

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON
3rd FEBRUARY 2022**

Present: Councillors, Sarah Boad (Chair), Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford and Ruggy Singh (substituting for Councillor Radice).

Officers: Katherine Geddes, Democratic Support Officer

69. Apologies for Absence

Apologies were received from Cllr J McGhee, S Rasmussen and L Radice.

70. Declarations of Interest

Councillor S Boad declared a non pecuniary interest as a member of the Warwickshire Bus Service Improvement Plan working group.

Councillor Gifford declared a non pecuniary interest as a member of Warwickshire County Council and Warwick District Council.

Councillor A Boad declared a non pecuniary interest as a member of Warwick District Council.

71. Public Forum

There were no representations from members of the public.

72. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 15th December 2021 (Report No.4) are confirmed as a correct record.

73. Matters Arising from the Minutes

Community forums

Councillor S Boad has spoken with Warwickshire County Council officers with a view to getting these restarted in Leamington Spa. There has been progress in terms of a virtual forum for North Leamington – discussions are ongoing to achieve the same outcome for South Leamington.

The Town Clerk is moving forward with plans to also recommence the Town Centre Community Safety Forum. This is likely to be a virtual meeting – more information to come.

Anti-spiking project

The agreed financial contribution from the Town Council has been made to Warwick District Council. Jon Barnett (WDC Community Safety Officer) has confirmed that the Stop Topps will be ordered by end of week commencing 31st January 2022 with a view to delivery to venues by late February. The great majority of Leamington Spa's pubs and clubs have agreed to receive some of the Stop Topps. Promotion of this project will be done via social media with credit to the Town Council.

Commonwealth Games street dressing

The Town Council's financial contribution towards this project (as approved at full Council) has been paid to Warwick District Council. Rose Winship (WDC Head of Cultural Services) will shortly purchase the street dressing materials. There will be minor amendments to the proposals as discussed previously – a couple of additional banners will feature on the Parade and another will feature at the Town Hall. After a site visit and further discussion, it was decided that any dressing located on the railway bridge at the end of Bath Street was not practical but there will hopefully be some banners nearby.

74. Bus Service Improvement Plan Consultation

The committee considered report number 6, outlining Warwickshire County Council's Bus Service Consultation.

Members went through and discussed the survey questions set out in the Consultation and the following responses were agreed:

Q3. *Strongly agree*

Q4. *Partly agree – processes should include all partners and potential competitors in terms of all other bus companies operating within Warwickshire*

Q5. *All answers under this question are Agree*

Q6. *Disagree – the main issue in Leamington Spa causing difficulties with delivering a prompt and free flowing bus service is the continued existence of pinch points on the Parade. These need to be recognized and removed.*

Q7. *No*

Q8. *Select “Investigating how bus reliability can be improved through enforcing parking restrictions and greater partnership working” – need to focus on enforcing all parking restrictions including parking in bus stops.*

Select “Undertaking feasibility studies into schemes to encourage users to reduce private car use and increase their use of bus services, such as Red Routes, Workplace Parking Levy and Road User Charging” – question how red routes would be feasible on Leamington's existing road infrastructure

Q9. *Much needed improvement would be the adoption of a clockwise and anticlockwise circular bus route going North-South serving North Leamington (Cubbington), the town centre, Old Town, Parade and back to North Leamington. Also, a similar circular bus route East-West from Sydenham through to Warwick and back would be worth investigating. Buses on these proposed routes to be very regular in each direction with no inordinately long waits between buses.*

A transport interchange located at the railway station would be a positive and welcome development as outlined and supported in the Leamington Spa Neighbourhood Plan Policy RLS13 2).

In terms of groups of people who could be negatively impacted and need to be taken into consideration in terms of the BSIP, we would include pensioners who do not drive or own cars, and whose only means of transport around Leamington and

Warwickshire is the bus. Punctual and regular bus services are vital for them in terms of retaining independence and maintaining health and welfare

There followed some discussion around the potential responsiveness of Stagecoach Buses to the Warwickshire Bus Service Improvement Plan and it was noted that Stagecoach and National Express have now merged which should have the effect of improving responsiveness. It was also noted that a rigorous tendering process for routes should lead to improved competition.

Resolved that the responses to the Warwickshire County Council Bus Service Consultation as listed above be noted and submitted on behalf of the Town Council.

75. Policy Review

The committee considered report number 7, regarding a review of current Town Council policies.

It was noted by members that a number of extant policies are relatively old and an update of these is required (including Standing Orders and Financial Regulations). Other policies to be prioritised are:

- Data Protection (creation of)
- Health & Safety (update)
- Complaints (update)
- Publication Scheme (update)
- All policies relating to HR/staff management

All other missing or dated policies to be created or updated following these. Members suggested severe weather and home working policies could be included. It was noted that the Warwickshire Association of Local Councils and the National Association of Local Councils have current template policies which should be used and adapted where appropriate and beneficial.

Resolved that a rolling programme of policy creation / review is undertaken to ensure the Town Council maintains a comprehensive and up to date suite of policy and procedure documents to assist the smooth operation of its activities.

76. Insurance

The committee reviewed report number 8, noting that the Town Council will shortly be entering the third year of a three-year insurance arrangement with Zurich Insurance PLC. The cost of this third year's cover (25th March 2022 – 24th March 2023) is £2459.97.

Members noted that the Council's risks have not increased substantially since this three-year arrangement was agreed and that the insurance cover offered is comprehensive for its needs. The arrangement will need to be reviewed at the start of 2023 as this three-year arrangement is due to end in March 2023.

Resolved that the Council's insurance policy be renewed in accordance with the three-year arrangement previously approved.

77. Budget/Finance Monitoring

The committee considered report number 9, regarding budgetary expenditure from November and December 2021 and budget monitoring to end of December 2021.

Councillor Chowdry explained that he had carried out a routine check of the Council's financial controls on 6th December 2021 and had found the additional systems put in place by the Town Clerk were working effectively. Councillor Chowdry will attend the Town Council office on 8th February 2022 to repeat this process.

It was agreed that the new electronic banking system for making payments is working well and members were happy to continue with this arrangement going forward.

Resolved that the committee's thanks be recorded and passed onto the Clerk for his work on introducing new software and electronic banking which are helping speed up processes and providing more timely records.

78. Telephone Box

The committee discussed report number 10 which outlined a proposed change of use in the signage on one of the red telephone boxes on Clarendon Avenue.

The Town Council owns two of the three red telephone boxes which are located on Clarendon Avenue, near Christchurch Gardens. One of these boxes now houses a community defibrillator and the other has recently become an on-street art gallery. This is managed on behalf of the Town Council by the Friends of Christchurch Gardens who invite Leamington Spa schools to have an art display in the box and these displays change every half term.

The Friends have requested a change of signage on the telephone box so it's new purpose is clear and better advertised. They have asked that instead of 'Telephone Box' around the top of the box, the signage reads 'Art Box'. This change will require an application to Warwick District Council for a Listed Building Consent as this proposed change of signage constitutes an external change to this listed structure. The font type and size would be the same as that used in the signage on the other telephone box which now reads 'Defibrillator'.

Cost for the signage has been quoted as £156 including VAT and shipping by X2Connect Ltd who created the 'Defibrillator' signage.

Resolved that the committee agrees to the change of signage on the red telephone box on Clarendon Avenue from 'Telephone Box' to 'Art Box', and that a Listed Building Consent application for this change to be made to Warwick District Council

79. Payments

Resolved that the payments identified be agreed.

	V2Payments for approval 03 Feb 22	Policy & Resources 03.02.22			
Cheque No	Payee	Details	Amount	VAT	Total
Elec payment	WALC	Cllr Training - 27Jan22	£25.00	£5.00	£30.00
106826	S Marks	Reimbursement - Zoom subscription (Dec & Jan)	£23.98		£23.98
Elec payment	Zurich Insurance	Annual Insurance Policy	£2,459.97		£2,459.97
Elec payment	Warwick District Council	Jubilee Tree (Leam in Bloom)	£250.00		£250.00
Elec payment	WALC	Officer Training - 08Feb22	£30.00	£6.00	£36.00
Elec payment	Spa Computers Ltd	Anti virus software annual renewal	£75.00	£15.00	£90.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£2,863.95	£26.00	£2,889.95

Meeting closed at 6:37pm

68. **Payments**

Resolved that the following payments be approved.

V2 Payments for approval 15 Dec 21		Policy & Resources 15.12.21			
Cheque No	Payee	Details	Amount	VAT	Total
106824	S Marks	Reimbursement - purchase of stamps	£204.30		£204.30
106825	S Marks	Reimbursement - Zoom subscription (Oct & Nov)	£23.98		£23.98
Electronic payment	Tom's Office Technology	Stationery	£88.50	£17.70	£106.20
Electronic paym	WALC	Staff training - 7Dec21	£30.00	£6.00	£36.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
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					£0.00
			£346.78	£23.70	£370.48