



STEPHEN MARKS
Clerk to the Town Council

THE TOWN COUNCIL
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Our Ref: SM/P&R

Date: 02nd September 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 08th SEPTEMBER 2022** in the **Council Chamber 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.)

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 13th July 2022 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. CYCLING & WALKING pp6-13
To receive an update on cycling and walking infrastructure and to consider the County Council's current K2L cycling and walking infrastructure consultation.
7. COMMUNITY SAFETY p14
To receive a brief update in relation to Community Safety initiatives.
8. MAYORAL CAR UPDATE p15-16
To receive an update relating to the replacement of the Mayoral Car.
9. EXTERNAL AUDIT ARRANGEMENTS pp17-18
To consider correspondence in relation to external audit arrangements.
10. BUDGET / FINANCE MONITORING pp19-23
To undertake routine monitoring of budget / finance issues.
11. PAYMENTS p24
To consider and approve a schedule of payments arising.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON
13th JULY 2022, 6PM AT LEAMINGTON SPA TOWN HALL**

Present: Councillors, Sarah Boad , Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Ruggy Singh.

Officers: Town Clerk

14. Apologies for Absence

Apologies were received from Cllr N Wilkins and Cllr J McGhee

15. Declarations of Interest

Cllr S Boad declared a non pecuniary interest in items 7 and 9 as a County councillor.

Cllr B Gifford declared a non pecuniary interest in items 7 and 9 as a County councillor.

16. Public Forum

No representations / questions from the public.

17. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 16th June 2022 (Report No.4) are confirmed as a correct record.

18. Matters Arising from the Minutes

None.

19. Community Safety Update

Unfortunately WDC's Community Safety Officer was unable to attend the meeting due to unforeseen circumstances.

Resolved that the item is deferred to the next meeting.

20. Cycling & Walking Consultation

The committee considered report number 7 regarding WCC's current Cycling and Walking Consultation.

The Town Clerk advised that WCC's Senior Transport Planner officer had been due to attend but was unable to due to unforeseen circumstances. It was agreed that the

committee would identify any comments for consideration by the full Town Council on 21.07.22 and identify any questions for WCC's Senior Transport Planner.

The following comments were made and issues raised.

- It was noted that there was not much cycling infrastructure identified for the area north of the Town Centre. Specifically it was queried whether more could be done to link Lillington to the proposed K2L (Kenilworth to Leamington) cycle route.
- The inclusion of proposed cycle routes L15, L27 and L28 was welcomed.
- In relation to question 5 in the survey – Are there further challenges or opportunities which should be added to the list? – the issues of security was raised, notably in relation to security of cycles when parked / locked up and the suitable use of lighting at cycle parking locations.
- In relation to question 5 – the issue of education / promotion should be considered to avoid conflict between pedestrians and cyclists.
- It was noted that in London some secure cycle parking infrastructure is provided on the street for residents with limited private storage.
- The issue of whether future cycle routes would include physical segregation from vehicles / pedestrians was raised. Town Clerk to ask WCC Senior Transport Planner and whether new infrastructure would meet design guidelines in Local Transport Note 1/20 – Cycle Infrastructure Design.
- It was noted that new cycle routes should avoid being too detrimental to existing walking routes.
- It was suggested that 2 way cycle routes could be created on one side of a road, rather than both sides.

Resolved that these comments be sent to town council for consideration at its meeting on 21.07.22

21. Mayoral Car Update

The Town Clerk provided a brief update, noting that:
A contract had been signed with Hyundai for a new full electric car.
Discussions with WDC will continue regarding access to charging point.
An update will be provided to the full Town Council on 21.07.22.

22. Fire & Rescue Service Strategy Consultation

The committee discussed the information in report 9 regarding Warwickshire Fire & Rescue Services current consultation on their draft 'Prevention, Protection and Response Strategy' 2022-2027 strategy.

The following was noted:
There was much more of a focus on prevention related activity rather than just responding to fires / incidents.
The Fire & Rescue service used various data sources to identify those most vulnerable (eg to fire) and to plan its activities accordingly.
Councillors could respond individually to the online consultation survey.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08th SEPTEMBER 2022

CYCLING & WALKING INFRASTRUCTURE INCLUDING KENILWORTH TO LEAMINGTON (K2L) CYCLEWAY CONSULTATION – SECTION 1

1. **Purpose of the Report**

To receive an update from Warwickshire County Council in relation to cycling and walking infrastructure. To consider Warwickshire County Council's current consultation in relation to a section of the proposed Kenilworth to Leamington cycleway.

A representative of WCC's Transport Planning team will attend to provide the committee with an update on cycling / walking infrastructure matters and to discuss the current consultation.

2. **Introduction / overview**

2.1 The Town Council continues to engage with Warwickshire County Council and Warwick District Council in relation to walking and cycling infrastructure, as part of wider dialogue about the Town.

2.2 Warwickshire County Council has recently published and consulted on a draft [Local Cycling and Walking Infrastructure Plan](#) which forms the wider context for cycling and walking infrastructure.

2.3 The committee will be well aware of the proposed [A452 Kenilworth to Leamington Spa cycle route](#) (known as K2L), a 5km walking, wheeling and cycling route alongside the A452 between Kenilworth and Leamington.

The current specific consultation relates to a part of that route. The section being consulted on forms part of what is being referred to as K2L Section 1: Leamington Spa town centre to Bericote roundabout.

2.4 The consultation runs to 30th September 2022.

3. **Consultation**

3.1 The current consultation seeks views on a specific section of the K2L route, which will *'provide a continuous and safe off road cycle route alongside the A452 between Binswood Avenue and Northumberland Road and a new signed cycle route along Beauchamp Road and Binswood Avenue, between Leamington Spa town centre and Kenilworth Road'*.

- 3.2 Full details can be found at <https://www.warwickshire.gov.uk/cycling/cycle-route-schemes-consultation/6> Key information is also attached at appendix A. The consultation also provides plans of the proposed cycle routes. These will be circulated separately due to document size but can also be accessed via the link above.
- 3.3 As is often the case, the consultation includes a survey of specific questions, as well as offering the opportunity to make any other comments in writing. For information the survey questions are attached at appendix B. Some of the questions are more suited to an individual respondent (i.e. asking about an individual's travel habits) rather than an organisational one, but all questions are included for completeness.
4. **Recommendations**
- i) That the committee receives an update from WCC on cycling and walking infrastructure matters.
 - ii) That the committee considers the current WCC consultation on a section of the K2L route.
 - iii) That the committee identifies any comments / responses to the consultation for consideration / approval by the Town Council at its meeting on 29th September.

Kenilworth Road cycle route, Leamington Spa

We are proposing a new cycle route on the Kenilworth Road. This will provide a continuous and safe off road cycle route alongside the A452 between Binswood Avenue and Northumberland Road and a new signed cycle route along Beauchamp Road and Binswood Avenue, between Leamington Spa town centre and Kenilworth Road.

The Kenilworth Road Cycle Route is one part of an ambitious Active Travel project to provide a 5km walking, wheeling and cycling route alongside the A452 between Kenilworth and Leamington (K2L). This includes a new foot and cycle bridge across the River Avon near Chesford Grange. The Kenilworth Road Cycle Route is the first scheme within K2L Section 1: Leamington Spa town centre to Bericote roundabout.

- More details online of [the K2L proposals](#).

The Kenilworth Road Cycle Route and K2L are also part of a [wider programme](#) to improve and extend the networks of walking and cycling routes in and around Warwickshire's towns. The aim is to create a safe and attractive environment for walking and cycling, so that they become the natural choices for shorter journeys and outdoor recreation in Warwickshire. Detailed proposals and scheme priorities are set out in the [draft Warwickshire Local Cycling and Walking Infrastructure Plan](#).

Making it easier for people to walk and cycle for short local journeys will also help to tackle congestion, improve air quality, reduce carbon emissions, and support an increase in physical activity.

The Kenilworth Road scheme is being funded by the Government's 'Getting Building Fund' through the Coventry and Warwickshire Local Enterprise Partnership.

Scheme description

The scheme includes the following proposed measures (south to north):

- New pedestrian and cyclist crossing refuge on Clarendon Avenue including extension of cycle lanes and removal of up to four parking spaces to provide a safe crossing point for pedestrians and cyclists between Beauchamp Road

and the town centre, and to link with existing cycling facilities on Tavistock Street.

- Pavement extension and provision of cycle parking stands on Beauchamp Road to enable cyclists to park up and continue to Leamington town centre on foot.
- On-road advisory cycle route to be signed between Clarendon Avenue and Kenilworth Road, along Beauchamp Road and Binswood Avenue.
- 3.0m wide separate cycle track along the eastern side of Kenilworth Road between Binswood Avenue, and Cloister Crofts (approximately 720 metres). The new cycle track would be created by reallocating road space from the carriageway, removal of right turning lanes for Cloister Crofts and Woodcote Road, and removal of the refuge island at Cloister Crofts. The right turn lane into Lillington Avenue will be retained. Pedestrians would retain the 2.0m wide footway in front of properties, separated from the cycle track by either a white line or low kerb. The new 3.0m wide cycle track would be at footway level with a kerb next to the main carriageway. The cycle track would commence just north of Binswood Avenue near the existing pedestrian and cycle crossing (Toucan crossing) and shared footway, and end just north of Cloister Crofts. There will be short sections of shared footway at bus stops, pedestrian crossings and side roads – see details below.
- Pavement widening and creation of short sections of shared use footway/ cycle track adjacent to bus stops, pedestrian crossings and side roads. Wide shared-use footways (up to 5.0m wide) will be provided at two bus stops and at side road crossings and crossings to provide more space for crossover movements by pedestrians and bus passengers.
- Upgrade of existing signal-controlled pedestrian crossing (Puffin) to a pedestrian and cycle crossing (Toucan) on the Lillington Avenue arm of the crossroads junction. This will involve changes to signal displays and a wider crossing space to enable walking, wheeling and cycling across Lillington Avenue.
- Priority crossing for pedestrians and cyclists across Woodcote Road cul-de-sac. Motorists will be expected to give way to cyclists and pedestrians wishing to cross. A road hump and give way markings will be provided to encourage this.
- Pavement widening and creation of shared use footway/ cycle track between Cloister Crofts and Gables House (approximately 265 metres of

- footway, from 50 metres north of junction with Cloister Crofts to 20 metres north of Gables House). The wider footway would be created by reallocating road space from the carriageway and removal of right turning lane and refuge island at Gables House. The right turn lane into Northumberland Road will be retained.
- Extension of double yellow lines. Parking restrictions will be extended to cover both sides of Kenilworth Road (between Binswood Avenue and Gables House, north of Northumberland Avenue) to manage traffic flows and to prevent parking on the existing pavements and the new cycle route.

You can view full details of the scheme on the plans below:

- [General Arrangement Sheet 1, drawing number 9.2-A452--069-006-E \(PDF, 1.1 MB\)](#)
- [General Arrangement Sheet 2, drawing number 9.2-A452--069-007-D \(PDF, 1.3 MB\)](#)
- [Scheme Overview Plan, drawing number 9.2-A452--069-009-A \(PDF, 1.5 MB\)](#)

Have your say

We would like to hear your views on the proposed scheme. You can tell us what you think by completing [the feedback form](#) or emailing tpu@warwickshire.gov.uk by 30 September 2022. Should you wish to speak to us about the scheme, please phone [01926 413950](tel:01926413950) to leave your contact details and we will arrange for someone to call you back.

A drop-in session, where people can find out more about the proposals and ask questions, will take place in the [Lower Mall at Royal Priors Shopping Centre](#) on Monday 5 September between 10am and 5pm. Information will also be available at [Leamington EcoFest](#) on Saturday 3 September between 10am and 5pm. Reference copies of the plans will be available to view at [Leamington Library](#) and Shire Hall, Warwick, until 30 September 2022.

Appendix B – Survey questions

1.To what extent do you agree or disagree with the proposal to provide an improved route for cycling in this location (Kenilworth Road, Binswood Avenue, Beauchamp Road)?

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

2.To what extent do you agree or disagree with the following elements of the proposed scheme?

1. New pedestrian and cyclist crossing refuge on Clarendon Avenue

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

2. Pavement extension and provision of cycle parking stands on Beauchamp Road

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

3. On-road advisory cycle route between Clarendon Avenue and Kenilworth Road, along Beauchamp Road and Binswood Avenue

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

4. Separate cycle track (3.0m wide) along the eastern side of Kenilworth Road between Binswood Avenue, and Cloister Crofts.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

5. Pavement widening and creation of short sections of shared use footway/ cycle track adjacent to bus stops, pedestrian crossings and side roads

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

6. Upgrade of existing signal-controlled pedestrian crossing (Puffin) to a pedestrian and cycle crossing (Toucan) across Lillington Avenue

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

7. Priority crossing for pedestrians and cyclists across Woodcote Road cul-de-sac.

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

8. Pavement widening and creation of shared use footway/ cycle track between Cloister Crofts and Gables House

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

9. Extension of double yellow lines on both sides of Kenilworth Road (between Binswood Avenue and Gables House, north of Northumberland Avenue)

Strongly agree / Agree / Neither agree nor disagree / Disagree / Strongly disagree

3. Do you have specific comments you would like to make about the design of the proposed scheme or any suggestions for changes?

4. How frequently do you currently travel on Kenilworth Road using the following transport modes?

Frequently (once a week or more) / Occasionally (1 - 3 times a month) / Rarely (less than once a month) / Never / Not applicable

On foot

Cycle

Bus

Car or van

Motorcycle or moped

Taxi or mini-cab

Lorry

Other

5. If you currently walk or cycle on Kenilworth Road, Binswood Avenue and Beauchamp Road in Leamington Spa, or have done in the past, do you have any comments you would like to make about your experiences?

6. If more cycle routes were provided, would this encourage you to cycle more?

Yes / No / Maybe / Don't know

7. Which of the following best describes you? (Please select all that apply)

I live on Kenilworth Road, Binswood Avenue or Beauchamp Road

I live in another part of Leamington Spa or Warwick

I live outside of Leamington Spa and Warwick

I am a business owner in Leamington Spa or Warwick

I work in Leamington Spa or Warwick

I go to school or college in Leamington Spa or Warwick

I am responding on behalf of a local organisation or group (please specify in 'other')

Other

8.How did you find out about this project? (Please select all that apply)

Warwickshire County Council website / Letter / Public notice on Kenilworth Road /

Local press (newspaper or radio) / Other website or social media (e.g. Facebook, Twitter) /

Word of mouth / Other

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08th SEPTEMBER 2022

COMMUNITY SAFETY UPDATE

1. **Purpose of the Report**

To receive an interim update in relation to Community Safety.

2. **Background**

2.1 At its meeting on 15th December 2021, the committee considered a request from WDC's Community Safety Officer on behalf of the South Warwickshire Community Safety Forum to contribute to an anti spiking initiative, responding to concerns regarding the increasing incidence of drinks being spiked in the town. The committee resolved to support the project which has since been implemented. Some information including the relevant press release has been shared with the committee previously.

2.2 Arrangements were made for WDC's Community Safety Officer to provide an update to the committee on the anti spiking project and wider community safety matters but unfortunately this is no longer possible on 08th September. This will be re-arranged for a future meeting.

3. **Town Centre Safer Neighbourhood Forum**

Initial discussions have taken place with the Community Safety Officer regarding the re-establishment of the Town Centre Safer Neighbourhood Forum meetings. Contact will be made with relevant partner organisations with a view to convening an initial meeting in October. Attendees will be asked to consider the re-establishment of the meetings on a regular basis.

4. **Recommendations**

- i) That the committee notes the brief update in relation to community safety matters.
- ii) That an update from WDC's Community Safety Officer is arranged for a future meeting.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08TH SEPTEMBER 2022

Mayoral Car Update

1. **Purpose of the Report**

To receive a brief update in relation to the replacement of the Mayoral Car.

2. **Background**

- 2.1 At its meeting on 28th April, the committee considered a report in relation to the replacement of the Mayoral Car. Following consideration of various issues, the committee **resolved:** *That the Council should source a full electric vehicle as its next mayoral car and that the Clerk should go ahead and place an order as soon as practicable. It was also noted that the climate change budget could be utilised if some of the up front costs exceeded the mayoral car budget.*

It was noted that the Town Council did not as yet have access to charging facilities.

3. **Progress**

Following the meeting of the Policy & Resources Committee the Town Clerk engaged with potential suppliers further to establish the current situation regarding prices and availability of a full electric Hyundai Ionic.

Arbury Leasing advised that they could secure a vehicle for September delivery.

Subsequently an order was placed with Arbury.

Arbury has recently indicated that the new vehicle has been shipped in early / mid August. However it is not yet in a position to provide an exact delivery date. There remains a possibility that there will be a gap between the return of the current Mayoral Car and the delivery of the new one. Discussions will be had with the Mayor and relevant staff to try to minimise the impact of any such gap on the Mayor's appointments.

4. **Charging**

Dialogue has continued with WDC regarding access to a charging point for the new Mayoral Car. An agreement in principle has been made with the relevant WDC service manager to enable the Town Council to access a charging point at a WDC site. A visit has been arranged for the Clerk and Chauffeur to meet relevant WDC staff on site and discuss the practicalities.

Assuming this arrangement goes ahead, it has been agreed that a simple written agreement is put in place to ensure the basis on which this facility is available is made clear and recorded for future reference and review.

Further investigation is also taking place with regards to suitable arrangements for accessing publicly available charging points, should this be required.

5. **Number Plate**

The Town Council has access to a 'personal number plate' for the Mayoral car. Arrangements have been made to remove the number plate from the current vehicle in preparation for the new vehicle.

6. **Recommendations**

That the committee notes the situation regarding the replacement of the Mayoral Car, specifically the possibility that there will be a gap between the return of the current Mayoral Car and the delivery of the new one.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08th SEPTEMBER 2022

EXTERNAL AUDIT ARRANGEMENTS

1. **Purpose of the Report**

To consider the option to opt out of the SAAA central external auditor appointment arrangements.

2. **Introduction / overview**

2.1 As a 'smaller authority' the Town Council is subject to an external audit regime in accordance with the Local Audit (Smaller Authorities) Regulations 2015. In practice the 'Smaller Authorities Audit Appointments' (SAAA) organisation is appointed by government to procure and appoint external auditors to smaller authorities such as the Town Council. It previously appointed external auditors for the 5 year period from 17/18 until 21/22 and is in the process of appointing external auditors for the 5 years from 22/23 until 26/27.

2.2 Technically the Town Council has the option to opt out of the next round of central 5 year audit arrangements. The SAAA has written to the Town Council advising it of this option. The correspondence is attached as appendix A.

2.3 However, the correspondence identifies the very onerous implications of opting out of the central audit arrangements.

3. **Implications**

3.1 In practice there seems to be no benefits of opting out of the SAAA central external auditor appointment arrangements and significant disadvantages in doing so. The Town Council would still need to appoint an external auditor and to go through the external audit process. Doing this independently of the central arrangements would be very challenging.

3.2 The correspondence from the SAAA identifies the following key implications of opting out:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;
- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).

- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

It also notes that in the last 5 year period, no authority decided to opt out.

- 3.3 For this reason it is strongly recommended that the Council does not opt out of the central external auditor appointment arrangements for the next 5 years.

4. **Recommendation**

That it be recommended to the Town Council that the Council does not opt out of the central external auditor appointment arrangements for the next 5 years.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08th SEPTEMBER 2022

BUDGET MONITORING & FINANCIAL MATTERS

1. **Purpose of the Report**

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

2. **Introduction / 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 June 2022 and July 2022, periods three and four of the 2022/23 financial year.

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

2.4 Routine internal finance checks - In accordance with procedures agreed previously, Cllr Chowdry attended the Town Hall on 21st July22 to undertake routine checks of financial records and bank statements etc.

3. **Payments made through delegated authority arrangements**

3.1 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:

28th July22

DVLA - £80 – removal of cherished number plate from Mayoral car

19th Aug 22

Warwick District Council - £24.00 - printing of business cards

Warwick District Council - £16.39 – printing of Leam in Bloom portfolio.

Identity Studio - £36.00 – Neighbourhood Plan website domain renewal

These payments were made in this way as deadlines for their payment were before the next suitable meeting where they could be considered / approved.

4. **Issues of note**

- 4.1 The Clerk previously identified (and reported to this committee in July) an error made by the payroll company in relation to payments of National Insurance contributions. Employer National Insurance contributions had not been paid, as the payroll company mistakenly understood the Town Council was entitled to a National Insurance allowance, which was not in fact the case.

An additional payment to HMRC has now been made by the payroll provider to correct this. Future payments will be monitored to ensure they are correct.

5. **Salary costs / pay award**

- 5.1 Town Council staff are paid in accordance with the agreed National Pay Structures which apply to local government. This means that any annual pay awards are agreed nationally and then applied by the Town Council as part of contractual pay arrangements, once national negotiations and formal confirmation of new salary scales has been received, (usually via WALC / NALC).

- 5.2 At the time the Town Council set its budget for 2022/23, there was great uncertainty regarding the likely pay award to be agreed / negotiated nationally for 22/23. In fact the pay award for 2021/22 had not yet been set at the time the budget was agreed.

Indications at the time were that pay restraint was favoured following the impact of the pandemic. As such, an increase in the salary budget for 22/23 was incorporated into the Town Council's budget for 22/23, but it was acknowledged at the time that there was great uncertainty regarding this.

- 5.3 National negotiations have been taking place in relation to the salary award / increase for 2022/23. An offer was made by the national employers to the unions in late July.

Details can be seen at <https://www.local.gov.uk/our-support/workforce-and-hr-support/local-government-services/green-book-payscale-and-other-7>

Rather than the usual percentage increase across all pay grades, the key element of the offer is a flat rate increase of £1,925 on all pay points. This acknowledges the very different economic circumstances currently, including the rate of inflation and the continuing increases to fuel, food and energy that are impacting employees and employers.

The flat rate offer means that there would effectively be a much greater percentage increase for those on lower salary scales.

Although the salary award negotiations are yet to be finalised, should the current offer of £1925 across all pay points be agreed / finalised, this will increase the Town Council's salary costs for 22/23 beyond the current allocated salary budget. Although calculations are approximate at this stage, this seems likely to be in the region of approximately £4-£5,000 above the agreed salary budget for 2022/23. This will need to be met from the Town Council's general balances / reserves, information about which (at end 21/22) is attached at appendix C for information.

Given the ongoing wider economic situation, careful consideration of likely salary awards will also need to be given when setting the budget for 2023/24.

6. Recommendation

- i) That the committee notes the information provided regarding budget monitoring / financial matters and makes any comments.
- ii) That the committee notes the information regarding national pay award negotiations and the implications for the Town Council's 2022/23 budget and future 2023/24 budget setting.

Appendix A – Transactions Summary Jun & July 22

Summary of Transactions					
Jun-22					
Cheque No / Electronic	Payee	Details	Amount	VAT	Total
	Allstar Business Solutions	Fuel - mayoral car	50.84	10.17	61.01
	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	-54.25		-54.25
	Warwick District Council	Garage rental	51.39	10.27	61.66
	Bank of Scotland (Corp Besp Cal	Interest accrued	-75.94		-75.94
	Okapi technology	Software costs	15.40	3.08	18.48
106830	RBL Poppy Appeal	wreath - 12 jun22 event	20.00		20.00
106831	S Marks	expenses reimbursement- sceuax twinning trip gift	41.29		41.29
106832	S Marks	Expenses reimbursement - mayors awards event	30.00		30.00
106833	S Marks	reimbursement - Zoom Apr & May22	23.98		23.98
	SD Worx	payroll summary	26.09	5.22	31.31
	HSBC	Bank charges	17.25		17.25
	Tesco Mobile	Mobilecontract1 - Jun22	8.33	1.67	10.00
	Tesco Mobile	Mobilecontract2 - Jun22	15.83	3.17	19.00
	Ace Signs	Mayoral board	130.00	0.00	130.00
	JR Plumb	Internal audit fees	240.00	0.00	240.00
	Sharp Business Systems	printer / copier costs	141.62	28.32	169.94
106834	RBL Poppy Appeal	wreath - 19jun22 event	20.00		20.00
	Information comissioner	annual reg fee	35.00		35.00
	Entanet International	Broadband	19.99	4.00	23.99
	Toyota & Lexus Fleet Services	Car leasing charges	252.25	50.45	302.70
	Warwickshire County Council	pension contributions - May	2554.59		2554.59
	Warwickshire County Council	Pension contributions - Jun	2554.59		2554.59
	Employees& Cllrs	Payroll Jun22	7069.83		7069.83
	HSBC	Bank acct fees	8.00		8.00
	Warwick District Council	Blue plaques leaflet	65.10	13.02	78.12
	Warwick District Council	LiB - floral trains plants	173.19	0.00	173.19
	CJ's Events Warwickshire	Traffic management falklands memorial Jun22	247.00	49.40	296.40
	Heart of England in Bloom	LiB judging fees	220.00	0.00	220.00
	HMRC	Tax & NI May22	2213.18		2213.18
	Warks Assoc Blind	Community Grant	1500.00		1500.00
	Leam Cricket Club	Community Grant	750.00		750.00
	PBC Foundation UK	Community Grant	499.20		499.20
	Age Uk Cov & Warks	Community Grant	1600.00		1600.00
	All Saints PCC	Community Grant	1600.00		1600.00
	Old Milverton Horticultural Soc	Community Grant	1000.00		1000.00
	Arts Trail Studios	Community Grant	1080.00		1080.00
	Brunswick Hub	Community Grant	1571.94		1571.94
	Bank of Scotland	Interest accrued	-1.58		-1.58
	SD Worx	Payroll	64.21	12.84	77.05
	Myton Hospices	Community Grant	1908.00		1908.00
	In the Moment	Community Grant	2000.00		2000.00
	x2 Connect Ltd	Art box signs telephone box	130.00	26.00	156.00
		Expenditure	30646.09	217.61	30863.7
		Income	-131.77	0	-131.77

Summary of Transactions					
Jul-22					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - Parlour	162.00	0.00	162.00
	Warwick District Council	Business rates - Offices	536.00	0.00	536.00
	CCLA Public sector dep bond	Interest accrued	-59.00	0.00	-59.00
	Warwick District Council	Garage rental	51.39	10.27	61.66
	HMRC	ER NI payments relating to Apr/May/Jun payrolls	3350.06		3350.06
	Okapi technology	software charges	15.40	3.08	18.48
	HSBC	Bank charges	10.81	0.00	10.81
	InTouchCRM	webhosting jul-sep22	167.97	33.59	201.56
	Tesco Mobile	Mobilecontract1	8.33	1.67	10.00
	Tesco Mobile	Mobilecontract2	15.83	3.17	19.00
	SD Worx	pay summary	26.09	5.22	31.31
	BT Group	Quarterly phone charges	74.72	14.94	89.66
	Entanet International	Broadband	19.99	4.00	23.99
	Toyota & Lexus Fleet Services	Car leasing charges	252.25	50.45	302.70
	Lillington Olympic committee	Community Grant - fun day	2000.00	0.00	2000.00
	Friends Leamington Station	Green grant (LiB)	200.00	0.00	200.00
	Friends Christchurch Gardens	Green grant (LiB)	200.00	0.00	200.00
	Sydenham Neighbourhood Initiatives	Green grant (LiB)	200.00	0.00	200.00
	Age Uk Cov & Warks	Green grant (LiB)	200.00	0.00	200.00
	St Pauls Primary	Green grant (LiB)	200.00	0.00	200.00
	Lillington Nursery Primary School	Green grant (LiB)	200.00	0.00	200.00
	NALC	Staff training x 2	86.18	17.24	103.42
	Baker Ross Ltd	Crafts for art in park (LiB)	121.29	24.26	145.55
	K Geddes	reimbursement art in park stall (LiB)	60.00	0.00	60.00
	Warwick District Council	Quarterly service charges offices	600.00	0.00	600.00
	Warwick District Council	Quarterl rent offices	2290.49	0.00	2290.49
	Employees & Cllrs	July Payroll	10675.51	0.00	10675.51
	HSBC	banking charges	13.00	0.00	13.00
	HMRC	Tax & NI Jun22	2229.78	0.00	2229.78
	Warwick District Mobility Ltd	1st quarter grant	6500.00	0.00	6500.00
	Tom's Office Technology Ltd	Office materials	220.38	44.09	264.47
	Peter Rowe Photography	Mayoral portrait	240.00	0.00	240.00
	WALC	Staff training 20Jul	30.00	6.00	36.00
	Warwick District Council	room hires - meets and parish meet	730.00	18.00	748.00
106835	DVLA	Mayoral car number plate	80.00	0.00	80.00
	SD Worx	Payroll processing	135.91	27.18	163.09
	Bank of Scotland	Interest accrued	-96.15		-96.15
		Expenditure	31903.38	263.16	32166.54
		Income	-155.15	0	-155.15

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 08th SEPTEMBER 2022

PAYMENTS

1. **Purpose of the Report**

To consider and approve payments arising. A schedule of payments is shown below. Any further payments arising will be added and re-circulated.

Policy & Resources 08.09.22					
Payments for approval 08th Sept 22					
Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Chq 106836	S Marks	Reimbursement for expenses (various) - Zoom subscriptions (Jun/July/Aug22 - £35.97) , office sundries - batteries - £ 5.49, recorded delivery postage - £2.35. Receipts provided.	£43.81	£0.00	£43.81
Electronic	Warwick District Council	Hire Council Chamber etc for Mayors charity event (Inv 83272305)	£169.98	£17.99	£187.97
Electronic	Warwickshire County Council	Contribution to Lillington Library Inv	£1,754.00	£0.00	£1,754.00
Electronic	Godfrey Payton	Allotment rental - 6 months in advance (Invoice 19742)	£400.00	£0.00	£400.00
Electronic	Godfrey Payton	Allotment rental - 6 months in advance (invoice 19700)	£330.00	£0.00	£330.00
TBC	Binswood Allotments Society	Grant payments from grants awarded 2020/21 and 2021/22.	£2,200.00	£0.00	£2,200.00
Electronic	SLCC	Clerk - annual membership	£467.00	£0.00	£467.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£5,364.79	£17.99	£5,382.78