



**THE TOWN COUNCIL  
OF  
ROYAL LEAMINGTON SPA**  
TOWN HALL, THE PARADE,  
ROYAL LEAMINGTON SPA  
WARWICKSHIRE CV32 4AT  
T: 01926 450 906 F: 01926 456 901  
E: [clerk@leamingtonspatowncouncil.gov.uk](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

ROBERT NASH ACIS DMS  
Clerk to the Town Council

Our Ref: RN/

Your Ref:

29<sup>th</sup> January 2013

Dear Councillor,

A meeting of the **Policy and Resources Committee** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **MONDAY 4<sup>th</sup> FEBRUARY 2013 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, T. Crockford, W.L. Gifford, D.A. Greenwood, S. Ingleby, J. Knight, A. Morrison and A. Wilkinson

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

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## **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 4<sup>TH</sup> December 2012 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**

6. WARWICK DISTRICT CITIZENS ADVICE BUREAU

The Meeting will be attended by the Chairman and Manager of the Citizens Advice Bureau who will advise the Committee on the Bureau's current work and the challenges it faces in the current economic climate.

7. TRANSITION TOWN LEAMINGTON

The meeting will be attended by the Co-Treasurer of Transition Town Leamington who will outline progress on the Project and possible areas where the Town Council may assist.

8. 2<sup>ND</sup> BATTALION, ROYAL REGIMENT OF FUSILIERS

To consider and note the response of the Army Secretariat in relation to the Town Council's objection to the disbanding of the 2<sup>nd</sup> Battalion, Royal Regiment of Fusiliers. (Report No. 8)

9. NOMINATION OF MAYOR ELECT – 2014/15

To consider the attached Report (Report No. 9)

10. LILLINGTON YOUTH CENTRE

To consider an application for financial assistance utilising funding for youth initiatives. (Report No. 10)

11. DONATION OF PARK BENCH

To consider the donation of a Park bench by the Brethren Christian Fellowship (Report No. 11)

12. HIRE CHARGES FOR USE OF COUNCIL CHAMBER

Town Clerk to report orally on the cost of hiring the Council Chamber for meetings of the Town Council

13. ANNUAL TOWN ASSEMBLY – MEETING ARRANGEMENTS

Town Clerk to report orally

14. ACCOUNTS

To approve a schedule of accounts for payment

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD  
ON 4<sup>th</sup> DECEMBER 2012 HELD AT THE TOWN HALL, PARADE, LEAMINGTON  
SPA**

Present: Councillors Ann Morrison (Chairman), Sarah Boad, David Greenwood, Bill Gifford, Balvinder Gill (substituting for Cllr Alan Wilkinson), Sue Ingleby and John Knight

Apologies were received from: Councillors Tim Crockford and Alan Wilkinson

There were no members of the public present.

**33. DECLARATIONS OF INTEREST**

Cllr David Greenwood declared a disclosable pecuniary interest in Item 36 (i) by reason of being a Trustee of the Citizens Advice Bureau.

Cllr Bill Gifford declared a non-pecuniary interest in Item 42 by reason of being a Member of Warwick District Council.

**34. MINUTES**

**RESOLVED** that the Minutes of the Meeting held on 10 October 2012 are approved and signed as a correct record.

**35. MATTERS ARISING**

- (i) Communications Working Group  
The Town Clerk reported that a date for the meeting of the Communications Working Group had not yet been arranged and it was hoped this would be done in the New Year.

**36. BUDGET 2013-14**

Consideration was given to a report (Report No. 6) setting out the draft budget for the Town Council for 2013-14.

An email from Councillor Crockford, concerning various areas of expenditure within the budget, was circulated and noted. The following areas of the budget drew comment:

- (i) Citizens Advice Bureau  
It was noted that the Town Council's contribution of £8,000 had not increased for two years, though there was no suggestion, that the CAB required more funding at this stage. As this was an Agency experiencing significant pressure due to the current economic climate, it was agreed that the availability of additional funding through the Council's Social Cohesion Fund could be considered and it was suggested that the Manager of the Bureau be invited to attend a future Committee Meeting.

**In accordance with the National Code of Conduct, Cllr David Greenwood declared a disclosable pecuniary interest in the above item by reason of being a Trustee of the Citizens Advice Bureau, left the meeting and took no part in the discussion and voting thereon.**

- (ii) Town Twinning  
The Town Clerk confirmed the basis for the calculation of the estimate of £10,000 to provide transport for members of the Community taking part in the planned Twinning Conferences in 2013/14. The Committee was reminded that this expenditure was dependent upon a successful outcome of a funding bid to the European Union.
- (iii) Old Town Portas Bid  
It was confirmed that the Town Council had committed to this expenditure to support the bid for funding from the Government's "Portas" initiatives. Concern was expressed regarding progress of the project and it was agreed that a position statement should be obtained from the Town Centre Manager.
- (iv) Youth Initiatives  
The Town Clerk advised that this funding had been previously used to support discrete projects implemented by the County Council's Youth Services. In the current financial year, funding of £3,000 had been allocated to a Youth Café project to help disadvantaged young people.

**RESOLVED** to recommend Council that, subject to the above observations, a budget of £316,911 is set for the financial year 2013-14.

### **37. LOCAL GOVERNMENT BOUNDARY REVIEW**

Consideration was given to a report (Report No. 7) setting out recommendations of the Local Government Boundary Commission on changes to the District Ward boundaries and Parish electoral arrangements in Leamington Spa.

The Committee expressed dissatisfaction with the outcome of the Review in terms of its consequences for Parish electoral arrangements and pointed to the fact that the Commission had not complied with its own criteria for achieving equality in terms of representation or arrangements which reflected community identities. It was considered that the arrangements, if implemented, would cause confusion among the electorate and result in a significant increase in costs to be borne by the Parish ratepayer. Changes to the District Ward boundaries were considered acceptable.

**RESOLVED** that the following observations are made to the Local Government Boundary Commission:

- (i) that changes to the District Ward boundaries are acceptable;
- (ii) that changes to the Parish Ward boundaries and electoral arrangements are considered to be totally unsatisfactory as they fail to provide equality in electoral representation, reflect community identity and provide a pattern for combined District and Parish elections which is understandable to the electorate;
- (iii) that this Council's preferred option is for Parish Ward boundaries co-terminus with the District Wards.

**38. WARWICKSHIRE PENSION FUND**

Councillor Greenwood reported that he had attended the AGM of the Warwickshire Pension Fund on 28 November 2012, at which there had been a number of presentations concerning the current state of the Scheme and the impact of legislative changes to be introduced from 2014. A full written report on the meeting would be made to the Council at its next meeting.

**RESOLVED** that the report is noted and Councillor Greenwood thanked for his attendance at the Warwickshire Pension Fund AGM.

**39. ACCOUNTS**

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

**RESOLVED** that the schedule of accounts is approved for payment.

**40. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

**41. SHOPMOBILITY REVIEW**

The final report of the Shopmobility Working Group had been circulated (Report No. 10) and was considered. The Committee noted the considerable work undertaken both by members of the Working Group and the Town Clerk in bringing the review to a conclusion with specific recommendations for future action. It was noted that the Town Council was, and would continue to be for the immediate future, the only principal funding body. However, there were several immediate options open to further develop the Shopmobility Scheme and explore alternative funding.

**RESOLVED** to recommend to Council

- (i) The Town Council continues to support and maintain a viable Shopmobility Scheme at Leamington. For the financial year 2013/14, the financial contribution should be not less than £22,000.
- (ii) Alternative management and business models are considered including the retention of a Charitable Trust with potential recruitment of new trustees from the local government, voluntary and business sectors. In this regard, the relationship between the Charity and Trading Company should be assessed to ensure that both are compatible with an expanded role for Trustees, including Councillors and that the respective roles and responsibilities of all parties are clarified and understood.
- (iii) The existing Trustees are invited to continue as members of any new Trustee Board.

- (iv) Leamington Shopmobility Trading Ltd is invited to continue provision of the service on existing terms and conditions with effect from 1<sup>st</sup> April, 2013, subject to acceptance of these recommendations.
- (v) The Board of Trustees is alerted to the need for improvements to the marketing and promotion of the scheme.
- (vi) The potential for volunteer assistance is considered and the duties appropriate for such a role clearly established.
- (vii) The recommendations of the Manager of the Royal Priors are broadly accepted and advanced to the Board of Trustees as a basis for developing the Shopmobility service.
- (viii) The continued operation of the scheme over five days (Tuesday-Saturday) is reviewed as soon as possible in the light of current user trends.
- (ix) Appropriate management information is obtained on a regular basis to assist the identification of numbers of active members and users of the scheme.
- (x) Continued investigation is undertaken of alternative funding streams from external grant awarding bodies, including Warwick District Council.
- (xi) The option of seeking competitive tenders for the service is not pursued at the present time but reviewed in the light of the outcome of the initial review recommendations and the implementation of a regenerated Board of Trustees.
- (xii) Opportunities should be explored to cross reference the Shopmobility service with other Visitor information, including printed leaflets, websites etc.

#### **42. WARWICK DISTRICT COUNCIL – DEVELOPMENT SERVICES REVIEW**

Consideration was given to a report (Report No. 11) setting out the details of an internal review of the District Council's Development Department including Economic Development and Town Centre Management.

With regard to the changes proposed to the Economic Development team, concern was expressed that a reduction in Town Centre Management posts could have a detrimental impact on investment and regeneration within the area of Leamington. It was hoped that the District Council would recognise the importance of a continued partnership approach in which the Town and District Councils could work together more closely to maximise the contribution to available resources.

**RESOLVED** that a response in the above terms is sent to the Head of Development Services.

**In accordance with the National Code of Conduct, Cllr Bill Gifford declared a non-pecuniary interest in the above item by reason of being a Member of Warwick District Council, remained in the meeting and took part in the discussion and voting thereon.**

**43. TOWN HALL INTERNAL SECURITY**

The Town Clerk reported on the need for minor changes to internal security with regard to access to the Town Clerk's office and meeting room.

**RESOLVED** that measures to secure the Town Clerk's office and meeting room are implemented by the Town Clerk from within current budgetary provision.

The meeting commenced at 6.30pm and ended at 8.30pm







**Army Headquarters  
Secretariat  
IDL 24  
Marlborough Lines  
Monxton Road  
ANDOVER  
SP11 8HJ**



E-mail: [lf-sec-group@mod.uk](mailto:lf-sec-group@mod.uk)  
Website: [www.army.mod.uk](http://www.army.mod.uk)

Mr Robert Nash  
Town Clerk  
The Town Council of Royal Leamington Spa  
Town Hall  
Parade  
Royal Leamington Spa  
Warwickshire  
CV32 4AT

ArmyHQ/Sec/21/02/69100

07 January 2013

*Dear Mr. Nash,*

Thank you for your letter to the Secretary of State for Defence of 11 October 2012, expressing the concerns of the Town Council about the decision to withdraw the 2nd Battalion The Royal Regiment of Fusiliers from the Army's Order of Battle. Your letter has been passed to the Army's Headquarters, and I have been asked to reply. Please accept my apologies for the delay in so doing.

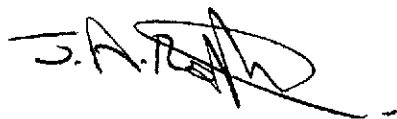
While recognising the disappointment that will be felt by those currently serving, and who have served in the past with 2nd Battalion The Royal Regiment of Fusiliers, their families and any others with connections to them, you can be assured that this decision was only taken after very careful consideration of the Army's future requirements which included: maintaining balance across the broader infantry regimental structure and the capability roles within it, in order to allow efficient management of personnel and ensure parity of opportunity and development for soldiers and officers; balancing regionally based regimental recruiting demand against the demographics of current and future regional recruitment pools, in order to retain an effective regimental system; and by taking account of previous decisions on mergers and deletions, ensuring a solution that those serving in the Army will see as fair and sustainable in the circumstances. Although the 2nd Battalion The Royal Regiment of Fusiliers is not currently significantly undermanned, the review took into account manning performance over the past decade, which showed that The Royal Regiment of Fusiliers has suffered from significant historical undermanning.

Please be assured that the Army took account of all of these criteria when considering the mergers and withdrawals which were announced, with the overriding aim to ensure that it will always be able to sustain optimal operational capability.

Finally, the Ministry of Defence understand your feelings about the decisions to withdraw the 2nd Battalion The Royal Regiment of Fusiliers and they appreciate that the decisions made have been very difficult for all involved, but unfortunately it has simply not been possible to protect every unit.

I hope that this explains the situation.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J.A. Rolland'. The signature is stylized with a large, sweeping flourish at the end.

J A Rolland  
Army Secretariat

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 4<sup>th</sup> FEBRUARY 2013**

**NOMINATION OF MAYOR-ELECT 2014/15**

1. **PURPOSE OF THE REPORT**

To consider nominations for the appointment of Mayor and Deputy Mayor for the Municipal Year 2013/14 and Mayor for 2014/15.

2. **BACKGROUND**

2.1 At the Council Meeting held on 28<sup>TH</sup> July, 2011 it was formally agreed that the Council's appointment procedure for the position of Mayor and Deputy Mayor should be as follows:-

- (a) the preferred arrangement for consideration for appointment of Mayor and Deputy Mayor is length of service as a Town Councillor; and
- (b) that the policy for consideration for appointment as Mayor is amended to a minimum of two years' service as an elected Member of Royal Leamington Spa Town Council (previously three years).

2.2 There are no specific regulations which need to be followed in determining the most acceptable arrangement for the nomination of candidates for the position of Mayor. Most Local Authorities have regard to a system which ranks Members according to their years' service as a Member of the Council with Members reverting to the bottom of the list in the year immediately following that in which they have served as Mayor. There are variations within this, most notably a requirement that members must serve a minimum term of office, before becoming eligible to be considered for election to the Mayoral position.

2.3 The convention is that the Member being appointed Deputy Mayor in any year succeeds to the position of Mayor in the following year.

3.0 **MAYORAL APPOINTMENT 2013/14**

3.1 Appendix 1 to the Report sets out the length of service of the current members of the Town Council together with their previous Mayoral service.

3.2 It should be noted that the formal election of the Mayor and Deputy Mayor is a matter for the Annual Meeting of Council and requires a resolution to that effect. Where there is more than one Member with the same number of years' service, the convention of this Council has been to alternate the appointment between the Political Groups within the Council.

3.3 Any Councillor with a minimum of two years' service in May 2013 will be eligible to be appointed Mayor at the next Annual meeting.

3.4 In accordance with convention, the present Deputy Mayor, Councillor Judith Clarke, will succeed the present Mayor at the Annual Meeting of Council.

- 3.5 With regard to the appointment of Deputy Mayor for 2013/14, the Labour Group has nominated Councillor John Knight. Following the usual convention, Councillor Knight would, if elected, succeed as Mayor in 2014/15.

4. **RECOMMENDATION**

The Committee is recommended to approve the nomination of:-

- (i) Councillor Judith Clarke as Mayor elect 2013/14;
- (ii) Councillor John Knight as Deputy Mayor 2013/14, based on the Council's agreed appointment procedure.

## APPENDIX 1

**SCHEDULE OF YEARS SERVICE  
ROYAL LEAMINGTON SPA TOWN COUNCIL (MAY 2013)**

| <b>Priority</b> | <b>Councillor</b>    | <b>Appointments</b>       | <b>First Elected</b> | <b>Years Service</b> | <b>Years since last appt Mayor</b> |
|-----------------|----------------------|---------------------------|----------------------|----------------------|------------------------------------|
| 1               | Judith Clarke        | Deputy Mayor 2012/13      | 2011                 | 2                    | -                                  |
| 2               | Tim Crockford        | -                         | 2011                 | 2                    | -                                  |
| 3               | Gurpreet Dulay       | -                         | 2011                 | 2                    | -                                  |
| 4               | Susan Ingleby        | -                         | 2011                 | 2                    | -                                  |
| 5               | John Knight          | -                         | 2011                 | 2                    | -                                  |
| 6               | Simon Lytton         | -                         | 2011                 | 2                    | -                                  |
| 7               | Ann Morrison         | -                         | 2011                 | 2                    | -                                  |
| 8               | Amanda Stevens       | -                         | 2011                 | 2                    | -                                  |
| 9               | Sarah Boad           | Mayor 1994/95             | 2002                 | 11                   | 19                                 |
| 10              | Roger Copping        | Mayor 1999/00             | 2002                 | 11                   | 14                                 |
| 11              | Bill Gifford         | Mayor 2001/02             | 2002                 | 11                   | 12                                 |
| 12              | Mota Singh           | Mayor 2004/05             | 2003                 | 10                   | 9                                  |
| 13              | David Greenwood      | Mayor 2007/08             | 2003                 | 10                   | 6                                  |
| 14              | Balvinder Singh Gill | Mayor 1998/99 and 2009/10 | 2002                 | 11                   | 4                                  |
| 15              | Alan Wilkinson       | Mayor 2011/12             | 2007                 | 6                    | 2                                  |
| 16              | Yvonne Moore         | Mayor 2012/13             | 2007                 | 6                    | 1                                  |



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 4<sup>TH</sup> FEBRUARY 2013**

**APPLICATION FOR FINANCIAL ASSISTANCE - LILLINGTON YOUTH CENTRE**

**1. PURPOSE OF THE REPORT**

To consider an application from the Youth and Community worker at Lillington Youth Centre for financial assistance with meeting the costs of a project to record the history of the youth club through an interactive project and painting a mural.

**2. BACKGROUND**

- 2.1 The Youth Club at Lillington occupies the Youth Centre attached to the Library and Community buildings at Mason Avenue. The premises are owned by Warwickshire County Council and the Youth Service continues to be delivered by employees of the County Council.
- 2.2 The Committee will be aware that it has previously supported youth related activities at both Lillington Youth Centre and the Youth club based at the Sydni Centre with funding set aside for youth initiatives. The budget for 2012/13 for youth projects is £7,000, of which £3,000 has been committed to support Hybrid Arts in delivering a weekly club for disadvantaged young people, primarily but not exclusively in the south of Leamington. A progress report on the outcome of that project will be made at the next meeting.
- 2.3 There have been no further bids to the Youth Fund this financial year. As a consequence the budget for this particular area of spending has been reduced in 2013/14 to £4,000. There remains £4,000 to allocate within the current budget.

**3. LILLINGTON YOUTH CENTRE PROJECT**

- 3.1 The Youth Centre will celebrate its 50<sup>th</sup> Anniversary in 2013 and it is hoped that this event would coincide with a project involving the Centre members and their predecessors in the local community.
- 3.2 The proposal relates to updating the interior of the centre to reflect the history of the youth club. It is proposed to introduce a large mural to a wall of the Centre which would depict key events, people and places associated with the Club over the 50 years of its life. Young people will lead the project and will interview members of the community to obtain stories and memories which will then be used to create images that will be painted on the wall. The painting of the mural will be undertaken by a professional artist.
- 3.3 The Community Worker considers that this offers a good opportunity to develop an inter-generational project which will allow the community to engage in collecting joint histories and memories. There are families within the area where several generations have links with the Youth Centre and youth club.
- 3.4 The cost of the project is expected to be as follows:-

Services of professional artist @ £100 a day x 10 days - £1000

Paint and equipment - rollers, trays, brushes, acrylic and emulsion paint. £150

**TOTAL**

**£1150**

- 3.5 Whilst the proportion of costs attributable to the services of a professional artist is high in relation to other costs, it is considered that this represents value for money and is based on competitive quotation. Other labour and supervision will be provided by the Youth Service and volunteers.

**4. CONCLUSION/RECOMMENDATION**

- 4.1 The present year budget for youth initiatives is presently in balance to the sum of £4,000. There is therefore sufficient funding available to support this funding request.
- 4.2 The Council supported a similar project at Lillington Youth Centre in 2012/13 and a summary of the outcome of that project is appended to this Report by way of background information.
- 4.3 The Committee's instructions are requested.



## **Appendix to Report No.10**

Dear Robert

I wanted to write and thank the town council for the money they kindly gave us last year and to let them know how the money was spent and how the youth centre is doing.

You kindly gave us money for an art project that we completed over the summer. (photos attached). About 30 young people worked on the wall over the summer holiday and completely transformed a very ugly part of the building.

The other project you gave us funding for was the junior youth club which continues to be very busy and we now have about 45 young people aged 10 to 13 attend every week. Over the last year your funding allowed the staff to do tons of activities with them - football competitions, arts, cooking etc. We had over a 1000 individual attendances for the year 2011 - 2012.

We were very lucky to gain funding from Warwick District Council for the junior youth club for the next three years so your grant really got us through a very difficult patch when we were not sure of the future of the centre at all. Lillington has been kept as one of the 5 remaining youth centres in Warwickshire and we are extremely delighted that we are here to carry on working with the young people in the area.

Best wishes to all at the town council.

Hollie Hutchings

Hollie Hutchings  
Senior Practitioner  
Targeted Youth Support  
Lillington Youth Centre  
Mason Ave  
Leamington Spa  
CV32 7PE



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 4<sup>TH</sup> FEBRUARY 2013**

**DONATION OF PARK BENCH**

**1. PURPOSE OF REPORT**

To consider a donation of public seating from the Bretheren Christian Fellowship.

**2. PROPOSED DONATION**

2.1 The Council has received an offer of the donation of a single bench from the Bretheren Christian Fellowship. The Fellowship meets regularly at its meeting Hall situated at Sandy Lane, Old Milverton Parish.

The fellowship, often known as the Plymouth Brethren Christian Church, is based on the Holy Bible as the Word of God. The Holy Bible is central to the Brethren way of life, beliefs, morality and code of conduct. Members believe the Bible to be the true Word of God, providing guidance for every part of life.

2.2 An informal approach was made to the Council some months ago to donate a single bench or seat. This was in recognition of the fact that many of the members of the Fellowship live in, work or are associated in some way, with Leamington Spa. The donation would be limited to the purchase cost of the bench.

2.3 The fellowship has asked that if the donation is accepted a plaque is attached to the bench conveying the identity of the benefactor. The precise siting of the bench would be a matter left to the Council's discretion.

2.4 The cost of erecting a typical bench is in the region of £80-£100 and would need to be met by the Town Council from within its street furniture budget. The bench would then become the property of the Town Council.

**3. RECOMMENDATION**

3.1 The Committee is able to determine whether it wishes to accept the offer of a donation of a bench to be located in a suitable location. The cost of erecting the bench would need to be met by the Council.

3.2 The Committee's views are requested.

