny Forest' on WDC land. The Town Clerk noted that Edmonscote Road had been suggested as a location and WDC officers will consider this further.

3.3 WDC officers had also indicated that they would be discussing the issue of street trees further with Warwickshire County Council. The Town Clerk has asked that the Town Council be involved in further consideration of street trees, to ensure that local efforts are joined up and maximise the resources available.

3.4 During the discussions, WDC's project officer gave an overview of the District Council's plans regarding tree planting (see [https://www.warwickdc.gov.uk/info/20830/tree\\_planting](https://www.warwickdc.gov.uk/info/20830/tree_planting) for more information) and noted that this involved engaging with community groups and initiatives, including Parish / Town Councils. More information will be provided to the Town Clerk in due course.

3.5 The Town Clerk wrote to the WCC Green Shoots Fund to seek clarification on whether the Town Council would be eligible to apply for Green Shoots funding for planting of trees on a 3<sup>rd</sup> party's (possibly a Local Authority's) land. The Town Clerk also enquired whether the Town Council could theoretically apply for funding for additional street tree provision in Leamington Spa, which could be used to supplement the Town Council's ongoing investment in street tree planting.

An initial response was received advising that this would be considered further and a response would be sent in due course. The Town Clerk will chase this response and provide a verbal update at the meeting if received by then.

#### **4. Summary**

Initial discussions have been held to explore the possibilities of securing funding from WCC's Green Shoots fund for the planting of a 'tiny forest' or indeed to contribute to further street tree planting in Leamington Spa.

Should confirmation be received that either of these projects is feasible and would be eligible for Green Shoots grant funding, further work would need to be done to explore the options further, to the point where completion of a grant application was possible.

The outcome and timing of these discussions will depend on whether an application in time for the 17<sup>th</sup> May deadline is feasible or whether an application should be pursued for a subsequent round of funding. If one of the projects is feasible, other funding sources could also be sought.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 26<sup>th</sup> April 2021**

**BUDGET MONITORING**

1. **Purpose of the Report**

To consider the position in relation to the 2020/21 budget.

2. **Introduction / overview**

2.1 Policy & Resources committee has considered reports on budget monitoring at its previous meetings.

2.2 Appendix A provides a summary of the financial position in relation to the 2020/21 budget at the end of the financial year (end March 2021).

3. **Key issues**

3.1 As noted at previous Policy & Resources meetings, the activities of the Town Council have been significantly impacted during 2020/21 due to the Covid pandemic. This has led to higher than usual underspends in some areas, largely due to the inability to undertake certain activities.

3.2 Underspends summary

Budget area / activity	Notes / comments
Civic expenses	-Reduced civic activity due to Covid restrictions -Remembrance event didn't go ahead -Civic dinner did not take place
Grants and related 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. -Some underspend on Community Grants Fund
VE Celebration	The event did not proceed as anticipated, due to the Covid Pandemic.
Elections	Payment for Lillington by-election not yet resolved.

### 3.3 Re-allocation of resources

During the course of the last financial year these anticipated underspends were noted and in some cases resources were reallocated (through the appropriate decision making processes) to other purposes, notably:

Additional resources allocated for purchase of IT and related equipment (up to £2,500 allocated) to enable more effective working by staff.

Additional resources (£2,500) as a contribution to WCC for planting of street trees.

Donation (£1,355) to Royal British Legion from underspends in relation to the Remembrance Event which did not go ahead.

Donation (£1,500) to the Mayor's Charity Fund from underspends in relation to the Civic Dinner which did not go ahead.

- 3.4 As such the anticipated underspends have been minimised somewhat and re-allocated to other purposes which will enhance the functioning of the Town Council and contribute to its objectives.

Remaining underspends will be dealt with through the end of year accounting process and will be added to reserves / balances.

## 4. Overspends

- 4.1 Election budgets – £52,314 expenditure against current year's budget of £18,000, although provision has previously been made for this in reserves. Anticipating further expenditure in relation to the Lillington by-election.
- 4.2 Consultancy support – recruitment of new Town Clerk. £2,500 expenditure against a budget of £1,500.
- 4.3 Neighbourhood Plan – some expenditure incurred in advance but in relation to 2021/22.



Report No. 10 App1 2020/21 Budget Monitoring - April2020 - Mar2021					Policy & Resources Committee 15Apr21	
Cost Centre	Budget 2020/21	Expenditure at 31.03.21	Adjustment for 2019/20 expenditure	Balance of budget remaining £	% of budget unspent at 31/03/2021	Notes
	£	£	£		%	
Allowances	18000	17780	4446	4666	26	Final payment due April 2021
Salaries	157700	150942	3085	9843	6	Final tax due April 2021
Mayoral Transport	4327	3579		748	17	Underspend due to Covid restrictions
Civic Expenses	7365	5306		2059	28	Underspend due to Covid restrictions
Administrative Expenses	15470	15190	-2179	-1899	-12	
Buildings and Charges	27440	21243		6197	23	
Twinning and Friendship	400	0	-50	350	88	Underspend due to Covid restrictions
Neighbourhood Plan	2000	4557	1866	-691	-35	
Annual Award	300	0		300	100	
Grants and Section 137 Expenditure	160600	144954	-1320	14326	9	Underspend due to Covid restrictions
Allotments	5800	4527	928	2201	38	
Elections	18000	52314	-52314	18000	100	Annual provision to meet election costs. Lillington by-election cost (2019) yet to be invoiced
less Income	3200	5062	0	762	24	Income increased by receipt of insurance payment. Income does not include allotment rental income.
<b>Total exc V.A.T.</b>	<b>414202</b>	<b>415330</b>		<b>55338</b>	<b>13</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	08.10.19	4452				
	08.04.20	7500				
	18.11.20	11454	<b>23406</b>			

**Item 11**

Payments – to approve a schedule of payments.  
Schedule to be circulated.

**Item 12 Summary of Payments Feb21-Mar21**

February 2021 - Summary of Payments Made

Cheque No	Payee	Details	Amount	VAT	Total	Section 137 Expenditure
	Warwick District Council	Garage Rental	42.47	8.49	50.96	
	Warwickshire County Council	Pension Contributions - Dec20	2429.47		2429.47	
	Warwickshire County Council	Pension Contributions - Jan21	2429.47		2429.47	
	Warwickshire County Council	Pension Contributions - Feb21	2429.47		2429.47	
	Allstar Business Solutions	Fuel	32.50	6.50	39.00	
	HSBC	BACS charges	10.63		10.63	
106694	S Marks	Reimbursement - Zoom subscriptions Dec/Jan	23.98		23.98	
106695	Element Tree Care Ltd	Old Milverton Allotments - grant work	680.00		680.00	£680.00
106696	WALC	Training costs - staff	40.00	8.00	48.00	
106697	WALC	Training costs - Cllrs	75.00	15.00	90.00	
106698	S Marks	Reimbursement - stamps purchase	66.00		66.00	
106699	Okapi Technology	Software charges	13.20	2.64	15.84	
106700	Zurich Municipal	Insurance renewal	2439.77		2439.77	
	SD Worx	Payroll Summary Jan	24.17	4.83	29.00	
	Toyota & Lexus Financial Services	Car leasing charges	252.25	50.45	302.70	
	Entanet International Ltd	Broadband charges	19.99	4.00	23.99	
	Employees	Salaries	6495.33		6495.33	
	HMRC	Tax & NI January 21	4129.85		4129.85	
			<b>£21,633.55</b>	<b>£99.91</b>	<b>£21,733.46</b>	<b>£680.00</b>

March 2021 - Summary of Payments						
Cheque No	Payee	Details	Amount	VAT	Total	Section 137 Expenditure
	Warwick District Council	Garage Rental	42.47	8.49	50.96	
106701	K Geddes	Reimbursement - stamps purchase	20.40		20.40	
106702	Identity Studio Limited	Website costs	48.00	9.60	57.60	
106703	Okapi Technology	IT equipment - laptops and peripherals	1429.64	285.94	1715.58	
106704	Anne Goodey	Reimbursement expenses - IT eqpt	32.48		32.48	
106705	Tom's Office Technology Ltd	Office eqpt - phones	76.00	15.20	91.20	
106706	Okapi Technology	Software costs	13.20	2.64	15.84	
106707	Farm Services Ltd	Allotment works - Binswood Allotments	975.00	195.00	1170.00	
106708	S Marks - reimbursement	Floral Tribute	40.00		40.00	
106709	Murley Agricultural Supplies	Equipment purchase (Binswood Allotments Grant)	388.00	77.60	465.60	
106710	The Community Heartbeat Trust (Solutions) Ltd	Defibrillator parts	228.00	45.60	273.60	£273.60
106711	S Marks	Reimbursement - Zoom subscription	11.99		11.99	
106712	WALC	Training costs (staff)	25.00	5.00	30.00	
106713	Living Designs co uk Ltd	Mayoral awards	386.65		386.65	
106714	Warwick District Mobility Ltd	Grant Payment - 4th Quarter	6500.00		6500.00	£6,500.00
106715	Campion Hills Allotments	Grant payment	234.00		234.00	£234.00
106716	Royal British Legion - Leamington Branch	Grant / donation	1355.00		1355.00	£1,355.00
106717	RLS Mayor's Charity	Donation	1500.00		1500.00	£1,500.00
106718	Spa Computers	Software renewal - anti virus	100.00	20.00	120.00	
	Tesco Mobile	Mobile phone contract	8.33	1.67	10.00	
	HSBC	BACS Charges	11.98		11.98	
	Toyota & Lexus Financial Services	Car leasing charges	252.25	50.45	302.70	
	Entanet International Ltd	Broadband Charges	19.99	4.00	23.99	

	SD Worx	Payroll Summary Feb21	24.17	4.83	29.00	
	SD Worx	Payroll charges Feb21	59.48	11.90	71.38	
	Employees	Salaries	6495.73		6495.73	
106719	cancelled (damaged in post)		0.00		0.00	
106720	WALC	Training - staff	15.00	3.00	18.00	
106721	Godfrey Payton	Rental (Allotment land Northumberland Road)	3050.00		3050.00	
106722	Godfrey Payton	Rental (Allotment land Old Milverton Road)	330.00		330.00	
106723	Godfrey Payton	Rental (Allotment Land at OS 2972)	400.00		400.00	
106724	Warwickshire County Council	Street tree planting - Leamington Spa	2500.00	500.00	3000.00	£3,000.00
106725	Cancelled		0.00		0.00	
106726	Thomas Fattorini Ltd	Mayoral Regalia - badges	940.34	188.07	1128.41	
106727	TAP Enterprises Ltd	NP Flyer delivery	893.00	178.60	1071.60	
106728	Walters of Oxford	Mayoral Robe	657.50	131.50	789.00	
106729	S Marks	Reimbursement - Zoom Subscription	11.99		11.99	
106730	Midshire Business Systems	Printer / copier charges	42.05	8.41	50.46	
106731	S Marks	Reimbursement - purchase 2 mobile phones	259.94		259.94	
106732	Anne Goodey	Reimburement - expenses	19.26		19.26	
	HMRC	Tax & NI Feb21	3303.61		3303.61	
106733	Okapi Technology	Website domain renewal	19.98	4.00	23.98	
106734	Arts Uplift Community Interest Company	Community Grant	2000.00		2000.00	£2,000.00
	SD Worx	Payroll Mar21	59.48	11.90	71.38	
			<b>£34,779.91</b>	<b>£1,763.40</b>	<b>£36,543.31</b>	<b>£14,862.60</b>