



**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](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

STEPHEN MARKS  
Clerk to the Town Council

Our Ref: SM/P&R

Date: 26<sup>th</sup> January 2023

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on THURSDAY **02<sup>ND</sup> FEBRUARY 2023** in Room 5 at Leamington Spa Town Hall, Parade, CV32 4AT, commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

*S Marks*

**CLERK TO THE TOWN COUNCIL**

To Councillors: Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Ruggy Singh and Nick Wilkins.

(All other Members of the Town Council – for information.)

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**AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

Members of the Committee to declare any interest they may have in items identified for discussion at the Meeting, in accordance with the Code of Conduct.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. MINUTES pp3-5  
To consider and approve as a correct record the Minutes of the Meeting held on 15<sup>TH</sup> December 2022 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. FINANCIAL REGULATIONS pp6-7  
To consider revised financial regulations.
7. CORPORATE OBJECTIVES pp8-9  
To consider the Town Council's Corporate Objectives.
8. KING'S CORONATION  
To receive an update on plans / progress.
9. TRANSFORMATION BOARD – REQUEST FOR FUNDING pp10-11  
To consider a request for funding.
10. FINANCIAL MATTERS AND BUDGET MONITORING pp12-16  
To undertake routine monitoring of budget / finance issues.
11. PAYMENTS p17  
To consider and approve a schedule of payments arising.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 15<sup>th</sup> DECEMBER 6PM, ROOM 5, LEAMINGTON SPA TOWN HALL**

**Present:** Councillors Sarah Boad (Chair), Will Bryce, Mubarik Chowdry, Judith Clarke, Jennifer McAllister, Ruggy Singh, Amanda Stevens and Nick Wilkins.

Officers: Town Clerk

Absent – Cllr McGhee

**58. Apologies for Absence**

Apologies were received from Cllr Alan Boad (Cllr Amanda Stevens substituting) and Cllr Gifford (Cllr McAllister substituting).

**59. Declarations of Interest**

Cllr Wilkins NW declared a non-pecuniary interest in item 6 Mayoral Support / Activity as the current Mayor.

Cllr S Boad declared a non pecuniary interest as a county councillor in relation to item 11 Pension Revaluation.

**60. Public Forum**

No representations / questions from the public.

**61. Minutes**

**Resolved** that the Minutes of the Meeting of the Policy and Resources Committee held on 16<sup>th</sup> November 2022 (Report No.4) are confirmed as a correct record.

**62. Matters Arising from the Minutes**

Noted that a Climate Change Working Group meeting was held.

**63. Mayoral report**

The committee considered and discussed report number 6 regarding Mayoral Support / Activity and staff capacity.

**Resolved** that in order to operate within staff capacity the approach to supporting the Mayor is as described in the report:

-Managing the Mayors calendar and supporting the Mayor to attend events to which they are invited.

-Providing advice and support to the Mayor.

-Promotion and communication relating to Mayoral Activity

-Organisation and delivery of key civic / mayoral events, as identified (Remembrance Event, Civic Dinner, Civic Service, Mayoral Awards event)

**64. Civic dinner**

The committee discussed report number 7 regarding the Civic Dinner. Various aspects of the dinner were discussed including costs, venue, purpose etc.

**Resolved** that the following principles are agreed in relation to the civic dinner:

- The Civic Dinner will ordinarily take place at the Town Hall.
- Dinner costs will be balanced between the Town Council's budget for the event and any ticket income – seeking to keep tickets to a modest cost, but recognising the need to deliver the event within the budget available.
- Fundraising for the Mayors charity will be dealt with as a separate activity at the civic dinner (eg raffle etc).
- The dinner will generally take place on a Friday evening.

**65. Staff capacity / recruitment**

The committee discussed report number 8 regarding staff capacity and prioritization of work/

**Resolved** that the approach identified in the report is agreed.

**66. Policy update**

The committee considered report number 9 and a draft Training and Development policy.

**Resolved** that it be recommended to the Town Council that the Training and Development Policy is adopted.

**67. Town hall / office accommodation**

The committee considered report number 10 providing a brief update on Warwick District Council's project to make improvements to the Town Hall. It was noted that the project will be done in phases. While a potential office move for the Town Council (within the Town Hall) had been discussed in principle, this would not be part of the first phase of improvements and would need to be subject to further discussion with WDC.

**Resolved** that the committee:

- i) notes and considers the information provided in the report, including the update from WDC
- ii) specifically notes that details regarding any change to Town Council office space does not form part of the phase 1 proposals, but will be considered further in phase 2.
- iii) agrees that WDC be asked to share fuller details of the Town Hall proposals at the earliest practicable opportunity
- iv) agrees that WDC is asked to ensure plenty of time for full dialogue with the Town Council before committing to any move of the Town Council offices
- v) agrees that WDC be asked to provide information about how any disruption associated with the implementation of the Town Hall improvements will be managed.

vi) asks that the accommodation working group meets at a suitable time to hear more about the Town hall proposals.

68. **Pension revaluation**

The committee considered report number 11 which provided information about the draft results of the 2022 triennial pension revaluation. Noted the content of the report.

**Resolved** that the content of the report is noted.

69. **Draft Budget 2023/24**

The committee consider report number 12 and the draft budget for 2023/24.

It was noted that an event to commemorate the King's coronation would only be deliverable with significant support from partner organisations.

**Resolved** that the draft budget is recommended to the Town Council for adoption.

70. **Finance & Payments**

The committee considered a schedule of payments.

**Resolved** that the following payments are approved:

Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Elec	K Geddes	Reimbursement expenses - Leam in Bloom	£35.50		£35.50
Elec	WDC	Leam in Bloom printing invoice 83275807	£166.00	£33.20	£199.20
Elec	WDC	Blue plaques flyer printing invoice 83275806	£87.80	£17.56	£105.36
Elec	WDC	Rem Sunday order of service printing invoice 83275813	£97.50	£19.50	£117.00
Elec	WDC	Mayoral xmas card printing invoice 83275808	£38.36	£7.67	£46.03
Elec	WDC	Room hire council meetings inv 83276840	£320.00	£0.00	£320.00
Elec	WDC	Venue costs twinning reception 08Oct22 invoice 83276843	£142.50	£12.50	£155.00
Elec	WDC	Venue costs blue plaque event 28sept22 invoice 83276844	£157.50	£7.50	£165.00
Elec	WDC	Venue costs civic dinner 25Nov invoice 83276845	£528.00		£528.00
Elec	WALC	Invoice #33 staff training - planning for elections	£30.00	£6.00	£36.00
Elec	Leamington History Group	History walks contribution.	£428.00		£428.00
chq	S Marks	Expenses reimbursement - stamps purchase 22Nov22	£68.00		£68.00
Elec	A Goodey	Re-imburement expenses civid dinner etc	£101.37		£101.37
Elec	WDC	Rem Sunday refreshments 83276842	£37.50	£7.50	£45.00
			<b>£2,238.03</b>	<b>£111.43</b>	<b>£2,349.46</b>

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 02<sup>nd</sup> FEBRUARY 2023**

**POLICY UPDATE – FINANCIAL REGULATIONS**

1. **Purpose of the Report**

To consider updated financial regulations and make recommendations to the full Town Council.

2. **Background**

- 2.1 At its meeting on 3<sup>rd</sup> February 22 the Policy & Resources Committee received a report on the Town Council's current policies and key documents. Within that report was a recommendation that the Town Council's key policies and documents should be the subject of a rolling programme of review to 'ensure the Town Council maintains a comprehensive and up to date suite of policy and procedure documents to assist the smooth operation of its activities'. This recommendation was approved by the committee.

This report considers a draft updated Financial Regulations document.

3. **Financial Regulations**

- 3.1 The safe and efficient management of its budget / financial resources is a key responsibility of the Town Council.
- 3.2 A key policy document for this purpose is the Town Council's Financial Regulations. It provides a framework for how the Town Council's finances will be managed, from decision making regarding budgets and precepts through to the payment of individual invoices. It is supplemented / supported by additional internal processes and procedures to ensure the effective use of financial resources.

4. **Draft Policy**

A draft updated Financial Regulations document is attached at Appendix A. It is based on the current template available from National Association of Local Councils (NALC - [www.nalc.gov.uk](http://www.nalc.gov.uk)). This document is intended for use by any town / parish council and it is anticipated that a town / parish council will amend it to meet its own circumstances / requirements.

In practice the bulk of the content of the template document remains the same. Where amendments to the template wording are proposed, they are shown through the tracked changes function.

5. **Recommendations**

- i) That the committee considers the draft Financial Regulations document at appendix A.
- ii) That the committee recommends adoption of the updated Financial Regulations Training & Development Policy to the Town Council.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 02<sup>nd</sup> FEBRUARY 2023**

**TOWN COUNCIL OBJECTIVES**

1. **Purpose of the Report**

To review / re-affirm the Town Council's Corporate Objectives.

2. **Introduction / overview**

- 2.1 The Town Council's current Corporate Objectives were adopted in November 2021 by the Town Council, following consideration by the Policy & Resources Committee. It is good practice to review such documents regularly.

The Corporate Objectives represent those issues that are a priority to the Town Council. By agreeing a clear, concise set of corporate objectives, the Town Council can identify a sound basis to inform its future actions, activities and decisions.

3. **Current Corporate Objectives**

- 3.1 The current Corporate Objectives are attached at Appendix A. As was considered and noted when they were approved, the format is to identify a core set of objectives with a small number of 'supporting aims', rather than a long list of potential actions.

Actions to deliver the objectives are addressed in relevant service / action plans.

- 3.2 It is acknowledged that local elections take place in May 2023 and in due course the new Town Council will / may wish to review the corporate objectives. However it seems sensible to have a recently reviewed set of objectives to move into the 2023/24 year.

- 3.3 The committee will of course be aware that the Town Council has agreed its budget for 2023/24. This will need to be given due consideration when reviewing corporate objectives.

4. **Summary**

There may not be a need to make substantial changes to the Corporate Objectives. If that is the case, there is still merit in re-affirming them.

5. **Recommendations**

- i) That the committee considers and reviews the current Town Council objectives.
- ii) That the committee makes a recommendation to the Town Council in relation to the Town Council's objectives.





Royal Leamington Spa Town Council  
 Corporate Objectives  
 Adopted 11<sup>th</sup> November 2021

Objective	Key elements / strands
<b>PARTNERSHIP</b> - Work in partnership with key local organisations to enhance the town, especially the district and county councils.	<ul style="list-style-type: none"> <li>• Encourage and engage with effective partnership structures to contribute to major initiatives in the Town.</li> <li>• Work with partners to support a flourishing town.</li> </ul>
<b>PLANNING</b> - Engage effectively with the planning process to support a successful future for the Town.	<ul style="list-style-type: none"> <li>• Respond effectively to planning application consultations</li> <li>• Contribute to local planning policy</li> <li>• Implement and monitor the Leamington Spa Neighbourhood Plan.</li> </ul>
<b>CULTURE</b> - To Promote the Rich Culture of Leamington Spa	<ul style="list-style-type: none"> <li>• Lead, support and engage with major cultural events in the Town.</li> <li>• Support local organisations in the delivery of cultural activities, including through grant funding where appropriate.</li> </ul>
<b>COMMUNITY</b> - To promote community wellbeing across the town, with a focus on achieving a good quality of life for all parts of the community.	<ul style="list-style-type: none"> <li>• To promote health and wellbeing for all.</li> <li>• To promote equality for all sections of the community, with a focus on more deprived areas.</li> </ul>
<b>ENVIRONMENT</b> - To improve the local environment and contribute to wider environmental and climate change goals.	<ul style="list-style-type: none"> <li>• Help protect and enhance the local environment for the benefit of the community.</li> <li>• Encourage and contribute to positive action to address wider environmental issues and climate change.</li> </ul>
<b>AWARENESS</b> - To raise awareness of the Town Council	<ul style="list-style-type: none"> <li>• To communicate effectively with local organisations and the community.</li> <li>• Engage with partner organisations to ensure Town Council input into key projects / activities.</li> </ul>
<b>RESOURCES</b> – To ensure the effective use of resources	<ul style="list-style-type: none"> <li>• To closely scrutinise all expenditure and consider how it contributes to achieving our objectives.</li> <li>• To work with partners and the community to achieve best value for money.</li> </ul>

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 02<sup>nd</sup> FEBRUARY 2023**

**LEAMINGTON SPA TRANSFORMATION BOARD – FUNDING**

1. **Purpose of Report**

To give initial consideration to a request from WDC / Leamington Transformation Board for a funding contribution to support the activities of the Board.

2. **Leamington Spa Transformation Board**

- 2.1 The Leamington Spa Transformation Board has been established to seek to co-ordinate the wide range of projects that are taking place in the Town or that are planned for the future and to ensure that there is clear leadership in relation to the future vision / aspirations for the town. The Board is a partnership board made up of the three levels of local government, with representation from WCC, WDC and RLSTC. Cllr Rasmussen is the Town Council's representative on the board.

An independent chair has been appointed along with an independent board member who will assist the engagement with wider stakeholders.

The board is supported primarily by Warwick District Council staff and WDC have indicated they intend to continue that support.

3. **Request for funding contribution**

- 3.1 The Transformation Board is looking to co-ordinate a large range of projects in the town. Often the project funding will incorporate funding for a range of studies / preparatory work in relation to that project. However the Transformation Board would like to identify a budget that it can use for external support / commissioning of work to assist its activities.

- 3.2 Warwick District Council has indicated that it intends to allocate £30k to support the work of the Transformation Board (in addition to the officer capacity it provides). It has also requested that the County Council and the Town Council consider whether they are able to contribute some funding to the work of the Transformation Board.

This would mean that the Board could respond more quickly when it identifies specific pieces of work that it needs to commission to inform and progress delivery of projects and initiatives in the Town. In practice, any funding allocated for the Transformation Board would be held / managed by Warwick District Council.

- 3.3 The benefits of the Town Council contributing to the Transformation Board funds include:

- Greater resource available to the Transformation Board to progress matters and obtain external support when required.
- Transformation Board is able to respond more rapidly, rather than waiting to secure funding for its agreed actions.
- Demonstration of commitment from the Town Council to partnership working through the Transformation Board.

4. **Resources**

As there is no specific budget allocated for this purpose, the full Town Council would have to consider this request. However, it seems appropriate for Policy & Resources Committee to consider the request and feed any views / recommendations to the Town Council.

5. **Recommendation**

That the Committee considers the request for funding to support the work of the Leamington Spa Transformation Board and makes any recommendations to the Town Council.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 02<sup>nd</sup> FEBRUARY 2023**

**FINANCIAL MATTERS AND BUDGET MONITORING**

1. **Purpose of the report**

To enable the Committee to monitor budget spend and related financial processes / procedures.

2. **Overview**

2.1 The Policy & Resources Committee receives regular reports to enable it to monitor the Town Council's budget spend and to consider any issues arising from that monitoring.

2.2 Attached at appendix A is a list of transactions from November and December 2022, periods eight and nine of the 2022/23 financial year.

2.3 Attached at appendix B is a summary of expenditure against budget to the end of December 2022.

3. **Issues of note**

3.1 Payments made under delegated arrangements – the vast majority of payments are approved by the Town Council or Policy & Resources Committee before payment is made. However in some circumstances it is necessary / appropriate to make payments between meetings – e.g. when deadlines for payments are before meeting dates. In accordance with the Town Council's agreed processes for payments to be made through authority delegated to the Town Clerk, the following payments have been made following consultation with the Chair / Chair of Policy & Resources Committee:

24 Nov22. Plyvine Catering – Invoice 2215 – Civic dinner catering - £1170.48

3.2 Routine internal finance checks - Cllr Chowdry attended the town hall to undertake routine financial monitoring checks on 22<sup>nd</sup> November 2022. Further appointments will be made.

3.3 Debit card – an online application for a debit card (as previously approved by the Town Council) was unsuccessful due to some issues with the online signature / approval process. This will be explored further.

3.4 Bank signatories – The Town Council's authorised signatories will need to be considered in light of forthcoming elections.

- 3.5 The council has allocated a budget of £5k for climate change activity. The climate change working group is considering options.
- 3.6 Community Infrastructure Levy (CIL) funding – the CIL working group will be convened to explore the detail and information will be brought forward to the Town Council.

4. **Recommendation**

That the committee notes the information provided and considers any issues further if necessary.

## Appendix A

Summary of Transactions					
Nov-22					
<b>Cheque No / Electronic</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
	Warwick District Council	Business rates - parlour	162.00		162.00
	Warwick District Council	Business rates - Offices	536.00		536.00
	CCLA Public sector dep bond	Interest accrued	-129.21		-129.21
	Warwick District Council	Garage rental	51.39	10.27	61.66
	K Sanga	LiB photo prize	50.00		50.00
	P Evans	LiB photo prize	35.00		35.00
	Erdos	LiB photo prize	20.00		20.00
	Warwick District Council	Calendars contribution	-100.00		-100.00
	Toyota & Lexus Fleet Services	end of lease costs	194.00	0.00	194.00
	Bank of Scotland	interest accrued	-190.95		-190.95
	Allstar Business Solutions	card fee	2.00	0.40	2.40
	Okapi technology	Software costs	15.40	3.08	18.48
	SD Worx	payroll summary	26.09	5.22	31.31
106839	Royal British Legion	wreath	30.00		30.00
	HSBC	bank charges	15.81		15.81
	Warwickshire Pension fund	pension contributions - nov22	3563.90		3563.90
	Hyundai Contract Hire	car leasing charges	602.00	120.40	722.40
	Tesco Mobile	mobilecontract1	8.33	1.67	10.00
	Tesco Mobile	mobilecontract2	15.83	3.17	19.00
	Warwick District ShopmobilityLtd	grant - 3rd quarter	6500.00		6500.00
	Warwick District Council	Christmas lights contribution	20000.00		20000.00
	Citizens Advice SW	Grant	20000.00		20000.00
106840	S Marks	expenses reimbursement	65.98		65.98
	Entanet International	broadband	19.99	4.00	23.99
	Employees	Payroll Nov	9939.72		9939.72
	Barnardos	grant	7500.00		7500.00
	Simpson Sound & Vision Ltd	Rem Sunday audio visual	290.00	58.00	348.00
	HSBC	bank charges	10.00		10.00
	HMRC	Tax& NI Oct22	4270.19		4270.19
	Plyvine catering	Civic dinner catering	1170.48		1170.48
	SD Worx	Payroll Nov	64.21	12.84	77.05
	Bank of Scotland	interest accrued	-13.50		-13.50
					0.00
					0.00
					0.00
					0.00
		<b>Expenditure</b>	<b>75158.32</b>	<b>219.05</b>	<b>75377.37</b>
		<b>Income</b>	<b>-433.66</b>	<b>0</b>	<b>-433.66</b>

Summary of Transactions					
Dec-22					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	162.00		162.00
	Warwick District Council	Business rates - Offices	536.00		536.00
	CCLA Public sector dep bond	Interest accrued	-165.44		-165.44
	Warwick District Council	Garage rental	51.39	10.27	61.66
	HMRC	VAT refund (jul-sep22)	-983.34		-983.34
	Bank of Scotland	Interest accrued	-238.63		-238.63
	Okapi technology	Software costs	15.40	3.08	18.48
	SD Worx	payroll summary	26.09	5.22	31.31
	HSBC	bank charges	22.43	0.00	22.43
	Allstar Business Solutions	card costs	2.00	0.40	2.40
106841	S Marks	expenses reimbursement	68.00		68.00
	Hyundai Contract Hire	car leasing charges	301.00	60.20	361.20
	Tesco Mobile	mobilecontract1	8.33	1.67	10.00
	Tesco Mobile	mobilecontract2	15.83	3.17	19.00
	Entanet International	broadband	19.99	4.00	23.99
	Employees	Payroll Dec	7534.06		7534.06
	K Geddes	Leam in Bloom expenses reimbursement	35.50		35.50
	Warwick District Council	Leam in Bloom calendars	166.00	33.20	199.20
	Warwick District Council	Blue plaques printing	87.80	17.56	105.36
	Warwick District Council	Rem Sunday order of service	97.50	19.50	117.00
	Warwick District Council	Mayors xmas card	38.36	7.67	46.03
	Warwick District Council	meeting room bookings	320.00	0.00	320.00
	Warwick District Council	Room hire twinning rec 08oct	142.50	12.50	155.00
	Warwick District Council	Room hire blue plaque event	157.50	7.50	165.00
	Warwick District Council	28sep22	528.00	0.00	528.00
	WALC	Training session SM	30.00	6.00	36.00
	Leamington History Group	History walks contribution	428.00	0.00	428.00
	A Goodey	expenses reimbursement	101.37	0.00	101.37
	Warwick District Council	Rem Sunday refreshments	37.50	7.50	45.00
	Warwick District Council	Warm hub contribution	6000.00	0.00	6000.00
	Warwickshire County Pension Fu	Pension conts Dec22	2688.83	0.00	2688.83
	HSBC	bank charges	10.00		10.00
	LiB	calendars	-60.00		-60.00
	HMRC	Tax &NI Nov	5058.54		5058.54
	SDWorx	payroll charges	64.21	12.84	77.05
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
		<b>Expenditure</b>	<b>24754.13</b>	<b>212.28</b>	<b>24966.41</b>
		<b>Income</b>	<b>-1447.41</b>	<b>0</b>	<b>-1447.41</b>

Budget monitoring 2022/23 - to end December 22				Policy & Resources Committee 02Feb23		
Cost Centre	Budget 2022/23	Expenditure at 31/12/22	Adjustment for 2021/22 expenditure	Balance of budget remaining £	% of budget unspent at 31/12/22	Notes
	£	£	£		%	
Allowances	18000	13752	4396	8644	48	
Salary costs	159000	123057	3983	39926	25	
Mayoral Transport	5265	4177	0	1088	21	
Civic Expenses	5565	3693	0	1872	34	
Administrative Expenses	21360	9980	-1603	9777	46	
Property and Assets	26880	16876	0	10004	37	
Mayors Award	300	273	0	27	9	
Twinning (not LITS)	400	231	0	169	42	
Grants and Community Expenditure	161800	105946	0	55854	35	Further community grants to be paid January
Elections	20000	18994	18994	20000	100	By election costs for 21/22 paid in May22
Allotments	5800	4717	0	1083	19	
Platinum jubilee contribution	10000	10000	0	0		
less income	100	2062	0	-1962	-1962	Interest rates increased so more interest received.
<b>Total exc V.A.T.</b>	<b>434270</b>	<b>299634</b>		<b>150406</b>	<b>35</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	31.03.22		31382.48			
	22.04.22	27914.82	<b>59297.30</b>			
	26.10.22	82211.2	<b>141508.50</b>			



Report No 11.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 02<sup>nd</sup> FEBRUARY 2023**

**PAYMENTS**

1. **Purpose of the Report**

To consider and approve payments arising. A schedule of payments will be circulated.