



STEPHEN MARKS  
Clerk to the Town Council

**THE TOWN COUNCIL**  
OF  
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Our Ref: SM/P&R

Date: 10th June 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 16<sup>th</sup> JUNE 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.)

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**AGENDA**

1. ELECTION OF CHAIR OF POLICY & RESOURCES COMMITTEE 2022/23
2. ELECTION OF VICE CHAIR OF POLICY & RESOURCES COMMITTEE 2022/23
3. APOLOGIES FOR ABSENCE
4. DECLARATIONS OF INTEREST

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

5. 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.

6. MINUTES pp3-5

To consider and approve as a correct record the Minutes of the Meeting held on 28<sup>th</sup> April 2022 (Report No.6)

7. MATTERS ARISING FROM THE MINUTES

8. MAYORAL CAR – UPDATE pp6-7

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

9. LOCAL CLIMATE ENGAGEMENT PROGRAMME pp8-10

To consider a report regarding a Local Climate Engagement Programme

10. RED TELEPHONE BOXES pp11-12

To consider a number of matters relating to the Town Council's red telephone boxes.

11. WDC WASTE COLLECTION SERVICE pp13-16

To consider the new waste collection shortly to be introduced in Leamington Spa and the wider Warwick District

12. BUDGET / FINANCE MONITORING pp17-20

To undertake routine monitoring through consideration of report No. 12.

13. PAYMENTS p21

To consider and approve a schedule of payments arising.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON  
28<sup>th</sup> APRIL 2022**

**Present:** Councillors, Sarah Boad (Chair), Janet Alty (substituting for Cllr Louisa Radice) Will Bryce, Alan Boad, Mubarik Chowdry, Judith Clarke, Bill Gifford,. Nick Wilkins (substituting for Cllr McGhee).

Officers: Town Clerk

**91. Apologies for Absence**

Apologies were received from Cllrs J McGhee, L Radice (Cllr Alty substituting) and S Rasmussen.

**92. Declarations of Interest**

Cllr Gifford noted he was a district and county councillor.

**93. Public Forum**

There were no representations from members of the public.

**94. Minutes**

**Resolved** that the Minutes of the Meeting of the Policy and Resources Committee held on 17<sup>th</sup> March 2022 (Report No.4) are confirmed as a correct record.

**95. Matters Arising from the Minutes**

-Anti Spiking Project – Stopptopps have now gone out to businesses. WDC will share communications with us.

-Bus Service Improvement Plan – It was noted that Warwickshire did not receive any money from the national BSIP funds.

**96. Mayoral Car**

The committee considered report number 6 regarding the replacement of the Mayoral Car. It was noted that:

A full electric vehicle would provide a clear statement regarding environmental matters.

The car market remained volatile and there were risks regarding securing a new vehicle in good time.

There remained challenges regarding charging of a new electric vehicle.

**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.

**97. Code of Conduct**

The committee considered report number 7 regarding the model national code of conduct. It was noted that:

There are limited sanctions available in relation to the code of conduct. Notes from the recent training should be obtained and circulated.

**Resolved** that it be recommended to the Town Council that the model code of conduct is adopted.

**98. Royal British Legion Request**

Cllr M Chowdry declared a non pecuniary interest as a member of the Royal British Legion.

The committee considered report number 8 regarding an event to mark the 40<sup>th</sup> anniversary of the Falklands war.

**Resolved** that the support for the event on 12<sup>th</sup> June 2022 as identified in the report is agreed.

**99. Policy Review – Health and Safety Statement**

The committee considered the report regarding a revised Health & Safety Statement. Subject to one or two minor wording amendments, it was

**Resolved** that it be recommended to the Town Council that the revised Health & Safety Statement is adopted.

**100. Ukraine**

The committee noted the report regarding the local situation. It was noted that Ukrainian refugees are beginning to arrive, some socializing is happening and support is being provided by the community. Cllr S Boad noted an update had just been sent by WCC – Action: Clerk to circulate to Town Councillors.

**101. Budget / finance monitoring.**

The committee considered and noted report number 10.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**Mayoral Car**

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 28<sup>th</sup> 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 place with Arbury and the necessary processing fee of £200 was paid under delegated authority and following consultation with the chair of Policy & Resources. Group leaders were also kept informed of the process.

The costs for this are:

Initial rental £876, then 35 payments of £292.

Maintenance initial payment £27, then 35 payments of £9.

Due to the higher initial payment associated with the new car, overall costs for the current financial year are likely to exceed the current mayoral car budget by approximately £500. As agreed at the previous meeting, this can be met from the climate change budget.

4. **Charging**

Dialogue continues with WDC regarding the potential to access one of their charging points. Further investigation is also taking place with regards to the publicly available charging points.

5. **Number Plate**

The Town Council has access to a 'personal number plate' for the Mayoral car. Arrangements will be made to remove the number plate from the current vehicle in preparation for the new vehicle. Due to uncertainty regarding the timescales for this being processed, this will be done sooner rather than later.

6. **Recommendations**

That the committee notes the situation regarding the replacement of the Mayoral Car.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**Local Climate Engagement Programme**

**1. Purpose of the Report**

To inform the committee about the Local Climate Engagement Programme and the Town Council's involvement.

**2. Background**

The committee will be aware of much of the work that Warwick District Council has undertaken in relation to climate change. Detail can be found at [https://www.warwickdc.gov.uk/info/20468/climate\\_change](https://www.warwickdc.gov.uk/info/20468/climate_change) . The Town Council has also clearly indicated its desire to contribute positively to the climate change agenda, which is incorporated into its corporate objectives.

**3. Local Climate Engagement Programme**

The Town Clerk was recently contacted by WALC about the Local Climate Engagement Programme, Warwick District Council and Stratford District Councils (with WALC) are one of a small number of local authorities that have secured funding for climate change projects from a national pot of money. The focus of the WDC/SDC proposal is on community engagement on the topic of climate change and the clerk was invited to participate.

More information about the programme is at appendix A. The programme is essentially a training programme over the coming weeks, followed by the potential development of a project by WDC / SDC based on the training undertaken.

The Clerk felt that participation in the programme would assist in a number of ways, including:

- Enable development of skills / knowledge in relation to engagement on the topic of climate change.
- Enhance partnership working on climate change issues.
- Inform the Town Council's activities in relation to climate change.

The clerk will participate in a number of training workshops in the coming weeks along with members of other partner organisations.

**4. Recommendations**

- i) That the committee notes the Town Council's participation in the programme via the Clerk.
- ii) That the outcomes / learning from the programme are brought back to the committee and the climate change working group to inform the Town Council's approach to climate change and its work with partners on that topic.



## **Rural Communities Climate Change Engagement Programme What do we want to achieve?**

This short document provides information on the planned rural engagement programme that Warwick and Stratford District Councils will deliver with the support of Involve, under the Local Climate Engagement (LCE) programme. This is an overview of our intended engagement for those that are attending the LCE training as the planning around this engagement project will serve as the engagement scenario that we will explore and build within the training. For further information about the training itself and the LCE programme please read the introductory pack that has been provided.

### **1. Aims**

The aims of the intended engagement programme led by Warwick and Stratford District Councils are to:

- Facilitate local events which help us understand **rural and local issues** from residents' perspectives.
- Inform **local community decision making**
- influence **District Council Ward Councillors so that climate change thinking is embedded in all their decisions** relating to their local ward
- Help **local people consider and act upon local opportunities**.
- Focus on **local** engagement to deliver practical action for climate change.
- Develop a **self-sustaining** support mechanism of ongoing local community engagement.
- Help use this to undertake **formal decision making for example when reviewing our Climate Change Action Programme**.

### **2. Why is rural public participation needed?**

Engagement with rural communities is essential to understand the full picture of needs and requirements across the districts and how this may differ in rural areas. By engaging directly with the public, we will enable public participation in decision making around climate change and helping local communities work to deliver local actions which make a real difference.

The real issue is how to engage with local people in rural areas with a dispersed population. Communities in small villages can sometimes feel distanced from the range of initiatives that take place in towns to address climate change particularly around active travel and energy supply. However, there are significant opportunities within rural communities to take action that will positively impact on climate related targets, for instance in relation to land use, travel, food chains and retail, and biodiversity.

This project seeks to empower local rural communities to take action for themselves and to provide a channel to enable ongoing dialogue with the District Councils about climate change, what matters to them and what they need in working towards climate change targets. By engaging with the rural public and giving them an active voice in decision making on public participation we will be best able to deliver solutions based on local knowledge.

### **3. How will the engagement outcomes help with climate change?**

This programme will enable public participation in decision making. We will set up clear routes for the outcomes of engagement to feed into the Council's climate change action programme which is reviewed regularly by Members. In addition, new actions and ideas will be shared with a People's Climate Change Panel With opportunities for co-development where appropriate.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**Red Telephone Boxes**

1. **Purpose of the Report**

To consider a number of issues associated with the red telephone boxes.

2. **Background**

The Town Council owns two former BT Telephone Boxes on Clarendon Avenue. One currently contains a defibrillator and the other is used as an on street art gallery for local schools and is being managed by the Friends of Christchurch Gardens.

3. **Art Box signage**

At its meeting on 3<sup>rd</sup> February 2022, the committee considered a request from the Friends of Christchurch Gardens to replace the 'TELEPHONE' wording at the top of the telephone box with 'ART BOX'. This would make it clearer that there is no working telephone within the phone box and that the box is being used to showcase artwork from local schools.

A listed building consent was applied for and has been approved by WDC. The cost of replacing the signage / lettering is £165 including VAT and shipping. Fitting will need to be considered.

4. **Request for installation of a backboard**

The Friends of Christchurch Gardens have since requested that a backboard be installed in the art box to enable easier attaching of the art works that are displayed in the phone box. A quote has been obtained and the installation of the backboard along with a suitable noticeboard fronting would cost £379.

5. **Damage to glass**

Three of the panes of glass in the telephone box containing the defibrillator have been broken. A quote has been sought for their repair and it is intended that they will be replaced as early as practical.

6. **Financial Implications**

A budget of £1500 was agreed for 2022/23 relating to asset maintenance. This was intended to be used for any identified maintenance / improvements to the Town Council's physical assets. It was made up of the combination of previous individual

budgets identified for the phone boxes / War memorial / Lillington Signs. The above expenditure identified in this report could be met from this budget.

7. **Recommendations**

That the committee considers the information in the report and specifically the requested / proposed actions identified in paragraphs 3, 4 and 5.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**NEW WASTE COLLECTION SERVICE**

1. **Purpose of the Report**

To consider Warwick District Council's pending new waste collection service.

2. **Background**

2.1 Members will be aware that Warwick District Council has worked with Stratford District Council to create a new waste collection service which will begin in August 2022. More information is now being communicated by WDC to the local community in advance of the new service beginning.

3. **1,2,3,+ Waste Collection Service**

Warwick District Council and Stratford District Council have jointly let a new waste collection service to Biffa Waste Services Ltd. The new service is due to commence on 01<sup>st</sup> August 2022.

The service is being badged / promoted as the '1,2,3+' service. This reflects:

1. Food waste collected every week (food caddy to be provided)
2. Mixed recycling collected every two weeks (wheeled bin replacing current red boxes/bags)
3. Residual / non recyclable waste collected every three weeks (existing grey wheeled bin)
- +. Chargeable garden waste service every two weeks

It is anticipated that the new service will help to:

- Reduce waste and encourage residents to recycle more
  - Save money by reducing the cost of treatment and disposal of refuse
  - Make services more efficient using new vehicles and combining collection rounds
  - Protect the environment and help tackle climate change
- Deliveries of food caddies and recycling bins will start from June 2022.

4. **Further information**

Warwick District Council is providing regular information and updates to the Town Council. Recent information provided by WDC is attached at appendix A and a separate appendix B.

It is intended that the Town Council will continue to promote / raise awareness of the service changes via its usual communications channels as 1<sup>st</sup> August approaches.

5. **Recommendations**

- i) That the committee considers the information provided in the report and appendices.
- ii) That the committee considers if it would like to request any further information from WDC or indeed invite a WDC representative to a relevant meeting to discuss the service further.

123+ Instructions



1 – Food waste collected weekly

- Residents will receive a 7-litre indoor food caddy and a 23-litre outdoor food bin.
- The indoor food caddy can be lined with compostable caddy liners or newspaper. Residents should put any peelings, raw or cooked leftover food into their caddy.
- When full, the indoor food caddy should be emptied into the outdoor food bin and the food bin presented for collection on the property boundary each week.
- The food waste is taken to an anaerobic digestion facility where it is used to create renewable energy and a soil improver.



2 – Recycling collected every two weeks

- Residents should place the items below in their blue-lidded bin or recycling box for collection every two weeks:
  - All clean and dry cardboard

- All empty, rinsed tins
- All empty, rinsed cans
- All empty, rinsed glass jars, with or without lids
- All empty glass bottles, with or without metal lids (no corks)
- All clean and dry paper
- All empty, rinsed plastic milk bottles with or without lids
- All empty, rinsed plastic drink bottles with or without lids
- All empty, rinsed plastic pots, tubs and trays
- All clean foil and foil trays
- Empty aerosol cans (no spray paint, etc.)
- Empty, rinsed (where possible) Tetra Pak and cartons
- Empty, rinsed (where possible) household cleaner bottles
- Empty, rinsed (where possible) toiletry bottles
- Recyclables must be put in the bin loose - DO NOT bag.
- Household batteries and small electrical items can be bagged, tied and put alongside the blue-lidded bin or recycling box for collection.



### 3 – Refuse collected every 3 weeks

- Only items that cannot be recycled should be placed in the grey bin.

### 2+ - Garden waste collected every two weeks if the resident signs up for the Garden Waste Service.

- The green bin should be used for garden waste only. No food waste.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**BUDGET / FINANCE MONITORING**

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 April 2022, period one of the 2022/23 financial year. Of note - a further £27,915 of CIL (Community Infrastructure Funding) was received from WDC during April, making a total of £59,297 now available.

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

3. **End of the financial year 2021/22**

3.1 The full end of year accounts and associated Annual Return have been produced for the meeting of the Full Town Council on 09<sup>th</sup> June 2022.

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

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:

Arbury Leasing - Car lease processing fee £200 + VAT

This payment was made through the delegated arrangements to secure an order for the replacement Mayoral Car, as considered and agreed at the meeting of the Policy & Resources committee in April 2022.

5. **Accounting Software**

The Accounting Software (AdvantEdge) previously agreed by the Committee has been purchased and set up. Officers have received initial training in its use and have begun to enter data into the system. There will be a period of familiarisation with the software before it can be used to its fullest extent and the relevant reporting functions

fully exploited. The committee will be kept up to date with progress in this respect.

6. **Recommendation**

That the committee notes the information provided regarding budget / financial processes and makes any comments.

Appendix A – transactions summary, Apr22.

Summary of Transactions					
Apr-22					
<b>Cheque No / Electronic</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
	Binswood Allotments Assoc	Allotment rental	-1525.00		-1525.00
	Warwick District Council	Business rates - Parlour	163.75		163.75
	Warwick District Council	Business rates - Offices	540.25		540.25
	CCLA Public sector dep bond	Interest accrued	-30.11		-30.11
	Warwick District Council	Garage rental	51.42	10.28	61.70
	SD Worx	payroll summary - mar	25.11	5.02	30.13
	Okapi technology	software charges - Mar	15.40	3.08	18.48
	Bank of Scotland (Corp Besp Cal	Interest received	-53.56		-53.56
	HSBC	banking charges	10.72		10.72
	Edge IT Systems Ltd	accounting software 22/23	993.00	198.60	1191.60
	InTouchCRM	web hosting Jan-Mar22	167.97	33.59	201.56
	InTouchCRM	web hosting Apr-Jun22	167.97	33.59	201.56
	BT	Quarterly phone charges	78.20	15.64	93.84
	Entanet International	Broadband	19.99	4.00	23.99
	Warwick District Council	Office service charges Q1	600.00	0.00	600.00
	Warwick District Council	Offices rent Q1	2290.49	0.00	2290.49
	Tesco Mobile	Mobile contract1 - Apr22	8.33	1.67	10.00
	Tesco Mobile	Mobile contrct2 - Apr22	15.83	3.17	19.00
	Toyota & Lexus Fleet Services	Car leasing charges	252.25	50.45	302.70
	Employees & Cllrs	Payroll - April	10506.59		10506.59
	Warwickshire County Council	Pension contributions - Apr	2554.59		2554.59
	Cllrs	Allowance	145.50		145.50
	HSBC	Bank charges	16.00		16.00
	Warwick District Council	CIL income	-27914.82		-27914.82
	HMRC	Tax+NI Mar22	3920.41		3920.41
	Allstar Business Solutions	Fuel - mayoral car	42.92	8.58	51.50
106829	RBL Poppy Appeal	Wreaths x2	40.00	0.00	40.00
	Cliffe Allotments Assoc	Allotment rental	-400.00		-400.00
	Warwick District Council	Precept payment 1 of 2	-210885.00		-210885.00
	HMRC	VAT refund (Jan-Mar22)	-3988.24		-3988.24
	SD Worx	Payroll - April	131.13	26.23	157.36
					0.00
					0.00
		<b>Expenditure</b>	<b>22757.82</b>	<b>393.9</b>	<b>23151.72</b>
		<b>Income</b>	<b>-244796.73</b>	<b>0</b>	<b>-244796.73</b>

Budget monitoring 2022/23 - to end Apr 22					Policy & Resources Committee 16Jun22	
Cost Centre	Budget 2022/23	Expenditure at 30/04/22	Adjustment for 2021/22 expenditure	Balance of budget remaining £	% of budget unspent at 30/04/22	Notes
	£	£	£		%	
Allowances	18000	3582	4396	18814	105	
Salary costs	159000	13545	3983	149438	94	
Mayoral Transport	5265	347	0	4918	93	
Civic Expenses	5565	40	0	5525	99	
Administrative Expenses	21360	1551	-1603	18206	85	
Property and Assets	26880	3693	0	23187	86	
Mayors Award	300	0	0	300	100	
Twinning (not LITS)	400	0	0	400	100	
Grants and Community Expenditure	161800	0	0	161800	100	
Elections	20000	0	18994	38994	195	By election costs for 21/22 to be paid in May22
Allotments	5800	0	0	5800	100	
Platinum jubilee contribution	10000	0	0	10000		
less income	100	84	0	16	16	
<b>Total exc V.A.T.</b>	<b>434270</b>	<b>22674</b>		<b>437366</b>	<b>101</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	31.03.22		31382			
	22.04.22	27915	<b>59297</b>			

Report No. 13

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> JUNE 2022**

**PAYMENTS**

1. **Purpose of the Report**

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