



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

1st May 2014

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 8TH MAY, 2014 at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, S. Lytton, A. Morrison and A. Wilkinson
(substitute Members: H. Calver, Y. Moore and R. Copping)

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

AGENDA

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

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders.

4. **MINUTES**

To consider and approve the Minutes of the Meeting held on 1ST April, 2014 (Report No. 4)

5. TRANSITION TOWN LEAMINGTON

To consider the attached Report (Report No. 5) The Meeting will be attended by Mr D. Knight of Transition Town Leamington

6. MATTERS ARISING FROM THE MINUTES

(i) Promotion and Publicity (Minute 57)

To note that the Editor of the Courier has agreed to attend the Council Meeting to be held on 10th July, 2014.

(ii) World War I- Commemoration of VC holders

Town Clerk to report orally on discussions at the meeting of the Blue Plaque Group held on 28th April 2014

7. RENEWAL OF MEMBERSHIP OF WARWICKSHIRE ASSOCIATION OF LOCAL COUNCILS

To approve the payment of the Annual Membership fee to the County Association for 2014/15 in the sum of £2093 (2013/14 -£2052).
Membership benefit summary enclosed.

8. END OF YEAR FINANCIAL STATEMENTS AND BUDGET OUT-TURN

To consider the attached Report (Report No. 8)

9. CIVIL PARKING ENFORCEMENT

To consider the response of Warwickshire County Council in relation to the Commissioning of Civil Parking Enforcement (Report No. 9)

10. ADOPTION OF TELEPHONE BOXES – CLARENDON AVENUE

To consider the attached Report (Report No. 10)

11. LOCAL GOVERNMENT BOUNDARY REVIEW

To consider the arrangements for the review of the electoral arrangements for Warwickshire County Council and the consultation process relating thereto. (Report No. 11)

12. LOCAL GOVERNMENT RE-ORGANISATION- ENGAGEMENT WITH PARISH AND TOWN COUNCILS

To note the invitation to the Town Council to participate in a meeting with representatives of Warwickshire County Council, Parish and Town Councils and WALC on 8th May to explore the current relationships between the two tiers of local government.

13. ACCOUNTS

To approve a schedule of accounts arising for payment.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD
ON 1 APRIL 2014 AT THE TOWN HALL, ROYAL LEAMINGTON SPA**

Present: Councillors Ann Morrison (Chair), Roger Copping (substituting for Cllr Sarah Boad), Bill Gifford, David Greenwood, Sue Ingleby, John Knight, Simon Lytton and Alan Wilkinson.

Apologies for absence were received from Councillor Sarah Boad.

52. DECLARATIONS OF INTEREST

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

Councillor Bill Gifford - Community Infrastructure Levy, Gypsy/Traveller Accommodation and Portas Project

Councillor Alan Wilkinson -Portas Project and Gypsy and Traveller Accommodation.

Councillor Roger Copping - Portas Project and Gypsy and Traveller Accommodation.

53. PUBLIC FORUM

There were no members of the public present.

54. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 3 December 2014 are confirmed and signed as a correct record, subject to correction of Aiden Knox and John Daly in Minute No. 45.

55. MATTERS ARISING FROM MINUTES

There were none.

56. ALLOTMENTS

- (i) Consideration was given to the Minutes of the Meeting of the Allotments Sub Committee held on 17 February 2014 and the recommendations contained therein.

RESOLVED that the following grants are approved:

| | | |
|----|--|-------------|
| a) | <u>Old Milverton Allotment Association</u> | |
| | Hedge Trimmer | £680 |
| | Strimmer purchase | £200 |
| | | Total: £880 |
| b) | <u>Cliffe Allotment Association</u> | |
| | Tree pruning works | £380 |
| | Shed replacement | £255 |
| | | Total: £635 |

| | | |
|----|--|---------------|
| c) | <u>Campion Hills Allotment Association</u> | |
| | Removal of redundant Club house | £130 |
| | Removal and disposal of asbestos | £801 |
| | Clearance and disposal of waste | £775 |
| | | Total: £1,706 |
| d) | <u>Binswood Allotment Society</u> | |
| | Provision of 3 No. water tanks | £720 |
| | Removal of asbestos from damaged shed roof | £300 |
| | Hire of mini excavator for replanting work | £210 |
| | Aggregate for in-filling potholes on access road | £350 |
| | | Total: £1,580 |

- (ii) Binswood Allotment Society
 The Town Clerk reported that following the meeting of the Sub-Committee Binswood Allotment Society had requested consideration of a further £280 to help with the cost of installing fencing along the boundary of Northumberland Road Allotments.

RESOLVED that an additional grant of £280 is extended to Binswood Allotment Society to assist with the cost of installing a boundary fence.

- (iii) Allotment Fees – 2014
 Consideration was given to a report (Report No. 5(b)) setting out proposals for the review of Allotment Fees paid by the respective Allotments Associations and Society.

RESOLVED that the following allotment rents are applied with effect from 1 April 2014 for a period of three years:

| <i>Allotment Site</i> | <i>Rent from 1.4.14</i> |
|-------------------------|-------------------------|
| Old Milverton Lane West | £550 |
| Old Milverton Lane East | £640 |
| Northumberland Road | £2,480 |
| Campion Hills | £2,415 |

57. **PROMOTION AND PUBLICITY**

Consideration was given to a report (Report No. 6) setting out suggestions put forward by Councillor Greenwood in relation to encouraging greater collaboration and understanding between the Council and the local press.

The Committee endorsed the principles in the report acknowledging that there were often misunderstandings as to the role and responsibilities of the Town Council within a three tier structure. It was suggested that whilst an invitation to the Editor of the Courier to attend a full Council Meeting would be beneficial to developing dialogue, there was considerable advantage in a separate briefing prior to the meeting to explore some of the key issues.

RESOLVED

- (i) that an invitation be extended to the Editor of the Courier to attend the meeting of Council on 29 May 2014; and
- (ii) that a briefing session with the Editor be arranged during April or early May to explore matters of common interest.

58. COMMUNITY GOVERNANCE REVIEW

Consideration was given to a report (Report No. 7) regarding the Community Governance Review currently being undertaken by Warwick District Council.

It was noted that following the Town Council's earlier submission, which had been accepted by the District Council in its draft proposals, the Committee had been requested by the Council to reconsider the number of members to be returned for each of the new eight wards. This matter had been discussed within the respective political groups before the meeting and there was a consensus that increasing the number of councillors to 24 would potentially result in confusion of voters at combined elections, increase costs and possibly lead to more Councillors serving on both the Town and District Councils.

It was noted that in the case of other tiers of local government, the number of elected representatives was being reduced rather than increased. Whilst there were some benefits to be gained in increasing numbers on the Town Council it was therefore considered more pragmatic and appropriate to retain the number at 16 (2 members per ward).

RESOLVED that Warwick District Council be advised that this Council endorses the draft recommendations of the Community Governance Review with the exception of that relating to the number of Councillors for Royal Leamington Spa which should remain at 16 members (2 members per ward).

The Committee noted the contribution of the Town Clerk to this matter and thanked him for his advice.

59. COMMUNITY INFRASTRUCTURE LEVY

Consideration was given to a report (Report No. 8) concerning the Community Infrastructure Levy, a draft of which had been considered by the Council at its meeting on 16 July 2013. The Town Clerk emphasised that, following discussion with Councillor Gifford, advice had been provided by Warwickshire County Council which indicated that it would be prepared to provide initial advice and support to Parish and Town Councils in helping to prioritise their preference for improvements to infrastructure arising from the implementation of the new Local Plan.

The Committee noted that whilst Leamington did not have a Neighbourhood Plan and that levels of development were likely to be considerably less than elsewhere in the District, the Community Infrastructure Levy would, nevertheless, yield potentially significant sums of money which could be placed at the disposal of this Council. It was therefore important to establish priorities in terms of where such funding could be allocated.

RESOLVED

- (i) that the opportunity of advice from Warwickshire County Council is noted, that the County Council is thanked and that the potential for influencing the Community infrastructure Levy at appropriate stages of the Local Plan is recognised;
- (ii) that the development of options for funding via the Community Infrastructure Levy is further considered as part of the review of the Town Council's agreed priorities.

Note Councillor Gifford, having earlier declared a non-prejudicial interest in the above item by reason of being a member of Warwickshire County Council, remained in the meeting and took part in the discussion and voting.

60. PORTAS PROJECT

Consideration was given to a report (Report No. 9) detailing progress in relation to the Steering Committee of Leamington Old Town team which was responsible for delivering the Portas Project.

The Committee endorsed the recommendations set out in the report and agreed that a seat on the Steering Committee should be taken up.

RESOLVED that Councillor Ann Morrison is appointed as this Council's representative on the Steering Committee of the Leamington Old Town team.

Note Councillors Copping, Gifford and Wilkinson, having earlier declared non-prejudicial interests in the above item by reason of being members of Warwick District Council, remained in the meeting and took part in the discussion and voting.

61. WORLD WAR I – COMMEMORATION OF VC HOLDERS

The Town Clerk reported on correspondence with the Chief Executive of Warwickshire County Council with regard to the initiative promoted by the Department of Communities and Local Government to commemorate the holders of the Victoria Cross from World War 1 with commemorative paving stones. It was emphasised that the scheme was limited to the recipients of the VC of the First World War and that the paving stones provided by the Government would be presented to Councils across the country in areas where the recipients were born, commencing in August 2014. The intention was that the stones would be laid on the centenary of the award of the VC which, in the case of Leamington, would be September 2018.

In the meantime it was appropriate for local councils to identify potential sites where these stones could be placed, such as the place of birth or former residence of the VC recipient.

The Committee expressed disappointment that the opportunity had not been taken up to allow greater local input into this project at an earlier stage.

RESOLVED that the initiative to commemorate the holders of the VC is welcomed and that the Blue Plaque Group is asked to consider potential locations for the commemorative stones.

62. WAR MEMORIAL

The Town Clerk reported on a request for the addition of two names on the War Memorial, both of which conformed to the Council's adopted criteria.

RESOLVED that the names of Harry Herbert Clarke and Henry Gordon Farmer are added to the War Memorial.

63. LADDER PROJECT

Consideration was given to a report (Report No. 12) regarding financial support for Hybrid Arts which had been previously approved by the Committee on 8 April 2013. The Town Clerk explained that due to a failure to obtain funding from King Henry VIII Trust, Hybrid Arts had needed to postpone the project and seek alternative funding which it had now obtained through the Children in Need Appeal, as well as being supported by other sources such as Warwickshire College.

RESOLVED that the report is received and the grant of £4,500 released.

64. GYPSY / TRAVELLER ACCOMMODATION

Consideration was given to a report (Report No. 13) regarding consultation on the District Council's preferred potential sites for gypsies and travellers.

RESOLVED that the potential sites allocated within Gypsy and Traveller consultation are supported.

Note Councillors Copping, Gifford and Wilkinson, having earlier declared non-prejudicial interests in the above item by reason of being members of Warwick District Council, remained in the meeting and took part in the discussion and voting.

65. LEAMINGTON CARNIVAL

Consideration was given to a submission by the organisers of the Leamington Carnival which was scheduled to take place on 12 July. The Committee was advised that application for funding from North and South Leamington Forums had been rejected on the basis that this project was more suited to funding from the Town Council. It was noted that the route of the Carnival took in both North and South Leamington.

RESOLVED

- (i) that a grant of £3,575 be extended to the organisers of the Leamington Summer Carnival;
- (ii) that in the event of the Carnival not proceeding the grant is returned in its entirety;
- (iii) that a copy of the financial accounts relating to this event indicating income and expenditure is subsequently reported to the Council; and
- (iv) that the Town Council is acknowledged in any publicity.

66. ACCOUNTS

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

RESOLVED that the schedule of accounts is approved for payment.

The meeting commenced at 6.30pm and ended at 7.40pm

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE
HELD ON 8th MAY 2014**

TRANSITION TOWN LEAMINGTON

1. PURPOSE OF THE REPORT

To advise the Committee on discussions concerning the winding-up of Transition Town Leamington (TTL) and the disposal of its assets.

2. BACKGROUND

- 2.1 During 2007, in response to the increasing awareness of the consequences of climate change and the impact on the environment of a carbon dependent economy, Royal Leamington Spa established a Transition Town Steering Group. The Group comprised representatives of the Town Council and numerous local interest groups, not for profit organisations and local residents.
- 2.2 The Steering Group was instrumental in adopting the 12 key steps to becoming a Transition Town and achieved Transition Town Status for Leamington in late 2008. Following the award of Transition status, the Steering Group adopted a revised Constitution and agreed to the formation of a new Unincorporated not for profit Association – Transition Town Leamington. A copy of the Constitution is attached at Appendix 1.
- 2.3 In the interim period, Transition Town Leamington has been at the forefront of promoting sustainability and the raising of awareness of the key issues such as climate change within the community. It has worked with a number of established groups within the Town such as Action 21 to further these objectives and help build greater community resilience at a grass root level.
- 2.4 Initially, the Transition project was supported with funding from the Town Council. In later years this has been in the form of directed assistance on a project by project basis and grants have been given in recent years as follows:-

| Year | Grant Supporting | Amount |
|----------------|---|---------------|
| 2011/12 | Projector, amplifier and metering equipment for solar cinema | £1980 |
| 2011/12 | Web site hosting and BT Broadband fees | £750 |
| 2013/14 | Website hosting fees(2012/13) domain name renewal & ancillary administrative expenses | £350 |

- 2.5 No financial provision has been made in the current year's budget to support this initiative though of course it would be eligible to bid to the Community Grant Fund.

3. CURRENT POSITION

- 3.1 It has become evident over a period of many months that formal meetings of TTL are not an effective means of continuing to deliver this project. At a meeting called by the Secretary (Janet Alty) and Treasurer (Derek Knight) held on the 27th March, it was indicated that both officers had resigned their position and that TTL as an effective organised body was no longer extant. The meeting was also attended by Beth Forster, Bill Gifford and the Town Clerk.
- 3.2 It was acknowledged that Leamington Spa will continue to transition by virtue of the on-going effects of climate change and the impact of increasing energy prices due to the reducing availability of oil. Leamington remains a town in transition and the methods of facilitating and supporting this now remain to be determined.
- 3.3 In accordance with the adopted Constitution, it was agreed that the remaining TTL funds in the amount of £2299.87 could be placed in a holding account at the Town Council pending a decision for their redistribution after satisfying all outstanding creditors. At the time of the meeting the only outstanding creditor was in the sum of £320 in respect of maintaining a subscription to the host website. A list of all other assets, including those items purchased with a grant from the Town Council has been prepared by Mr Knight and exploration made for suitable storage or redistribution of these items.
- 3.4 Immediately after the meeting the remaining funds held by TTL (£2299.87) were transferred by BACS to the Town Council account. These were received on 28th March. It was suggested that this money could be ring-fenced within the Council's accounts for use in support of any expenditure incurred in connection with projects that relate to the wider Transition objectives.

4. RECOMMENDATION

- 4.1 The Town Council has taken receipt of the remaining account balance of TTL and it is presently held pending a clear resolution of the future of the Association. A recent item has appeared on the Website indicating that the position of Treasurer and Secretary have both recently become vacant before their expected terms and to continue Transition Town Leamington an Extraordinary General Meeting will shortly be called to elect new officers.
- 4.2 In view of the above it is suggested that it would not be appropriate to proceed with distributing funds on behalf of TTL. Should the Extraordinary Meeting, properly called in accordance with the Constitution, decide to appoint new Officers and continue to operate as a Not for Profit Association, it is suggested that the balance of funding is returned to the recipient body.

**CONSTITUTION
of
TRANSITION TOWN LEAMINGTON**

An Unincorporated Not-For-Profit Association

1. NAME

The name of the Association (hereinafter called "TTL") shall be "Transition Town Leamington.

2. AREA

The area covered by TTL shall be centred on the Civil Parish of Royal Leamington Spa.

3. AIMS

The Aims of TTL shall be:

- (i) To raise awareness of the issues associated with the twin challenges of Peak Oil and Climate Change and the consequent need to develop a low carbon, sustainable future through ethical, social, cultural, economic, environmental and community action.
- (ii) To promote, encourage and support the development of education and research concerning areas affected by resource depletion.
- (iii) To provide the membership, other groups, and individuals with the encouragement and support necessary to make the transition to a low carbon, sustainable, ethical future.

4. OBJECTIVES

The objectives for which TTL is established are:

- (i) Raise awareness within the Community of key issues relating to the Transition Town Movement, including Peak Oil and Climate Change.
- (ii) Establish links with existing groups and individuals to incorporate input from all sections of the Community and consolidate previous good practice for the benefit of the project.
- (iii) Establish appropriate sub-groups to focus on specific issues.
- (iv) Develop appropriate funding arrangements.
- (v) Act as a point of contact for the project with all governmental and statutory agencies, education, local businesses, the voluntary sector and the wider community.
- (vi) Develop opportunities for people to come together to explore particular topics central to the Transition Town objective.

- (vii) Prepare an Action Plan for the delivery of visible and practical projects.
- (viii) Through collaboration with relevant agencies, facilitate a programme for the delivery of sustainable skills within the local labour market.
- (ix) Maintain good relations with Principal Local Authorities to ensure that key transition plans are complementary to the Community Development Plan and the Spatial Strategy.
- (x) To oversee the preparation of an Energy Descent Action Plan.

5. POWERS

In furtherance of these aims and objects, TTL may:

- (i) Publish and distribute information
- (ii) Engage in, support and promote education and research
- (iii) Raise funds
- (iv) Run events
- (v) Recruit volunteers
- (vi) Employ staff
- (vii) Buy or lease premises and equipment
- (viii) Enter into contracts
- (ix) Undertake any trade, business, enterprise, project or venture which could contribute to the delivery of the aims and objectives.
- (x) Participate in any other activity that could help deliver the stated aims and objectives.

6. MEMBERSHIP

- (i) The members shall be subscribers to this constitution and individuals and organisations admitted without reference to wealth, politics, religion, sex, disability, age or sexual preference, who live, work or operate in the area described in rule 2 and who are in agreement with the stated aims and objectives.
- (ii) A member shall cease to be a member if she/he:
 - a) resigns; or
 - b) is requested to resign by three-quarters of members voting to this effect; or
 - c) dies.
- (iii) Any members expelled shall have the opportunity to defend themselves at an Extraordinary General Meeting where they shall have the fullest opportunity to answer any allegations made against them.

7. NOT FOR PROFIT

TTL shall not trade for profit. Any surplus shall be applied as follows in such proportion and in such manner as the general meeting shall decide from time to time

- (i) to a general reserve for the continuation and development of TTL
- (ii) to payment in good faith to any member in return for services rendered, of reasonable wages, bonuses and repayments of expenses, interest on money borrowed, or reasonable rent on premises demised or let to TTL.

8. GENERAL MEETINGS

- (i) The running of TTL is subject to regular review and all members are encouraged to participate.
- (ii) TTL shall in each calendar year hold a General Meeting as its Annual General Meeting and shall specify the meeting as such in the notices calling it, providing that every Annual General Meeting shall be held not more than fifteen months after the holding of the last preceding Annual General Meeting. The first Annual General Meeting shall be held within eighteen months of formation.
- (iii) An Annual General Meeting must be called by at least twenty-one days' notice, unless three-quarters of all the members entitled to attend and vote decide on shorter notice. This shorter notice must still be given to all members.
- (iv) Regular general meetings will be held (no less than quarterly).
- (v) Any three members or ten percent of members (whichever is greatest) may call a general meeting.
- (vi) Notice of General Meetings shall be given of at least fourteen days. This notice will either be sent (by post or electronically) to all members, or shall be displayed at a location (real or virtual) agreed in advance by general meeting.
- (vii) The Annual General Meeting must consider accounts, balance sheets, the reports of the accountants/book-keepers, and the appointment of, and the fixing of the remuneration of, the accountants/book-keepers.

9. PROCEEDINGS AT GENERAL MEETINGS

- (i) Each member whether an individual or an organisation shall have one vote. Non-members are welcome to attend, but may not vote.
- (ii) No business shall be transacted at a general meeting unless a quorum of members is present. Unless and until otherwise decided by a general meeting, five members shall be a quorum.
- (iii) If such a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall stand adjourned to the same day in the next

week at the same time and place, or such time and place as all members present agree to, and all members shall be given such notice as is practicable of the time, date and place of such an adjourned meeting.

- (iv) A facilitator shall be drawn by descending an alphabetical list of members. Facilitating a general meeting is voluntary and passes to the next name on the register of members until the named person is willing to facilitate a useful meeting.
- (v) The facilitator may with the consent of any meeting at which a quorum is present, and shall if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (vi) When a meeting is adjourned for fourteen days or more, at least seven clear days' notice shall be given specifying the time and place of the adjourned meeting and the general nature of the business to be transacted. Otherwise it shall not be necessary to give such notice.
- (vii) All decisions at general meeting shall be made by consensus following the fullest discussion in which all members are entitled to speak freely. By consensus is meant a situation where those not in agreement agree not to maintain an objection. In the event of consensus not being reached the matter shall be adjourned to the next meeting when another attempt at consensus will be tried. If consensus is still not reached, the matter will be decided by a majority of three-quarters of votes.
- (viii) The facilitator at any meeting shall not have a second or casting vote and the resolution shall be deemed to be lost if there is an equality of votes.

10. ELECTED OFFICERS AND COMMITTEES

- (i) General meeting shall appoint a treasurer and a secretary.
- (ii) The general meeting may appoint roles to members to perform duties and may delegate powers as necessary.
- (iii) If general meeting chooses it may appoint a committee (or committees, sub committees, sub groups, working groups and research groups) to operate within parameters set by general meeting and with powers delegated from general meeting.
- (iv) Committees may appoint roles to members and/or form sub committees, sub groups, working groups and research groups to perform duties and may delegate powers as necessary.
- (v) If the day-to-day management of TTL is delegated to a management committee then the management committee will be known as the "Steering Group."
- (vi) The Steering Group will report its past activities to the quarterly general meeting. It will also prepare plans for the forthcoming quarter to be approved by the quarterly general meeting.

- (vii) The Steering Group will be composed of all officers elected by general meeting together with all members elected by general meeting to serve as Steering Group members.
- (viii) The Steering Group may co-opt members to be committee members so long as these co-opted individuals make up no more than 25% of the Steering Group.
- (ix) The Steering Group may co-opt non-members to be committee members so long as these co-opted individuals make up no more than 15% OR 2 individuals, whichever is larger, of the Steering Group.
- (x) The treasurer shall be responsible for keeping a true record of accounts as stated in rule 11(ii).
- (xi) The secretary shall be responsible for:
 - a) giving proper notice of all general meetings
 - b) receiving items for inclusion on the agenda of general meetings up to three days before said meeting
 - c) keeping proper records as stated in rules 11(i) and (ii).

11. RECORDS

- (i) TTL shall keep a register of members stating when members were admitted and when they relinquished membership and any members appointed roles or committee memberships held.
- (ii) TTL shall keep minutes books in which the dates, times and places of general meetings, along with decisions reached during those meetings and members present at those meetings are noted for all members to refer to.

12. ACCOUNTS

- (i) TTL shall keep a record of the sum and nature of expenditure and receipts of monies. All sales and purchases of goods and all its assets and liabilities.
- (ii) TTL can borrow but investment cannot carry control or votes in any way. Any borrowing should be not more than two percent above the base-lending rate.
- (iii) The records, including accounts, shall be kept in a place decided by the general meeting, and shall always be open to the inspection of all members at reasonable hours and by other persons authorised by TTL in general meeting.

13. INDEMNITY

Every Member or auditor or officer of TTL shall be indemnified out of the assets of TTL against all losses or liabilities incurred by him/her in or about the execution and discharge of the duties of his/her office, except to the extent that such losses or liabilities shall be attributed to either:

- (i) fraud or other matters in respect of which such person concerned shall be convicted of a criminal offence; or
- (ii) negligence; or

- (iii) actions knowingly beyond the scope of a specific authority or limit thereon on the part of such person.

14. SECONDARY RULES, BYLAWS AND STANDING ORDERS

Rules, bylaws and standing orders can be made by TTL in general meeting and/or by those officers or committees that have been delegated authority by general meeting so long as any rules, bylaws and standing orders do not conflict with this constitution or the will of the general meeting.

15. CHANGING RULES

- (i) Any rule in this constitution can be dropped or changed or a new rule made at a General Meeting where all members have been given 21 clear days prior notice of the change proposed and the date, time and location of the general meeting, except Rules 7(i) & (ii), 14 and 16 which shall not be changed.
- (ii) A General Meeting that will consider a new or changed rule cannot be called with less than 21 days notice as described in rule ten but must be called with the full twenty one days notice.

16. DISSOLUTION

In the event of winding up or dissolution of TTL, after the satisfaction of all its debts and liabilities, the assets remaining shall be given or transferred to some other not for profit organisation chosen by the members and having objects similar to the objects of TTL .

WE THE UNDERSIGNED SUBSCRIBE TO THIS CONSTITUTION. :-

DATE.

Membership fee 2014/2015

The membership fee is based on the number of electors in the Parish. Numbers per parish are checked against the electoral roll in March every year. *Cheques payable to WALC please*

| Category | No. Electors | 2014-15 |
|----------------|--------------|-----------|
| Parish Meeting | | £10.00 |
| 1 | 0 - 150 | £78.00 |
| 2 | 151-250 | £92.00 |
| 3 | 251-350 | £118.00 |
| 4 | 351-450 | £151.00 |
| 5 | 451-550 | £177.00 |
| 6 | 551-650 | £228.00 |
| 7 | 651-750 | £264.00 |
| 8 | 750-850 | £314.00 |
| 9 | 851-950 | £356.00 |
| 10 | 951-1050 | £403.00 |
| 11 | 1051-1200 | £448.00 |
| 12 | 1201-1400 | £492.00 |
| 13 | 1401-1650 | £531.00 |
| 14 | 1651-2000 | £578.00 |
| 15 | 2001-2500 | £650.00 |
| 16 | 2501-3200 | £724.00 |
| 17 | 3201-4150 | £811.00 |
| 18 | 4151-5400 | £905.00 |
| 19 | 5401-7000 | £989.00 |
| 20 | 7001-9000 | £1,074.00 |
| 21 | 9001-14,999 | £1,167.00 |
| 22 | 15000-24,999 | £1,332.00 |
| 23 | 25,000+ | £2,093.00 |



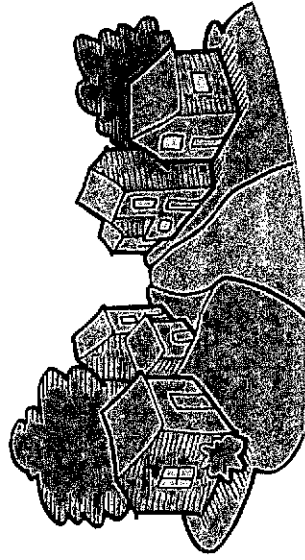
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Representing and Advising
 Town and Parish Councils

Warwickshire & West Midlands Association of Local Councils

Affiliated to the National Association of Local Councils



Benefits of Membership

Services provided to member councils

Legal Advice

Confidential legal advice and assistance tailored to the needs of parish and town councils. The County Association will take legal advice on behalf of member councils from solicitors dedicated to the law on local councils at the National Association of Local Councils, NALC.

HR Specialist and Mentoring Service for New Clerks - Face to Face Advisory and Arbitration Service

Dedicated HR specialist advice on every aspect of employment

Plus on request a specialist in Parish and Town Councils can visit councils to assist with procedural, financial and organisational matters and employment issues. Mentoring is particularly useful to new clerks. The first two hours is free to member councils.

Contact with Other Local Councils

The Association has a network of Area Committees, which provide an opportunity for sharing problems and experiences. Officers from other tiers of authority are invited to speak on topical issues. Area Committees and Larger Councils have an automatic right of nomination of members to the County Committee

Advice & Guidance for Council Chairmen & Clerks

Confidential guidance on correct procedure in councils, employment matters, and changes in legislation affecting local councils. Support is particularly important to council Clerks who are often working alone. A number of useful Good Practice Notes, and provided by solicitors at NALC, Legal Topic Notes are available in the members' area of the website.

Free Hosting of Council Web Sites

Councils may prefer to have their own web presence. We recognise for smaller councils this is a challenge. Visit <http://barston.walc.org.uk/> for an example of the service we can provide.

Financial Advice and Consent to Take Out Loans

Councils may seek guidance on the preparation of budgets, audit process VAT, financial risk management, regulations, reserves etc. Applications to obtain consent to take out loans are made through the County Association.

Quality Status & the Power of General Competence

Guidance on Achieving Quality Status and making use of the Power of General Competence is available.

One Free Subscription to Local Councils' Specialist Journal

Local Council Review is published by the National Association and contains news and information on local council affairs.

Publications

Essential to all councils: *Standing Orders for Local Councils*, includes guidance on administration law, *Governance and Accountability for Local Councils*. Supply of information booklets *The good councillors' guide*, *Being a good employer*, *Planning Explained*: leaflets for the promotion of councils at election time *All About Local Councils*, *Becoming a Parish Councillor*

Training and Qualifications

Finances permitting, the subsidy of 2 for 1 places for councils with a budgeted income of less than £30K to attend County Training Partnership and Association briefing events will be continued. For Councils with a budgeted income of more than £30K, a 5th place will be offered free for full day events. Through the County Training Partnership, WALC provides a subsidised training scheme for the bespoke qualification for Clerks - The Certificate in Local Council Administration.

Rights and Interests of Member Councils

At national level, The National Association holds regular meetings with representatives from Government Depts and MPs. It continually lobbies and raises awareness of the role and interests of parish and town councils. It attracts Cabinet Ministers to its Conferences.

At regional level the County Association with neighbouring Associations in the West Midlands is recognised by relevant Government officers working at the regional level.

At local level the County Association is recognised as the representative body in the local area and has put in place the Local Councils' Charter. Regular meetings are held to discuss highway and other issues. Warwickshire County Council has made available HR advice to the Association.



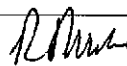
Report No.8

Royal Leamington Spa Town Council Income and Expenditure Account - year ended 31st March, 2014

| Year ended 31.03.13 | | | Totals From Cashbook | Adjustment | Year ended 31.03.14 |
|------------------------|--|---|----------------------------|-----------------|------------------------|
| £ | | Income and Expenditure | | | £ |
| | | Income | | | |
| 304091.00 | | Precept | 273318.00 | - | 273318.00 |
| | | Grant - Council Tax Support | 40614.00 | - | 40614.00 |
| 3022.61 | | Interest Received | 3051.34 | - | 3051.34 |
| 0.00 | | Miscellaneous Income | 12.67 | - | 12.67 |
| 5525.00 | | Allotments | 5755.00 | - | 5755 |
| 0.00 | | V.A.T. Refunds | 6688.26 | -6688.26 | 0 |
| 312638.61 | | Total income | 329439.27 | -6688.26 | 322751.01 |
| | | Expenditure | | | |
| 12906.66 | | General Administration | 7392.92 | 3497.43 | 10890.35 |
| 6149.96 | | Allotments | 10209.41 | -1533.56 | 8675.85 |
| 93539.77 | | Salaries and Wages | 96353.51 | 26.59 | 96380.1 |
| 17698.99 | | Councillor Allowances | 17720.38 | 39.18 | 17759.56 |
| 6258.31 | | Mayoral Transport | 4927.17 | -66.01 | 4861.16 |
| 14154.68 | | Miscellaneous civic expenses | 4777.50 | -1620.00 | 3157.5 |
| 60.00 | | Mayors Award | 0.00 | | 0 |
| 651.15 | | Twinning | 1747.75 | | 1747.75 |
| | | Accommodation service charges (including War Memorial) | 22449.38 | 220.62 | 22670 |
| 19059.81 | | Promotions | 6268.84 | 408.00 | 6676.84 |
| 17603.90 | | Elections | 9597.89 | | 9597.89 |
| -175.86 | | | | | 0 |
| | | Section 137 payments:- | | | |
| 6900.35 | | Leamington in Bloom | 2059.67 | | 2059.67 |
| | | Christmas Lighting Scheme | 24440.00 | | 24440 |
| 14440.00 | | Community Grants | 42000.00 | | 42000 |
| 42000.00 | | Town Centre Management | 0.00 | 5950.00 | 5950 |
| 5950.00 | | Leamington Mobility Scheme | 22000.00 | | 22000 |
| 0.00 | | Other S.137 Payments | 19569.39 | 4480.00 | 24049.39 |
| 46475.93 | | V.A.T. Payments | 6408.87 | -6408.87 | 0.00 |
| 0.00 | | | | | |
| 303673.65 | | Total net expenditure | 297922.68 | 4993.38 | 302916.06 |
| | | | Less cheque written off | 113.75 | |
| 301673.65 | | Total adjusted expenditure | | | 302802.31 |
| | | | | | |
| 159978.85 | | Balance b/f 1 April 2013 | | | 170943.81 |
| 312638.61 | | add total income | | | 322751.01 |
| 301673.65 | | Deduct total expenditure | | | 302802.31 |
| 170943.81 | | Balance at 31st March 2014 | | | 190892.51 |

The above accounts are a correct record based on the Council's Cash transactions for the twelve month period ending 31st March, 2014.

Robert Nash



 28/4/14

Town Clerk and Responsible Financial Officer

BALANCE SHEET AS AT 31ST MARCH 2014

| 31/03/2013 | 31/03/2014 |
|------------------------------------|-----------------------|
| Long term assets | |
| 125000 Investments - 12 month Bond | 65000 |
| 0 Long term debtors | 0 |
| Current assets | |
| Debtors:- | |
| 0 Income due | 1620 |
| 3275 Payments in advance | 0 |
| 0 Temporary lending | 0 |
| 46018 Cash in hand | 137648 |
| 1304 V.A.T recoverable | 1024 |
| 175,596 Total assets | 205292 |
| Less Current liabilities | |
| 4652 Creditors | 14399 |
| 0 Temporary Borrowing | 0 |
| 0 Receipts in advance | 0 |
| <u>170,944</u> Net assets | <u>190893</u> |
| Represented by | |
| 159979 balance Carried fwd | 170944 |
| 312639 Income received | 322751 |
| 301674 less expenditure | 302802 |
| 170944 | <u>190,893</u> |

The above statement represents fairly the financial position of the Town Council of Royal Leamington Spa at 31st March, 2014 and reflects its income and expenditure during the year

Signed 
Responsible Financial Officer

Date 28/4/2014

| Bank Balances at 1/04/2013 | | | | Cheques unpresented at 1.04.13 | | | |
|---|---------|-----------|-----------|--------------------------------|--------|------------------|---------|
| HSBC | | 33600.39 | | | | | |
| HBOS -over call deposit | | 15188.61 | | | | | |
| HBOS | | 1159.26 | | | 105106 | cancelled (lost) | |
| Term Bond | | 125000 | 174948.26 | | 105124 | | 155.00 |
| | | | | | 105125 | | 462.00 |
| | | | | | 105126 | | 50.00 |
| Plus Income 2013/14 | | | | | 105130 | | 500.00 |
| Precept | | 313932.00 | | | 105132 | | 1000.00 |
| Interest | | 3051.34 | | | 105133 | | 500.00 |
| Allotment rents | | 5755.00 | | | 105138 | | 1150.00 |
| Misc Income | | 12.67 | | | | | |
| V.A.T. Refund | | 6688.26 | | | | | |
| | | | 329439.27 | 504387.53 | | | |
| Less expenses unpresented at 1.04.13 now cashed | | | 3817.00 | 500570.53 | | | |
| less expenses cashbook | | | | 297922.68 | | | |
| Total (cash in hand) | | | | 202647.85 | | | |
| plus o/s cheques/payments at 31.03.14 | | | | | | | |
| 105302 | 10.00 | | | | | | |
| 105315 | 15.00 | | | | | | |
| 105319 | 1995.00 | | | | | | |
| 105323 | 500.00 | | | | | | |
| 105329 | 227.00 | | | | | | |
| 105333 | 770.00 | | | | | | |
| 105335 | 500.00 | | | | | | |
| 105344 | 12.00 | | | | | | |
| 105346 | 46.00 | | | | | | |
| | | | | | | | 3817.00 |
| | | | 4075.00 | | | | |
| Total | | | | 206722.85 | | | |
| Bank Balances at 31.03.14 | | | | | | | |
| HSBC | | | | 37323.64 | | | |
| HBOS | | | | 89149.23 | | | |
| Over call deposit | | | | 15249.98 | | | |
| Term Bond | | | | 65000.00 | | | |
| | | | | 206722.85 | | | |
| | | | | | | | |
| | | | | 0.00 | | | |



Communities Group

Garry Palmer
Civil Enforcement
PO Box 43 Shire Hall
Warwick
CV34 4SX
civilenforcement@warwickshire.gov.uk
www.warwickshire.gov.uk

Civil Parking Enforcement

Letter to Stakeholders

17 April 2014

Dear Stakeholder,

**Re: Civil Parking Enforcement Competitive
Commissioning 2014**

Thank you for your consideration and completion of the questionnaire sent out to you in November 2013 by WS Atkins, on behalf of Warwickshire County Council

The feedback on both the positive and negative points of the current service has had a direct impact on the formation of the Civil Parking Enforcement Contract. Although not an exhaustive list, I have identified some relevant examples of how questionnaire responses have impacted on the Contract.

Some Stakeholders stated that the level of enforcement was inconsistent geographically.

In the specification, we explicitly state that the Contract Manager will ensure that a consistent approach to enforcement is applied to all parking restrictions in the county. This means that the whole county will be given a fair level of enforcement, taking account of local issues and concerns and the nature of the restrictions in place. An Enforcement Plan, as adopted by the Contractor, will include flexibility to ensure that enforcement can be adjusted in line with changes in compliance and local issues. The effectiveness of the Enforcement Plan will be discussed at all contract meetings between the Contractor and the Council. In addition to the core enforcement, the Service Provider will provide a service for ad-hoc or one-off enforcement requests and an enforcement request telephone line whereby members of the public can call and request enforcement.

Some Stakeholders raised concerns that Civil Enforcement Officers were being too over- zealous.

The Contractor will be required to produce a Civil Enforcement Officer handbook, setting out all processes for issuing Penalty Charge Notices. This will be reviewed by the Council at an appropriate frequency. It should be noted that the performance of the Contractor is not measured against the number of Penalty Charge Notices issued.

PTO

Some Stakeholders noted the importance of Civil Enforcement Officers having a good level of local knowledge.

The Contract Specification allows for the provision of training for Civil Enforcement Officers, to ensure that an adequate level of local knowledge is available to them.

Some Stakeholders asked for checks on blue badges.

An explicit section of the specification addresses this concern. Under the Disabled Persons Parking Badges Act 2013, Civil Enforcement Officers have a power to inspect and confiscate blue badges when the Civil Enforcement Officer has reasonable grounds to believe it is a fake, has been cancelled, should have been returned, or is being misused.

Some Stakeholders asked that flexibility be incorporated into the Contract when there are special events.

The specification sets out details of how the Contractor should act in the enforcement of special events, including the required cooperation with the Police.

Some Stakeholders asked for an extension of the current patrolled hours

The core hours for enforcement will be 07:00 until 23:00, Monday to Saturday, and 08:00 until 22:00 on Sundays and Bank Holidays, although enforcement outside of these hours will be provided, as required. It is anticipated that the requirements to enforce beyond 22:00 will only be in areas that may require evening enforcement due to demand, and the requirement after 23:00 hours (Monday to Saturday) will be minimal.

Once again, thank you for your time and attention to this project.

The anticipated timetable for the Procurement Process is quoted below, for your information:

| | |
|--------------------------|---|
| Award of Contract | 4 th July |
| Mobilisation Period | 4 th July – 31 st October |
| Commencement of Contract | 1 st November |

Yours sincerely



Garry Palmer
Team Leader
Parking Management

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 8TH MAY 2014

ADOPTION OF PUBLIC TELEPHONE BOXES

1. **PURPOSE OF THE REPORT**

To provide the Committee with a report on progress in relation to the decision taken at the Council meeting in March to secure two of three telephone boxes situated at Clarendon Avenue.

2. **PROPOSED ADOPTION**

- 3.1 At the meeting of the Council on 5th March 2014 consideration was given to the proposal that the Council accept into its ownership two of the three red telephone boxes situated at Clarendon Avenue.

The Council formally resolved:-

(i) that the Leamington Society is formally invited to confirm its interest in developing options for the management of the boxes as a community asset and possible fundraising initiatives, when necessary, to assist with the cost of maintenance;

(ii) that discussions are commenced with British Telecom for this Council to acquire two of the boxes in perpetuity, at Peppercorn consideration, subject to a commitment that at least one box will be maintained as an operational telephone facility and the undertaking of all necessary repairs prior to formal adoption.

- 3.2 Discussions with British Telecom have secured a commitment that one of the telephone boxes will continue to be maintained by the Company as a working telephone. In addition, minor repair work to rectify broken windows in these boxes has been completed. A formal agreement for the decommissioning of the remaining two boxes and their sale to the Town Council in the sum of £1 has been prepared and awaits signature following the Committee's formal approval.
- 3.3 The Agreement relates only to the boxes themselves, not the land on which they stand. In common with agreements of this nature, the Council will accept the boxes in their present condition and will have no claim against British Telecom for any aspect of their future maintenance.
- 3.4 The boxes may have been painted with paint containing lead. This will need to be acknowledged and identified as a health hazard in the event of future maintenance works for which the Town Council will be responsible. British Telecom will continue to maintain the supply of electricity to these two boxes but may discontinue such service at any time. This will be at the Council's expense.

- 3.5 The Committee will be aware that these boxes are listed by English Heritage and therefore any works to alter or change their appearance will necessitate discussion with the Planning Authority and conformity with planning regulations relating to such features within a Conservation Area.
- 3.6 Discussion with the Council's insurer indicates that indemnity against damage or loss of these boxes can be secured for a modest additional premium.
- 3.7 The Council will also need to take steps to display a notice within the boxes that they are the responsibility of Royal Leamington Spa Town Council and that they are no longer connected to the communications network.
- 3.8 The Committee will be aware that following formal adoption, it will be necessary to develop options for the alternative use of these facilities and with that in mind correspondence has been exchanged with the Chairman of the Leamington Society who has initially indicated the Society's interest to be involved in managing and funding community use and displays in the boxes. An article inviting public comment has also been placed on the Town Council website. The Committee is invited to consider other measures it may wish to introduce to ensure that these facilities are put to a purposeful and sustainable use.

4. RECOMMENDATION

- 4.1 The Committee is recommended to approve formal acceptance of the Agreement with British Telecom for the Sale and Purchase of the two telephone boxes at Clarendon Avenue in the terms set out in this Report, for the consideration of £1. The Observations of the Committee are also invited on possible alternative uses of these boxes for further discussion with the Leamington Society.

The
Local Government
Boundary Commission
for England

15 April 2014

Dear Parish or Town Clerk,

ELECTORAL REVIEW OF WARWICKSHIRE

The Local Government Boundary Commission for England has formally commenced an electoral review of Warwickshire County Council. The purpose of this letter is to inform you of the review and seek your views on future electoral division boundaries for the council.

The Commission is carrying out a review to deliver electoral equality for voters across the county. At present, some county councillors represent many more, or many fewer, electors than their colleagues elsewhere in the county. The review aims to correct those imbalances.

What is an electoral review?

The electoral review will recommend new electoral arrangements for Warwickshire County Council. In particular, it will propose:

1. The total number of councillors elected to the council in the future.
2. The number of divisions.
3. The number of councillors representing each electoral division.
4. Division boundaries.
5. Names of divisions.

For parishes, the review can recommend changes to the electoral arrangements of parish and town councils i.e. the number, names and boundaries of parish wards and the number of parish councillors for each parish ward. However, this is only in circumstances where the parished area is to be divided between divisions. Even in these circumstances, the Commission will not normally recommend any change to the number of councillors to be elected to a parish or town council. The Commission has no power to consider changes to the external boundaries of a parish or the creation of new parishes.

When?

Today 15 April 2014 is the start of a 10 week public consultation during which the Commission is inviting proposals for new division arrangements. The consultation will close on 23 June 2014. After considering all representations made during this consultation, the Commission intends to publish draft recommendations in September 2014. There will then be a further period of consultation on the draft recommendations. Final recommendations are expected to be published in February 2015. The new electoral arrangements will come into effect at the local elections in 2017.

How to get involved?

This is a public consultation and we welcome views from individuals and organisations across the county on where they think new division patterns should be drawn.

The Commission is minded to recommend that 57 councillors should be elected to Warwickshire Council in the future. It is now inviting proposals to help it draw up a pattern of divisions to accommodate 57 county councillors.

In drawing up a pattern of electoral divisions, the Commission must balance three criteria, which are set out in law, namely:

- To deliver electoral equality where each county councillor represents roughly the same number of electors as others across the county.
- That the pattern of divisions should, as far as possible, reflect the interests and identities of local communities.
- That the electoral arrangements should provide for effective and convenient local government.

We are asking local people and organisations for their views as to the best pattern of divisions for the county which meet the requirements set out above.

The Commission will treat all submissions equally and will judge each case on its merits and against the statutory criteria. If you wish to put forward a view, we would also urge you to ensure that your submission is supported by evidence. For example, if you wish to argue that two parishes should be included in the same electoral division, make sure you tell the Commission why they should be together, providing evidence about community facilities, ties, organisations and amenities, rather than simply asserting that they belong together.

There is plenty more advice on our website about how you can get involved in the consultation and put your views forward. Log on to www.lgbce.org.uk to find out more. The website includes the technical guidance that explains the process and our policies as well as guidance on how to take part in each part of the process. We have set up a page on our site which is dedicated to the review of Warwickshire where you can find all the relevant information.

You can also access interactive maps of the current division boundaries across the county on our specialist consultation portal. The portal also allows you to draw your own boundaries, mark areas of interest on the map and upload documents directly to the site. Log on to www.consultation.lgbce.org.uk to access the portal or find it via our main website.

Get in touch

We encourage as many people and organisations as possible to get involved with the consultation and we encourage local organisations and parish councils to engage their local networks and communities in the review.

Local Government Boundary Commission for England, 3rd Floor Layden House, 76-86 Turnmill Street, London EC1M 5LG

Te: 020 7664 8534; Fax: 020 7298 6788; reviews@lgbce.org.uk; www.lgbce.org.uk

View interactive maps of the county, draw your own boundaries and have your say at our specialist consultation portal at: www.consultation.lgbce.org.uk.

Find out more about the review at: www.lgbce.org.uk.

Email your views to: reviews@lgbce.org.uk.

Follow us on Twitter at: [@lgbce](https://twitter.com/lgbce).

Write to: Review Officer (Warwickshire)
 Local Government Boundary Commission for England
 Layden House
 76-86 Turnmill Street
 London
 EC1M 5LG

This phase consultation closes on 23 June 2014. We will write to you again when we open our consultation on draft recommendations.

Please note that the interests of transparency, copies of the all representations we receive during this review will be placed on our website. We remove any personal identifying information such as signatures and private residential addresses prior to placing any submissions in the public domain.

Yours sincerely



David Owen
Review Officer

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020 7664 8532

