



STEPHEN MARKS
Clerk to the Town Council

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

Date: 07th October 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 13th OCTOBER 2022** in Room 5 at Leamington Spa Town Hall, Parade, CV32 4AT, commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

S Marks

CLERK TO THE TOWN COUNCIL

To Councillors: Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Ruggy Singh and Nick Wilkins.

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
3. **PUBLIC FORUM**

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

To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. MINUTES pp3-5
To consider and approve as a correct record the Minutes of the Meeting held on 08th September 2022 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. COMMUNITY SAFETY pp6-8
To receive an update in relation to Community Safety initiatives.
7. LOCAL TRANSPORT PLAN 4 CONSULTATION pp9-10
To consider WCC's current consultation
8. BUDGET SETTING 2023/24 – PROCESS / TIMELINE pp11-13
To consider the process for setting the 2023/24 budget and consider any key issues.
9. CONCESSIONARY PARKING DAYS p14
To consider offer of 2 concessionary parking days.
10. BUDGET / FINANCE MONITORING pp15-18
To undertake routine monitoring of budget / finance issues.
11. PAYMENTS p19
To consider and approve a schedule of payments arising.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 08th SEPTEMBER 2022, 6PM AT LEAMINGTON SPA TOWN HALL

Present: Councillors, Sarah Boad (Chair) , Alan Boad, Will Bryce, Mubarik Chowdry, Bill Gifford, Ruggy Singh. Jade McGhee, Nick Wilkins

Officers: Town Clerk

26. Apologies for Absence

Apologies were received from Cllr Judith Clarke.

27. Declarations of Interest

Cllr S Boad declared a non pecuniary interest in item 6 as a county councillor.
Cllr B Gifford declared a non pecuniary interest as a county councillor.

28. Public Forum

No representations / questions from the public.

29. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 13th July2022 (Report No.4) are confirmed as a correct record.

30. Matters Arising from the Minutes

SM noted work on red phone boxes had been done after approval of expenditure by full town council

31. Cycling and Walking

The committee received a presentation from WCC's Senior Transport Planner and considered report number 7.

WCC's Senior Transport Planner gave a presentation on the current approach to improving cycling and walking infrastructure in the town, as part of the wider context of improving transport and connectivity. Key points included:

-Through the process of developing the Local Cycling and Walking Infrastructure Plan (LCWIP) for the county, WCC have developed a network plan for each main town. The objective is to deliver improvements to make active travel and use of public transport more attractive.

-WCC has secured funding as part of the Government's 'Mini Holland Programme'. This will be spent on a feasibility study to identify possible improvements to transport infrastructure in the town, including improvements to cycling and walking infrastructure. No decisions have yet been made and WCC wishes to engage with

stakeholders to identify and assess options. Don't want to 'drive cars out' but focus is on a change of priority to prioritise pedestrians / cyclists.

-There is likely to be further government funding available from central government for the implementation of improved infrastructure, but this will depend on the development of ambitious and transformative proposals to improve transport infrastructure.

-Any future infrastructure will have to meet certain technical standards laid out in government guidance.

The Senior Transport Planner also responded to a number of questions.

-Kenilworth 2 Leamington Cycle Route consultation:

There was some discussion regarding the current consultation on part of the Kenilworth 2 Leamington (K2L) cycle route.

Some concerns were raised about the loss of some right turns. The Senior Transport Planner encouraged people to submit these comments to the consultation so that they can be considered further.

Resolved that the information received is noted and the Senior Transport Planner is thanked for his attendance and input.

Action: Town Clerk to circulate the Senior Transport Planner's contact details to Town Councillors.

32. Community safety update

The committee considered report number 7.

Resolved that the information provided is noted and that the Community Safety Officer had been invited to a future meeting.

33. Mayoral Car Update

The committee received an update in relation to the replacement of the mayoral car with a full electric vehicle.

Resolved that the information provide is noted, including the possibility that there may be a gap between return of existing vehicle and receipt of new one.

34. External audit arrangements

The committee considered report number 9 relating to the option of opting out of the SAAA central external auditor appointment arrangements.

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

35. Budget / finance monitoring

The committee considered report number 10 and related appendices regarding budget and financial matters.

Resolved

i) That the committee notes the information provided regarding budget monitoring / financial matters.

ii) That the committee notes the information regarding national pay award negotiations and the implications for the Town Council's 2022/23 budget and future 2023/24 budget setting.

36. Payments

The committee considered a schedule of payments arising

Resolved that the following payments are approved

Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Chq 106836	S Marks	Reimbursement for expenses (various) - Zoom subscriptions (Jun/July/Aug22 - £35.97) , office sundries - batteries - £ 5.49, recorded delivery postage - £2.35. Receipts provided.	£43.81	£0.00	£43.81
Electronic	Warwick District Council	Hire Council Chamber etc for Mayor's charity event (Inv 83272305)	£169.98	£17.99	£187.97
Electronic	Warwickshire County Council	Contribution to Lillington Library - (Inv10329125)	£1,754.00	£0.00	£1,754.00
Electronic	Godfrey Payton	Allotment rental - 6 months in advance (Invoice 19742)	£400.00	£0.00	£400.00
Electronic	Godfrey Payton	Allotment rental - 6 months in advance (invoice 19700)	£330.00	£0.00	£330.00
TBC	Binswood Allotments Society	Grant payments from grants awarded 2020/21 and 2021/22.	£2,200.00	£0.00	£2,200.00
Electronic	SLCC	Clerk - annual membership (Inv Mem240703-1)	£467.00	£0.00	£467.00
Electronic	K Geddes	Expenses Learn in Bloom various - Art in the park / Ecofest. Receipts provided.	£110.90	£0.00	£110.90
Electronic	PKF Littlejohn (appointed external auditor)	External audit fees - Inv SB20221583	£1,000.00	£200.00	£1,200.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£6,475.69	£217.99	£6,693.68

Report No 6.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

COMMUNITY SAFETY / ANTI SPIKING UPDATE

1. **Purpose of the Report**

To receive an update on Community Safety issues, including the anti spiking project to which the Town Council has contributed resources. WDC's Community Safety Officer will attend to provide an update.

2. **Background**

2.1 At its meeting on 15th December 2021, the committee considered a request from WDC's Community Safety Officer on behalf of the South Warwickshire Community Safety Forum to contribute to an anti spiking initiative, responding to concerns regarding the increasing incidence of drinks being spiked in the town.

2.2 The following background information was provided and the Community Safety Officer attended the meeting to discuss the initiative:

Numbers of drink spiking and needle stick injuries have seen a worrying rise over the past few months with Warwickshire reporting some of the highest numbers of incidents in the country. The Community Safety Partnerships across the county are working together to look at ways we can ensure a safer night out for everyone, this is especially relevant to Leamington as our area has the largest night time economy in the county.

Over the last few weeks I have been consulting with licensed premises across Leamington to see what measures are being put in place to reduce the risk of spiking in their venues. One area where I am hoping the Town Council can assist is some funding for anti-spiking resources and in particular foil safety lids which fit over glasses to deter would be spikers. These lids are already in use in one venue in Leamington with management reporting a rise in customers asking for them at the bar. A wider roll out of these lids is supported by the vast majority of venues and Warwick Universities Students Union.

£2000 will enable us to purchase 15,000 lids which would give each major venue an ample supply. Venues who use these resources will be promoted by the Students Union as safe places to go and will encourage venues to replenish their own stocks in the future.

More information of this resource can be found by following the link - www.stoptopps.com

- 2.3 Following further consideration of the matter at its meeting, the committee **resolved** that a £1905 contribution be made to the anti-spiking project.

3. **Project delivery / progress**

Work has now been undertaken to deliver the anti spiking project, along with a series of related activities. Some information is provided in the form of a WDC press release (circulated previously), the content of which is also attached as appendix A.

WDC's Community Safety Officer will provide a further update at the meeting.

4. **Recommendations**

That the committee receives and considers an update from WDC's Community Safety Officer in relation to the anti spiking project and related community safety initiatives.

Working together to ensure a safe night out in Leamington

Over the past year Warwick District Council's Community Safety Team has worked together with partners to implement several schemes to help combat violence against women and girls, as well as enhancing feelings of public safety.

In March this year, four of Leamington's major licenced premises underwent training to become 'Good Night Out' accredited. Funding was provided by the office of Warwickshire's Police and Crime Commissioner and enabled staff from Smack, Neon, Moo and The Neighbourhood to attend sessions to better understand, respond to and prevent sexual harassment and assault within their venues.

In addition, Royal Leamington Spa Town Council provided funding for anti-spiking resources to be supplied to venues in the town in response to a rise in reported incidents. 15,000 anti-spiking drinks lids were purchased and distributed to pubs and clubs, with a further 15,000 supplied by Warwickshire Police to venues within the county.

Further work has also been undertaken in the town, with the installation of new emergency contact points across South Leamington and the upgrade of two other existing points, made possible through a partnership bid to the Home Office for Safer Streets round 3 funding. The call points offer a direct link to Warwick District Council's CCTV control room which is monitored 24/7 by trained operators who can assist in emergency situations.

Councillor Judy Falp, Portfolio Holder for Health and Community Protection said: "We have a duty to protect our communities from harm with an emphasis on preventing incidents and safeguarding vulnerable people.

"Sexual harassment, assault and violence against women and girls has a deeply profound impact on the victims and their loved ones. Everyone in our community should be able to enjoy a safe night out, free from harm.

"These interventions we've worked on with partners including Royal Leamington Spa Town Council, Warwickshire County Council and Warwickshire Police are an important step in providing vital education to those working in the night-time economy to spot the signs and know how to respond to these issues should they arise."

Councillor Nick Wilkins, Mayor of Royal Leamington Spa, added: "I applaud the joint working in Leamington's community to address anti-social behaviour and welcome the "Good Night Out" campaign for a safer nightlife for all.

"Leamington Town Council were delighted to fund resources to prevent the spiking of drinks. Drink spiking is an appalling crime which not only affects victims physically, but it can also harm mental health.

"Everyone has the right to feel and stay safe while socialising and that's what this joint working aims to achieve."

Ends

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

LOCAL TRANSPORT PLAN 4 CONSULTATION

1. **Purpose of the Report**

To consider Warwickshire County Council's current consultation on Local Transport Plan 4 (LTP4). The consultation runs to 20th November 2022.

2. **Introduction / overview**

2.1 Warwickshire County Council has been developing an updated Local Transport Plan, referred to as LTP4. It has previously consulted on the key themes that it should include in the Plan.

2.2 WCC has agreed the following four key themes for the LTP4:
Environment
Well-being
Economy
Place

2.3 WCC has developed a proposed [Core Strategy](#) for the LTP, which shows how the four key themes link to the wider aims of WCC as identified in their Council Plan. These aims are:

Thriving Economy and Places – the right jobs, training, future skills, education, infrastructure and places

Best Lives - communities and individuals supported to live safely, healthily, happily and independently

Sustainable Futures - adapting to and mitigating climate change and meeting Net Zero commitments.

2.4 Supporting the Core Strategy are six proposed Key Strategies , which are:

Active Travel: a strategy to promote walking and cycling in Warwickshire to bring the physical and mental health benefits from these forms of transport to more people and protect the environment.

Public Transport: how we intend to work with bus and rail companies to improve the existing public transport network in Warwickshire.

Motor Vehicles: recognising the role of motor vehicles in the county as we move towards more sustainable transport options such as electric vehicles and hydrogen-fueled transport.

Managing Space: making changes to public spaces to make them more attractive places to be, cleaner and less dominated by vehicles, with the routes that connect them less congested.

Safer Travel: reducing the number of people injured on Warwickshire's roads and increasing the safety and attractiveness of all travel options.

Freight Strategy: managing freight movements across the county to promote and grow our successful economy.

- 2.5 Full documentation can be found at <https://ask.warwickshire.gov.uk/insights-service/local-transport-plan/> including the full Core Strategy and six key strategies.

3. **Survey / Questionnaire**

The consultation includes quite an extensive survey, which will be circulated separately. The survey document provides an overview of the key content of the draft strategies.

4. **Recommendation**

- i) That the committee considers WCC's current consultation on the LTP4.
- ii) That the committee identifies any comments it wishes to recommend to the Town Council as a response to the consultation.

Report No 8.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

BUDGET SETTING 2023/24

1. **Purpose of the Report**

To consider the process / timescales for preparing a budget for 2023/24

2. **Introduction / overview**

2.1 The Council is required to set its budget for 2023/24 by early January. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1st April. It is anticipated that the Council will be required to do this by the Council meeting on 12th January, 2023.

2.2 This report identifies the budget setting process over the coming months.

3. **Budget setting process / timings**

Policy & Resources Committee 13th Oct. <ul style="list-style-type: none">• Consider the process / timeline for setting the budget.• Early identification of any likely / possible budget issues for 2023/24	
	Political Groups – consider any budget issues they would like to raise / identify.
	Cultural & Community Committee identify any budget issues for 2022/23 at the meeting on 7 th November.
Policy & Resources Committee 16th Nov <ul style="list-style-type: none">• Consideration of 1st draft of budget for 2023/24, prepared by Town Clerk / officers.• Identification & discussion ref any further budget requirements / proposals	
	Political Groups – consider any budget issues they would like to raise / identify – provide information to the Town Clerk.

<p>Policy & Resources Committee 15th Dec</p> <ul style="list-style-type: none"> • Consideration of revised draft budget following discussions • Consideration of any other amendments / additions • Approval of budget for recommendation to Town Council on 12th Jan 22. 	
<p>Meeting of Town Council 12th Jan 22</p> <ul style="list-style-type: none"> • Approve a final budget for 2023/24, including identifying amount of funding required from the precept, in order to notify Warwick District Council 	

4. **New Budget items / proposals**

If any changes to the budget are to be proposed, it is important that these are identified as soon as possible during the process. It may well be the case that changes to the budget have other implications in terms of delivery, which go beyond simply the availability of funding and it is important that these are considered in adequate detail.

When considering any new budget proposals, the following information would help enable consideration of the item in more detail

- Project / activity description
- Amount of funding / budget proposed
- Nature of spend / costs (if known)
- Benefits / outcomes anticipated
- Contribution to Town Council Objectives
- Delivery implications / staffing capacity implications

5. **Likely / Key Issues**

Staffing costs. As is the case each year, staffing costs form a large proportion of the Town Council's annual budget. Staffing costs are influenced by national negotiations regarding annual pay awards and thus during the budget setting process the Town Council will need to consider the current year's negotiations / agreements and the potential situation for 23/24.. There may be other factors including for example changes to National insurance contribution requirements.

Inflationary costs. It is challenging to know exactly how this will impact on the Town Council's costs. While regular suppliers can be asked about any likely cost increases for 23/24, this is not always known / available from suppliers by January when the Town Council is required to set its budget.

Funding to third party organisations. The Town Council provides funding to a number of local organisations to support their work / activity, based on the benefits that this provides to the local community. Those organisations may be experiencing significant financial pressures / cost increases themselves, so consideration will need to be given to those situations.

6. **Recommendation**

That the committee notes and considers the process and timescales for developing a draft budget for 2023/24 to recommend to the Town Council.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

CONCESSIONARY PARKING

1. **Purpose of the Report**

To consider the offer of 2 days free parking in Warwick District Council car parks in the town.

2. **Introduction / overview**

2.1 As in previous years, Warwick District Council (WDC) is able to offer Town Councils two days of free car parking in District Council operated car parks in their town during the current financial year.

2.2 The committee is reminded that when considering this matter last year, it identified the following days/dates for the free parking - 7th November (Christmas Lights event) and 4th December 2021 (Small Business Saturday).

2.3 Discussion with Leamington BID has resulted in a suggestion that the same two events are supported through the free parking offer. Dates this year will be 6th November (Christmas Lights) and 03rd December 2022 (Small Business Saturday).

2.4 WDC would ideally like a month's notice to put the necessary arrangements in place. Because of the timescales associated with the timing of WDC confirming that the two days free parking will be available, the Town Clerk has indicated to WDC officers that 6th November and 03rd December are the dates anticipated, to enable them to plan ahead, particularly with the 6th November being so close.

3. **Recommendation**

3.1 That the committee considers the offer made by WDC and identifies the two days that it would request that parking in WDC car parks in Leamington Spa be made free of charge.

Report No 10.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

BUDGET MONITORING & FINANCIAL MATTERS

1. **Purpose of the Report**

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

2. **Introduction / overview**

2.1 The Policy & Resources Committee receives regular reports to enable it to monitor the Town Council's budget spend and to consider any issues arising from that monitoring.

2.2 Attached at appendix A is a list of transactions from August 2022, period five of the 2022/23 financial year.

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

3. **Issues of note**

3.1 Debit Card - The Town Council has previously agreed the use of a debit card (11th November 21 – minute 56). This is intended for small scale purchases where purchase online is the preferable/only option or in circumstances where staff would have to make purchases with their own funds and reclaim that back from the Council. Examples include – purchase of refreshments for events, online booking of stalls at events, online purchases where an order and invoice option is not available.

Payments made using this method would be routinely reported to Policy & Resources Committee or Town Council. As with all other payments – relevant Cllrs can log in and see all transactions at any time.

A request for a debit card has been submitted via online banking - and requires two of the Town Council's signatories to log in to approve it.

4. **Salary costs / pay award**

4.1 At the committee's previous meeting, information was provided about the current national pay negotiations. In summary - An offer was made by the national employers to the unions in late July.

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

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

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

- 4.2 It is understood that unions are still consulting their membership on the proposed pay award. The outcome of these negotiations will be reported as soon as practicable.

5. Recommendation

- i) That the committee notes the information provided regarding budget monitoring / financial matters and makes any comments.

Appendix B – budget monitoring

Budget monitoring 2022/23 - to end August 22				Policy & Resources Committee 13Oct22		
Cost Centre	Budget 2022/23	Expenditure at 31/08/22	Adjustment for 2021/22 expenditure	Balance of budget remaining £	% of budget unspent at 31/08/22	Notes
	£	£	£		%	
Allowances	18000	9147	4396	13249	74	
Salary costs	159000	62673	3983	100310	63	
Mayoral Transport	5265	1909	0	3356	64	
Civic Expenses	5565	818	0	4747	85	
Administrative Expenses	21360	7255	-1603	12502	59	
Property and Assets	26880	9660	0	17220	64	
Mayors Award	300	273	0	27	9	
Twinning (not LITS)	400	0	0	400	100	
Grants and Community Expenditure	161800	24014	0	137786	85	
Elections	20000	18994	18994	20000	100	By election costs for 21/22 paid in May22
Allotments	5800	234	0	5566	96	
Platinum jubilee contribution	10000	10000	0	0		
less income	100	636	0	-536	-536	
Total exc V.A.T.	434270	134341		315699	73	
Community Infrastructure Levy	Date Paid	Amount	Balance			
	31.03.22		31382			
	22.04.22	27915	59297			

Report No 11.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 13th OCTOBER 2022

PAYMENTS

1. **Purpose of the Report**

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

Payments will also be made to Community Grant recipients following the recent awarding of grants by Cultural & Community Committee.

		Policy & Resources 13.10.22			
		Payments for approval 13th Oct 22			
Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Electronic	Old Milverton Allotments Assoc	Grant payment - previous grant award.	£318.75		£318.75
Electronic	K Geddes	Expenses reimbursement - blue plaque event	£86.90		£86.90
Electronic	Warwick District Council	Printing - blue plaque inv 83273404	£48.00	£9.60	£57.60
Electronic	K Sangha	Lib Photo prize	£50.00		£50.00
Electronic	P Evans	Lib Photo prize	£35.00		£35.00
Electronic	B Erdos	Lib Photo prize	£20.00		£20.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£558.65	£9.60	£568.25