



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/TC/Mar22

Date: 18th February 2022

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 03rd MARCH at 6.00 pm.**

Members of the public wishing to attend are asked to contact the clerk to clarify the meeting arrangements and Covid related protocols.

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To All Members of the Council

Emergency Procedure - At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies.

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, in accordance with the Code of Conduct.

3. **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.

4. **COUNTY AND DISTRICT COUNCILLOR FORUM**
To receive updates from County and District Councillors in respect of those organisations.
5. **RISK REVIEW** pp3-11
To consider report No. 5 regarding a review of the Town Council's risks
6. **PROJECT / EVENTS UPDATE** p12
To receive an update relating to a number of projects / events.
7. **AUTOMATED PAYMENTS** pp13-14
To consider report No. 7 regarding the making of automated payments.
8. **POLICIES AND PROCEDURES** pp15-21
To consider report No. 8 regarding an updated Publication Scheme .
9. **MUSEUM LOAN ITEMS** p22
To consider report No. 9 detailing a request from the Leamington Art Gallery & Museum to extend the loan of items.
10. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES** pp23-24
To receive and consider any updates from the Town Council's representatives on external bodies.
11. **STANDING ORDERS** pp25-28
To consider report No. 11 regarding the updating of the Town Council's standing orders. (and separate appendix)
12. **CALENDAR OF MEETINGS 2022/23** pp29-31
To consider report No. 12 regarding a draft calendar of meetings for 2022/23.
13. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp32-56
 - i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 13th January 2022.
 - ii) To receive the following Minutes:
Cultural & Community Committee 01Nov21
Planning 16Dec21, 06Jan22, 27Jan22
Policy & Resources Committee 15Dec22
14. **FINANCE & PAYMENTS** pp57-59
To consider report No. 14 regarding financial matters, including any items / payments for approval.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 03rd MARCH 2022

AGENDA ITEM 5 – RISK REVIEW

1. **Purpose of the Report**

To consider the Council's current arrangements for managing risk and ensuring continuity of its business operations.

2. **Introduction**

- 2.1 The Council is required to periodically review arrangements to ensure that all risks arising from its activities and internal processes are appropriately managed. The Annual Governance and Return of Accounts statement required as part of the auditing of activity undertaken at the close of each financial year requires the Council to complete the following statement:-

“ We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover, where required.”

- 2.2 The methods of managing most risks faced by the Council are through its Standing Orders, Financial Regulations, internal processes and Insurance arrangements. This report assesses the effectiveness of these measures and identifies any other issues which the Council may need to address.

3 **Insurance Arrangements**

- 3.1 The Council currently maintains an all risks insurance policy with Zurich Municipal which supplies insurance products to a wide range of organisations including local Councils. The Council's Policy, which has been extended to run until 24th March 2023, provides for the following levels of cover for the Council's principal risks:-

Public Indemnity	£15 million
Employers' Liability	£10 million
Libel & Slander	£1 Million
Fidelity Guarantee (employees & members)	£500,000
Personal Accident	£500,000

- 3.2 The Council entered into a 3 year agreement with Zurich from 25th March 2020, with cover being reviewed and renewed annually during this 3 year period.
- 3.3 Should the Council be responsible for any events / activities outside the scope of the policy, separate insurance arrangements would need to be secured.

4. **Procedural Safeguards**

- 4.1 Most Council activity is regulated by the Council's Standing Orders and Financial Regulations and these documents are provided to every Member upon election. They are reflective of legislative requirements and changes and as such are periodically reviewed to ensure compliance. It has been identified that these documents should be reviewed in the coming months.
- 4.2 Other risks faced by the Council are largely managed through appropriate oversight by the relevant Committee of the Council and adherence to recommended good practice by officers. As a larger Local Council and member of the National Association of Local Councils, the Town Council benefits from direct access to advice available from the Legal Department of NALC. This ensures that in those instances where professional legal assistance is needed it is accessible within reasonable time frames at minimal cost.
- 4.3 Financial risk represents a significant risk to the Council. For example misappropriation of funds or the failure to maintain adequate balances to meet the Council's on-going revenue spending commitments. These risks are managed both through the Council's Financial Regulations, Standing Orders and Insurance. They are identified along with other operational risks in the summary at Appendix 1.
- 4.4 Security of Data integrity, particularly in the light of changes to legislation, remains an important area of risk and this is also emphasised in the measures in the audit of risks at Appendix 1.

5. **Risk update**

5.1 Covid-19

The Covid 19 pandemic has caused great disruption to the Town Council's activities, as it has to many organisations and the whole community. While it is hoped that the impact of the pandemic is easing, the implications of Covid will continue to be monitored and responded to accordingly.

5.2 New Town Clerk

When the last risk review was undertaken the new Town Clerk had only been in post a short while and the transition to a new Clerk was noted as a significant risk to the operation of the Town Council. With the Town Clerk having gathered more knowledge and experience of the Town Council's operations in the last 12 months, this risk is greatly reduced. However it is acknowledged that small staffing teams are inherently reliant on individuals who hold knowledge about certain processes and procedures. While this cannot be avoided entirely, significant efforts have been made to share information across the staff team and involve staff in different activities to ensure greater knowledge and resilience is built up within the team.

5.3 Policies and procedures

A review of policies and procedures has identified a number of such documents / processes that need to be updated. This work will be undertaken to provide a robust suite of policies for the Town Council, enabling it to deal with matters that arise in a robust and transparent manner.

5.4 Methodology

Following discussion by the Town Council the last time a review was considered, detail has been added to the methodology to more clearly differentiate between the likelihood of the impact and the severity, and how this results in the overall rating. Explanation of the methodology used is included, but it should be noted that there are many approaches that can be taken, that this is not an exact science and is to some degree subjective. However, efforts have been made to take a structured / robust approach. In addition, risk ratings should be taken as relative rather than absolute indicators

6. **Recommendation**

That the Town Council approves the review of the risks faced by the Council and the measures for controlling them set out at Appendix 1.

Appendix 1 - Royal leamington Spa Town Council risk assessment. March 2022. DRAFT

	Area of activity / risk	Who is affected / exposed?	Risk rating and score (Likelihood X Severity)	How managed	Actions / additional measures.	Additional comments
	ORGANISATIONAL					
1	Statutory compliance – Council Decisions & Policies	Council, Members; Officers	Medium 8: (2x4)	Consideration of legal aspects of decisions. Adherence to standing orders / legislative requirements. Direct access to Legal advice through WALC / NALC. Ongoing staff training.	Continue membership of WALC / NALC. Seek specialist legal advice if required.	
2	Loss of Data / Data Protection / electronic attacks.	Council; Service users; Members of the Public	Medium 8: (2x4)	Cloud storage for electronic files. Data stored securely on site. Data protection awareness amongst staff / Cllrs. Reminders ref IT good practice.	Review Data Protection Policy. Ongoing review of IT infrastructure and support.	
3	Failure of Business Support Systems	Council; Service users	Medium 8: (2x4)	IT improvements identified and implemented during 2020/21. Remote access to electronic files implemented. Website hosted externally by Intouch CRM	Options for IT infrastructure identified and quotes to be obtained. New finance / accounting software being introduced	
4	Theft/Loss of Civic items	Council, Mayor and elected Members	Medium 6: (2x3)	Items stored securely. Care taken when in use / transit. Insurance cover in place.		

	Area of activity / risk	Who is affected / exposed?	Risk rating and score (Likelihood X Severity)	How managed	Actions / additional measures.	Additional comments
5	Organisational effectiveness	Council; Officers	Medium 8: (2x4)	Internal Audit Review Staff training and sharing of good practice. Policies and procedures.		
6	Loss of / unavailability of key staff.	Council, Members, Staff	High 9 (3x3)	Holidays co-ordinated / aligned with relevant activities. Sharing of knowledge across team. Access to shared records.	Continue to spread knowledge / information across staff team.	
7	Covid related restrictions / issues	Council Members Staff Public	Medium 6 (3x2)	Continued monitoring of guidance and adherence to good practice.	Respond to evolving situation and regulations.	
8	Reputational damage	Council, Members, Staff	Medium 9 (3x3)	Standing orders and policies / procedures to govern town council actions. Protocols for publishing of information / communications.	Programme of updates / reviews of policies and procedures had been agreed.	
9	Offices	Council, staff	Medium 6: (2x3)	Lease in place for offices. Buildings maintained by WDC. Ability to work remotely if offices unavailable. Fire protocols in place		
10	Policies & Procedures – not suitable or not adhered to.	Council, Members, staff	High 9 (3x3)	A suite of policies and procedures is maintained to guide the Town Councils approach to a range of issues and assist / protect staff.	Programme of updates / reviews of policies and procedures has been agreed – will reduce likelihood.	

	Area of activity / risk	Who is affected / exposed?	Risk rating and score (Likelihood X Severity)	How managed	Actions / additional measures.	Additional comments
11	Compliance with employment law	Council, Staff	Medium 8: (2x4)	Training / awareness of legislation / good practice. External HR advice if required.	Update of staff / employment related policies	
	FINANCE					
12	Non compliance with Standing orders / Financial Regulations	Council	Medium 8: (2x4)	Reference to standing orders / finance regulations when dealing with agendas / meetings / decisions.	Update / review of standing orders – as part of wider policy review.	
13	Theft / fraud	Council, Staff	Medium 8: (2x4)	Regular bank reconciliations / checks. Further internal financial checks introduced during 21/22. Account viewing access provided to Cllrs. Internal audit undertaken annually. Fidelity Guarantee against fraud through Insurance policy	Review of banking provision to include suitable processes and arrangements.	
14	Budgetary control	Council	Medium 8: (2x4)	Regular Budget monitoring reports to committee. Regular bank reconciliation checks.		
15	Inadequate resources to meet commitments / unexpected costs	Council	Medium 6: (2x3)	Robust budget setting process Management of cash flow Consideration of reserves during budget setting. Review / identification of reserves at end of financial year.	Creation of reserves policy to guide reserve levels / management.	

	Area of activity / risk	Who is affected / exposed?	Risk rating and score (Likelihood X Severity)	How managed	Actions / additional measures.	Additional comments
16	Inappropriate awarding of grants / funds	Council	Medium 6: (2x3)	Clear grants policies / criteria. Grant awarding process via committee.		
17	Appropriate payments of salaries and adherence to HMRC requirements.	Council, Staff	Medium 6: (2x3)	Processed for recruitment and appointment. Processes for salary payments / authorisation. External payroll provider with systems integrated with HMRC. Annual increments reported to Council.		
	EVENTS / ACTIVITIES					
18	Injury / loss to staff / Cllr / members of the public	Members / staff / public	High 10: (2x5)	Risk assessments undertaken for specific events / activities. Engagement with partner organisations for major events. Adequate insurance in place – Public Liability (£15 million) / Employers Liability (£10 million).		
19	Staff welfare & safety	Staff / Council	High 10: (2x5)	Adherence to good practice Regular dialogue with staff to identify issues. Risk assessments and measures	Update of staff / employment related policies	
20	Driving – risk of accident / injury	Staff	High 10: (2x5)	Lease vehicle maintenance Insurance cover Suitable driving skills		

	Area of activity / risk	Who is affected / exposed?	Risk rating and score (Likelihood X Severity)	How managed	Actions / additional measures.	Additional comments
	MEMBERS					
21	Defamation	Council members	Medium 6: (2x3)	Libel & Slander indemnity insurance (£1 million)		
22	Compliance with Code of Conduct including reporting arrangements	Council members	Medium 6: (2x3)	Code of Conduct provided to members and regular reminders to maintain / update register of interests.	Revised / updated national code of conduct to be considered for adoption.	

Risk Matrix:

The below risk matrix is used to identify / assess risk levels or relevant activities.

		Likelihood				
		1 Improbable	2 Unlikely	3 Probable	4 Likely	5 Very likely
Severity / Impact	1 Low	1	2	3	4	5
	2 Minor	2	4	6	8	10
	3 Moderate	3	6	9	12	15
	4 Severe	4	8	12	16	20
	5 Catastrophic	5	10	15	20	25

Low
Medium
High
Extreme

The below table is intended to act as a guide to consideration / assessment of risks:

Assessment of risk severity / impact:	
Rating	Example/s
5. Catastrophic	Serious injury / death. Town Council unable to operate. Town Council reserves wiped out.
4. Severe	Serious Injury. Significant impact on community / services. Significant impact on Town Council's operations / finances. Significant stakeholder concern.
3. Moderate	Moderate financial impact. Disruption to services / operations. Moderate stakeholder / community concern.
2. Minor	Some impact on operations / services. Some stakeholder / community concern. Minor financial impact.
1. Low	Low impact operations / services. Low / negligible financial impact. Low stakeholder / community concern.

Assessment of risk likelihood	
Rating	
5. Very likely	Very likely / frequent
4. Likely	Significant chance
3. Probable	Moderately likely
2. Unlikely	Possible but not likely
1. Improbable	Negligible likelihood / rare

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD
ON 03rd MARCH 2022**

AGENDA ITEM 6 – PROJECT / EVENTS UPDATE

1. Purpose of the Report

To provide an update on a number of initiatives. Further information will be provided at the meeting.

2. Background

The Town Council has previously agreed a sum of £10k within its 2022/23 budget as a contribution to Queen's Jubilee celebrations. This is on the basis that the Town Council will work with Leamington BID and Warwick District Council to co-ordinate a celebration event.

3. Queen's Platinum Jubilee

2022 is the year of the Queen's Platinum Jubilee. A series of events will mark the occasion over an extended bank holiday weekend from 2nd – 5th June 2022.

Information can be found at <https://www.royal.uk/platinum-jubilee-central-weekend>

Dialogue has been taking place with Leamington BID and WDC officers. Current plans involve a proposed celebration event in Leamington Spa on Saturday 4th June. As discussions are ongoing, a more detailed verbal update will be provided at the meeting.

4. Lights of Leamington Feasibility

The Town Council has been advised that further work will be undertaken to explore the feasibility of the possible return of the 'Lights of Leamington'. A further update will be provided at the meeting.

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD
ON 03rd MARCH 2022**

AGENDA ITEM 7 – AUTOMATED PAYMENTS

1. Purpose of the Report

To seek approval for the payment of a number of regular bills and expenses by automatic electronic payment / Direct Debit.

2. Background

The Town Council already pays a number of its regular bills / payments by Direct Debit. In accordance with the Council's Financial Regulations, such payments need to be approved / renewed by Council at least every two years.

3. Payment by automated means

Payment by Direct Debit (or other automated means) is currently used by the Town Council for a range of services. This is an efficient method of making these regular payments, ensuring that they are paid in a timely fashion and requiring limited administrative time and resource.

The sums involved tend to be consistent throughout the year, although some may vary depending on the nature of the service. (E.g. telephone charges may vary depending on actual service use during that period).

It is proposed that the regular payments identified in table 1 in paragraph 4 are made routinely via automated means such as Direct Debit payments.

The Town Clerk monitors payments made by this method, ensuring that invoices received are accurate and match up with payments / transaction on bank statements.

As is currently the case, all payments made will subsequently be reported to the next suitable meeting of Council and / or Policy & Resources committee as part of routine financial monitoring, in order that a full record of transactions / payments made can be seen, considered and monitored.

4. Proposed regular payments

It is proposed that the payments listed in Table 1 below are made (or continue to be made) by automated payment mechanisms.

Table 1 – Payments to be made by Automated Means

Payment / service	Current provider / recipient	Current frequency
Salaries	Staff	Monthly
Member allowances	Members	Quarterly
Tax & NI	HMRC	Monthly
Pension contributions	Warwickshire Pension Fund	Monthly
Town Hall offices - rent	Warwick District Council	Quarterly
Town Hall Offices -service charges	Warwick District Council	Quarterly
Business Rates – Town Hall Office	Warwick District Council	Monthly
Business Rates – Mayor’s Parlour	Warwick District Council	Monthly
Broadband	Entanet International / CityFibre	Monthly
Web / email hosting	In Touch CRM	Quarterly
Telephone	BT	Quarterly
Mobile Phone contracts	TescoMobile	Monthly
Garage Rental	Warwick District Council	Monthly
Mayoral Car – Lease Charges	Toyota & Lexus Fleet Services	Monthly
Fuel (for mayoral car)	All Star Business Solutions	Ad hoc
Payroll Processing service	SD Worx	Monthly
Banking Charges	HSBC	Monthly
Software charges / subscriptions	Okapi Technology (Spa Computers)	Monthly
Printing / copier charges	Midshire Business Systems	Quarterly

Note: The Town Clerk liaises with the Council’s payroll provider to identify / approve relevant salary payments each month.

5. Recommendation

That the regular payments identified in Table 1 be approved for payment by automated means, such as Direct Debit.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 03rd MARCH 2022

AGENDA ITEM 8 – PUBLICATION SCHEME

1. Purpose of the Report

To consider and adopt an updated version of the Town Council's Publication Scheme

2. Background

The Town Council's Publication scheme has not been updated for some time.

At its meeting on 3rd February the Policy & Resources Committee received a report on the Town Council's current policies and key documents. Within that report was a recommendation that the Town Council's key policies and documents should be the subject of a rolling programme of review 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'. This recommendation was approved by the committee.

As such, it is intended to bring a range of policies / documents to Policy & Resources Committee and / or the Town Council for consideration and adoption. Ordinarily such documents would be taken to Policy & Resources initially to seek their views and recommendations, but in some circumstances and in order to speed up the process of reviewing numerous policies and documents, they may be brought directly to the Town Council.

3. Publication Scheme

- 3.1 The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

- 3.2 As well as responding to requests for information, public authorities must publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme must set out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

- 3.3 To assist with this, the ICO has developed a model publication scheme. The information to be released in accordance with the publication scheme represents the

minimum that must be disclosed. If a member of the public wants information not listed in the scheme, they can still ask for it.

Most public authorities will make their publication scheme available on their website under 'freedom of information', 'guide to information' or 'publication scheme'. If asked for any of this information, the Town Council should be able to make it available quickly and easily.

- 3.4 An updated version of the Town Council's Publication Scheme has been produced, based on the current ICO model publication scheme. It is attached at appendix 1. It should be noted that some of the documents identified need to be created / updated and loaded on to the website. This will be done as part of the ongoing review and updating of key policies and documents.
- 3.5 The model publication scheme makes provision for the Town Council to charge for information provided. In practice it is not anticipated that residents will be charged for information, but the publication scheme makes provision for this in case the Town Council should ever receive many or large or complex requests for information.

4. Recommendations:

- i) That the Council notes the contents of this report and comments on the draft Publication Scheme attached at Appendix 1.
- ii) That the Council approves a revised / updated Publication Scheme.

Royal Leamington Spa Town Council publication scheme. (Draft March 2022)

Introduction:

Royal Leamington Spa Town Council wishes to be open and transparent regarding its activities and to ensure it meets its responsibilities under the Freedom of Information Act 2000.

In order to do this, the Town Council will seek to proactively publish relevant information (e.g. on its website) to make it readily available to interested parties. In addition, information will be provided upon request if it is not already published and readily accessible, or advice will be given on how to find the information.



The purpose of this publication scheme is to identify the types of information that the Town Council will routinely publish / make available and the ways in which it can be accessed.

The information is broken down into a series of classes or types, along with information on how to best obtain that information.

The Town Council will make as much information available as possible on a routine basis. However there may be circumstances where the Town Council will not or cannot provide the information. These circumstances include for example:

- The Town Council does not hold the information
- The information is exempt under relevant legislation (e.g. Freedom of Information Act / Environmental Information Regulations), or the release of the information is not allowed due to other legislation.
- The information is readily and publicly available from an external website, to which a direct link can be provided.
- The information is archived, out of date or otherwise inaccessible.
- It would be impractical or overly resource-intensive to deal with the request.
- The request is vexatious.

Where we are not able to provide information we will seek to clearly explain the reasons for this. Should you wish to enquire about information and you cannot find it in the public domain (e.g. on the website), please contact us using the details below. Please include your contact details and sufficient detail to enable the Council to identify the information requested. We will attempt to respond as promptly as possible but have 20 working days to do so, which can be extended in certain circumstances.

Royal Leamington Spa Town Council, Town Hall, Parade, Leamington Spa, CV32 4AT. Tel: 01926 450906. E-mail: clerk@leamingtonspatowncouncil.gov.uk

Royal Leamington Spa Town Council Publication Scheme
Based on the Information Commissioner's Office Model Publication Scheme.

Information may be available on the Town Council's website, noticeboard or is available in electronic format or hard copy from Town Council officers.

Website – www.leafingtonspatowncouncil.gov.uk

Town Clerk – Tel: 01926 450906. Email: clerk@leafingtonspatowncouncil.gov.uk

Information to be published	How the information can be obtained	Cost See final page for costs
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
-List of Council members and their responsibilities as well a list of Council Committees -Details of any representation on local public bodies	Website / electronic / hard copy	
-Postal and email address -Contact details for Parish Clerk and Council members -Where possible, provide named contacts including contact phone numbers and email addresses	Website / electronic / hard copy	
-Location of main Council office and accessibility details	Website / electronic / hard copy	
Staffing structure	Website / electronic / hard copy	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / electronic / hard copy	
Finalised budget	Website / electronic / hard copy	
Precept	Website / electronic / hard copy	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website / electronic / hard copy	
Financial Standing Orders and Regulations	Website / electronic / hard copy	

Grants given and received	Website / electronic / hard copy	
List of current contracts awarded and value of contract	Website / electronic / hard copy	
Members' allowances and expenses	Website / electronic / hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website / electronic / hard copy	
Parish Plan	Website / electronic / hard copy	
Annual Report to Parish or Community Meeting	Website / electronic / hard copy	
Quality status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website / electronic / hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / electronic / hard copy	
Agendas of meetings (as above)	Website / electronic / hard copy	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / electronic / hard copy	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website / electronic / hard copy	
Responses to consultation papers	Within reports / minutes or electronic / hard copy	
Responses to planning applications	Contained within planning papers - Website / electronic / hard copy	
Bye-laws	Website / electronic / hard copy	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website / electronic / hard copy</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website / electronic / hard copy</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website / electronic / hard copy</p>	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>		
<p>Assets register, including details of public land and building assets</p>	<p>Website / electronic / hard copy</p>	

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	Website / electronic	
Register of gifts and hospitality	Website / electronic / hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website / electronic / hard copy	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website / electronic / hard copy	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		
Additional Information Information not itemised in the lists above		
Corporate Objectives	Website / electronic / hard copy	

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD
ON 03rd MARCH 2022**

AGENDA ITEM 9 – LEAMINGTON SPA ART GALLERY & MUSEUM LOAN ITEMS

1. Purpose of the Report

To consider the continued loan of items to Leamington Spa Art Gallery & Museum.

2. Background

The Town Council has been contacted by the Leamington Spa Art Gallery & Museum, requesting an extension of the loan of a number of items from the Town Council.

3. Loan Items

The Leamington Spa Art Gallery & Museum current has the following items on loan from the Town Council for display in the Museum:

- Henry Tandey's Freedom of the Borough Casket
- Henry Tandey's Victoria Cross (replica)

Their loan for a period of three years was agreed in early 2019, to the end of 2021. It is understood that this was an extension from the original loan date of 2015.

The Leamington Spa Art Gallery & Museum has requested that the loan of two items is extended for a further 3 years to the end of 2024.

Should the loan extension be agreed, the Clerk will sign an updated formal loan agreement which details the terms of the loan, including how the items will be handled, kept safe and fully insured etc.

4. Recommendation

That the extension of the loan of the described items to the Leamington Spa Art Gallery & Museum is approved.

REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD ON 03rd MARCH 2022

AGENDA ITEM 10 – UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

1. **Purpose of the Report**

- 1.1 To receive and consider any updates from the Town Council's representatives on outside bodies.

2. **Introduction / overview**

- 2.1 The Town Council has a number of representatives on external bodies. An important part of that role is to provide feedback to the Town Council on the activities of those bodies and any key matters arising.

Updates will be provided at regular intervals through the year to the Town Council or the relevant committee.

Where there is an update in relation to an external body, the Town Council representative will be asked to provide a short written summary for inclusion in a report. This can then be supported by a short verbal update at the meeting if required. It should be noted that there may not be a significant update for each external body at every meeting, depending on the nature and timing of their activities and meetings.

3. **UPDATES**

- 3.1 *Christmas Lights Event Working Group (Cllrs S Rasmussen and A Stevens).*

No update

- 3.2 *Warwickshire Association of Local Councils – County Committee (Cllr S Boad)*

A reminder about the Local Council Climate Action Day training that is taking place on 30th March.

This one-day workshop from the Centre for Sustainable Energy will help support town and parish councillors make sense of the scale of the climate emergency, and take action in the way that is most appropriate to their area and spheres of influence.

Please contact Stephen to book a place.

- 3.3 *Leamington Chamber of Trade (Cllr J Clarke)*

The Chamber's last meeting was an AGM, which it was not appropriate to attend.

- 3.4 *Warwickshire Pension Fund (Town Clerk)*

No update

3.5 *Creative Quarter Partnership Board (Cllr S Rasmussen)*

Likely to be addressed through new Transformation Board (see 3.8)

3.6 *Future High Streets Fund (Cllr J Clarke)*

Likely to be addressed through new Transformation Board. (see 3.8)

3.7 *Leamington International Twinning Society- Executive Committee (Cllr A Stevens)*

Stephen Marks, Katherine Geddes, Margaret Begg (Bruhl Co-ordinator on LITS committee), FBS reps and a member of Bruhl Council (with a portfolio for culture and sport) met virtually on 28th January to discuss next year's 50th anniversary, and how the scope of the link might be broadened.

The tripartite residential weekend in Oxford has been cancelled.

Plans are in hand for the proposed outgoing trip to Sceaux from May 6th - 10th May. Numbers for the coach from Leamington are currently 17, not far off the target of 20. The coach will probably be viable with 17 - just - but it would be great if more members/councillors came forward.

The AGM is to take place at the Dormer Conference Centre on Friday 11th March at 7.30 pm."

3.8 *Leamington Spa Transformation Board (Cllr S Rasmussen)*

A board meeting is planned for 22nd February, so an update will be provided after.

4. **RECOMMENDATIONS**

i) That Council notes the updates provided and receives any further comments from its representatives on external bodies.

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD
ON 03rd MARCH 2022**

AGENDA ITEM 11 – REVIEW / UPDATE OF STANDING ORDERS

1. Purpose of the Report

To consider a review / update of the Town Council's Standing Orders.

2. Background

The Town Council's Standing Orders are a key governance document. They are the agreed procedures for the way the Town Council will work with regard to discussions, decision-making, the conduct of meetings and the setting up of committees and other activities.

Although some minor amendments were agreed in relation to electronic payments in November 2021, a full review of the Standing Orders has not been undertaken for some time.

This report begins the process of updating the Town Council's standing orders. It is intended to also bring forward a review of the Town Council's Financial Regulations.

3. Review / Update

- 3.1 Attached at appendix 1 is an initial draft of revised / updated Standing Orders for the Town Council to consider. The draft is based on the 'NALC model standing orders for England 2018 (revised 2020)', which many town and parish councils use as the basis for their standing orders. Some parts of the draft standing orders are in **bold**. These sections are based on legislative requirements and as such NALC advises that these should not be amended in a way that amends their meaning. Other sections not in bold are simply intended to help councils operate effectively but can be changed to reflect the needs of the individual Town / Parish council as required.

In section 3 relating to meetings, the standing orders are shown with colour coding. Comments with a red bullet point relate to Full Council meetings, orange bullet points relate to Committee meetings and green relate to sub-committee meetings.

3.2 The initial draft has been produced using tracked changes and highlighting.

This clearly shows where the initial draft differs from the NALC model standing orders. Section 4 of this report identifies specific parts of the model standing orders where the content of the model SOs do not seem to meet the needs of this Town Council, or where further consideration is needed to ensure that the Standing Orders are appropriate.

- 3.3 The Town Council's views on this initial draft are sought, specifically taking into consideration the issues identified in section 4. It is then proposed that further

amendments are made to the draft Standing Orders and they are brought back to a subsequent meeting of the Town Council for consideration and adoption.

4. Specific issues for consideration

This section of the report identifies a number of sections within the NALC model standing orders that:

- Are worth noting.
- Differ from current practices of the Town Council and thus may need amending, or
- Where further consideration of the processes / wording is required.

The Town Council is asked to consider these, in order to inform the next draft of the Standing Orders. The comments identify the paragraph / section numbering in the draft Standing Orders document to which they refer. It should be noted that the model standing orders do allow for all or part of a standing order to be suspended by resolution, except one that incorporates mandatory statutory or legal requirements.

- 4.1 Section 1b requires all motions to be seconded, which is in accordance with current Standing Orders.
- 4.2 Section 1t requires the Town Council to identify a time limit (in minutes) for speeches by a Councillor in relation to a motion, subject to the chair consenting to a greater duration. 3 minutes is proposed.
- 4.3 Section 3c requires one of the sentences to be deleted.
- 4.4 Section 3f requires the Council to identify a time limit for public participation sections of meetings. 30 minutes is suggested.
- 4.5 Section 3g requires the identification of a time limit for individual members of the public to speak. 5 minutes is suggested.
- 4.6 Section 3i has been amended so that standing at meetings to speak is not required (standing in the Council Chamber is not in fact conducive to the use of the microphones). A further amendment is to add that indicating to speak can be done by raising of the hand **or any other manner that the chair agrees** – this would accommodate for example use of the microphones in the Council Chamber to indicate that a member wishes to speak.
- 4.7 Section 3x requires the Council to identify a maximum duration of a meeting. 3 hrs is suggested but 2 hrs could be considered. It is anticipated that a 3 hour limit would only be needed in exceptional circumstances. In practice meetings are generally only expected to be between 1 and 2 hours.
- 4.8 Section 4d v. refers to the Full Council appointing substitute committee members if the ordinary committee member is not able to attend. In practice the Town Council has enabled Councillors to send a substitute when they are not able to attend. If the

Town Council wishes to retain this approach for its committees, it is proposed that the following clause is added in to standing orders in an appropriate place:
Councillors who are unable to attend a committee or sub committee of which they are a member, may send a substitute Councillor on their behalf, subject to them advising the Town Clerk / relevant officer in advance of the meeting.

The draft standing orders suggest notice should be given x days in advance of the meeting, but this partly seems to defeat the point of being able to send a substitute. There is an assumption that the substitute would be a member of the same political group, but this is not explicitly addressed.

- 4.9 Section 4d vi suggests the full council shall appoint the chairman of a standing committee after appointing the membership of the committee. In practice the Town Council has previously enabled committees to elect their own chair and vice chair. **The Town Council is asked to consider which approach it wishes to take.** Subsequent clauses of the model standing orders refer to the chair of committees. It would be very clear who the chair of a committee was immediately after the meeting of Council if it was indeed agreed by the Full Council.

Section 4d viii states the Council will determine notice requirements and quorum for a standing committee. Suggest 3 clear days for all committees (as per 3c) and quorum of half committee members, as per current arrangements.

- 4.10 Section 4d ix states that the Council shall determine if the public may participate at a committee meeting. The Council's view is sought on this matter. Currently the public may participate in the public forum section of committee meetings.
- 4.11 Section 4d x states that the Council shall determine if the public and press are permitted to attend the meetings of a sub committee and also the advance public notice required, if any....
- 4.12 Various sections of the model standing orders refer to Councillors as he / his. It is suggested a non gender specific term is used – they / their.
- 4.13 Section 5j suggests a whole list of matters that 'shall' be included within the business of the annual meeting. It seems far from practical that all of these matters should be addressed in one single meeting. Therefore it is proposed that items 5j i and ii '**shall**' be included in the annual meeting but that items iii to xxi '**may**' be included in the meeting. This will give the Town Council the flexibility to address these matters at the most suitable meeting / time of year.
- 4.14 Section 6d requires number of days and numbers of members in relation to extraordinary meetings.
- 4.15 Section 7a requires identification of number of Cllrs required for a special motion to reverse a motion within 6 months. Suggest 6 which is same as current Standing Orders.

- 4.16 Section 9b requires identification of number of days notice required to provide written notice of a motion to the Proper Officer (Town Clerk). Suggest 10 days to enable time for it to be added to agenda. Section 9d requires identification of number of days notice for clarification of a motion. Suggest 7 days to allow time for inclusion on agenda after clarification.
- 4.17 Section 13e Need to identify whether proper officer or relevant meeting should make decisions re granting dispensation. Suggest this is the relevant meeting. Section 13g – suggest dispensation is considered at beginning of relevant meeting.
- 4.18 Section 15b ii – identify number of days notice for withdrawal of motion. Suggest 7 days.
- 4.19 Sections 15b xiv and xv – amendments suggested to reflect the Council's practices in relation to planning application.
- 4.20 Section 17c, suggest re-wording to reflect actual practice regarding financial monitoring and reporting.
- 4.21 Section 17e – amendments to reflect practice – draft annual governance and accountability return is circulated with relevant meeting papers.
- 4.22 Section 18d – minor amendments proposed to reflect modern practices.
- 4.23 Section 19- need to amend sections b, c, e and f and refer to absence, appraisal and grievance policies (to be produced / updated).
- 4.24 Section 24 - Council to consider whether invites to District / County / Unitary Councillors are necessary or whether the publication of meeting dates and agendas is adequate. And whether letters to District / County / Unitary authority should be sent to ward Cllrs.
- 4.25 Section 26b – need to identify number of Councillors required to propose special motions to add, vary or revoke one or more standing orders.

5. Recommendations

- i) That the Council comments on the draft Standing Orders as contained in Appendix 1.
- ii) That a revised version of the draft Standing Orders is brought back to the next meeting of the Town Council for further consideration and adoption.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 03rd MARCH 2022

AGENDA ITEM 12 – MEETINGS CALENDAR 2022/23

1. Purpose of the Report

To consider and agree a calendar of meetings for 2022/23.

2. Background

A draft calendar of meetings for 2022/23 has been produced.

3. Issues for consideration

- 3.1 It is understood that prior to the Covid Pandemic, meetings of the full Town Council would have taken place in the Council Chamber at the Town Hall, while meetings of the Town Council's other committees / groups would generally have taken place in the Town Council's own meeting room adjacent to its ground floor office. Due to the Covid pandemic and the requirement for social distancing and related measures, this meeting room has not been suitable for recent committee meetings. As such, during 2021/22 further bookings of the Council Chamber or other WDC meeting rooms have been required to ensure that meetings can go ahead in a safe manner and in accordance with Covid guidelines / good practice.

It appears that progress is being made in relation to the Covid pandemic, but it remains unclear whether / when we will be able to return to the Town Council's own meeting room for committee meetings. Therefore, for the time being, enquiries have been made with WDC regarding availability of suitable meeting rooms and the suitability of the Town Council's own meeting room will be kept under review.

- 3.2 Efforts have been made to avoid clashes as far as possible, including consideration of WDC's calendar of meetings.

4. Climate Change Group

At its meeting on 18th November 2021, Policy & Resources committee agreed to recommend to the Town Council that £5k be allocated specifically to climate change initiatives within the 2022/23 budget and that this be linked to the Town Council's climate change group. This allocation of budget was subsequently agreed by the Town Council when it set the 2022/23 budget on 13th January 2022.

The Town Council's Climate Change Group currently operates as a working group, rather than a formal committee. If it was to be established as a formal committee, this would require a much more formal approach to the management of the group, including formal agendas, face to face meetings and also providing access to the public. This would require significantly more officer time. Operating as a working group would enable matters to be considered, with formal issues / decisions being

brought to Policy & Resources committee for decision, including budget spend. The Communications Working Group currently operates in this way and seems to be working effectively and efficiently. It is therefore recommended that the Climate Change Group operates as a working group.

A further meeting of this group will be arranged shortly and WDCs Director of Climate Change has offered to attend

5. Recommendations

That the draft calendar of meetings is considered and approved.

Royal Leamington Spa Town Council - DRAFT Calendar of meetings 2022-23		Draft 03Feb22													
Month		May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	
		2022									2023				
MEETING	Day														
Council	Thursday		9	21		29		10		12		2			
Annual Council		Thurs 19												Tues 16	
Policy and Resources Committee	Wednesday			13				16							
	Thursday		16			8	13		15		2	16	27		
Cultural and Community Committee	Monday		13			12		7		9		6	24		
Planning Committee	Wednesday		9	20											
	Thursday	12	30		11	1,22	13	3,24	15	5, 26	16	9, 30	20		
Allotments Sub-Committee	Monday						17								
Annual Town Assembly See Note (1)	Tuesday											14			
All Meetings commence at 6.00 pm unless otherwise stated															
<i>(1) Annual Assembly of Electors of the Town of Royal Leamington Spa. This is not a Meeting of the Town Council though it is arranged by the Council and Chaired by the Mayor</i>															

DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 13 JANUARY 2022.

PRESENT: Councillors Janet Alty, Alan Boad, Sarah Boad, Julija Boulton, Will Bryce, Mubarak Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee, Louisa Radice, Ruggy Singh, Amanda Stevens and Nick Wilkins.

Officer: Town Clerk.

64. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr D Brunson and Cllr S Rasmussen.

65. **DECLARATIONS OF INTEREST**

Cllr B Gifford declared a non-pecuniary interest as a member of Warwick District Council and Warwickshire County Council DC.

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

66. **PUBLIC FORUM**

There were no representations from members of the public.

67. **COUNTY AND DISTRICT COUNCILLOR FORUM**

Cllr S Boad WCC – RLSTC responded to Bus Service Improvement Plan consultation. Plan is now out for consultation. Will be considered further at Policy & Resources committee meeting in early February.

Cllr A Boad – WDC – giga factory permission approved earlier this week.
South Warwickshire Local Plan - proposed sites have been published (that developers would like to develop).
Prince's Drive bridge refurbishment having an impact on traffic this week.

Cllr B Gifford – Work on the bridge is both refurbishment and maintenance work.

68. **COMMONWEALTH GAMES STREET DRESSING**

The Council considered report No. 5 regarding the proposed Commonwealth Games Street Dressing. It was noted that there was a Commonwealth Games briefing for Cllrs scheduled for 26th January. Invitation to be circulated to all Town Councillors.

Resolved

That the Town Council makes a £12k contribution to the Commonwealth Games Street Dressing, via a contribution to WDC.

69. **BUDGET 2022/23**

The Town Council considered a report regarding the draft budget for 2022/23 and the setting of the precept for 2022/23.

Cllr S Boad noted that RLSTC could sponsor the WWT peregrine webcam.

A proposal was discussed to provide funding support to Warwickshire Wildlife Trust to support the continued operation of the peregrine webcam at Leamington Spa Town Hall.

Resolved

- i) That the recommended budget for 2022/23, as set out in report 6 is approved.
- ii) That the revenue budget for the Council for the financial year 2022/23 is £434,370
- iii) That Warwick District Council is advised that the total budget requirement to be met from the precept is £421,770
- iv) That £360 be paid to Warwickshire Wildlife Trust to support the continued operation of the Peregrine Webcam.

70. **REVIEW OF DELEGATED AUTHORITY**

The Town Council considered report no 7. regarding delegated authority.

Resolved

- i) That the continuation of the delegations to the Town Clerk, as identified in the report is approved.
- ii) That the delegation arrangements are reviewed in June 2022 or as soon as practicable thereafter.

71. **APPOINTMENT OF CHAIR / MAYOR AND DEPUTY CHAIR / MAYOR FOR 2022/23**

The Town Council considered the issue of the Mayor and Deputy Mayor for 2022/23. Proposed that Cllr Alan Boad will be the deputy.

Resolved –

- i) That Cllr Wilkins be nominated at the annual meeting in May as the Mayor for 2022/23.
- ii) That Cllr A Boad be nominated at the annual meeting in May as Deputy Mayor for 2022/23.

72. **MAYORAL PROTOCOL**

The Town Council considered report No. 9 regarding a proposed Mayoral Protocol. Some minor amendments were discussed and agreed.

Resolved

That subject to the minor amendments discussed, the Mayoral Protocol is approved.

73. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES**

The Town Council considered report No. 10 providing updates from its representatives on external bodies. It was noted that WALC were hosting 2 climate change sessions

on 19th Jan and 30th March. It was noted that the proposed three way twinning re-union scheduled for Oxford in early April has been postponed.

74. BY ELECTION RESULT AND COMMITTEE MEMBERSHIP

The Town Council considered report No. 11 regarding the recent Willes by-election and welcomed Cllr Ruggy Singh to the Town Council.

Resolved that

- i) Cllr Ruggy Singh be added to the membership of the planning committee.
- ii) The membership of other committees is reviewed as usual at the start of the 2022/23 year.

75. ANNUAL MEETING 2022/23

The Town Council discussed the arrangements for the annual meeting in May. It was noted that a lower key meeting would be appropriate considering the ongoing Covid situation. Options of 12th May, 16th May and 19th May were discussed.

Resolved – that the Town Clerk liaise with relevant Cllrs and finalise the date of the Annual meeting.

76. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

Resolved that the minutes of the Town Council on 11th November 21 are confirmed as a correct record.

Resolved that the minutes of the following meetings are received and noted:

Culture & Community Committee 14June21, 20Sept21

Planning – 02Sept21, 23Sept21.

Policy & Resources Committee – 09th Sept21

77. PAYMENTS

Resolved to approve the following payments.

Payments for approval		Leamington Spa Town Council 13.01.22			
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwick District Council.	Contribution to Community Safety Partnership anti spiking project - approved Policy & Resources Committee 15Dec21	£1,905.00	£0.00	£1,905.00
Electronic	SLCC (Society of Local Council Clerks)	Staff CiLCA (Certificate in Local Council Administration) qualification registration.	£410.00	£0.00	£410.00
Electronic	Warwick District Council.	Contribution to Commonwealth Games Street Dressing (final sum to be considered / agreed at Town Council meeting 13Jan22)	£12,000.00	£0.00	£12,000.00
Electronic	Warwickshire Wildlife Trust	Contribution to Peregrine Webcam at Leamington Town Hall	£360.00		£360.00
					£0.00
					£0.00
			£14,675.00	£0.00	£14,675.00

**MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD
VIA ZOOM ON 1st NOVEMBER 2021**

Present: Councillors David Brunson (Chair), Jennifer McAllister, Amanda Stevens, Jade McGhee, Judith Clarke, Will Bryce and Louisa Radice

Katherine Geddes (Democratic Support Officer), Johnathan Branson (Projects & Development Manager, Arts Service, Warwick District Council), Rose Winship (Head of Cultural Services, Warwick District Council) and Clint Parker (Warwickshire County Council Arboricultural Area Manager)

26. **APOLOGIES FOR ABSENCE**

Cllr Julija Boulton.

27. **DECLARATIONS OF INTEREST**

Councillor Stevens declared a non-pecuniary interest as the Town Council representative on Leamington International Twinning Society and on Leamington in Bloom.

Councillor McAllister declared a non-pecuniary interest as the Town Council representative on the Leamington Blue Plaques Group.

28. **PUBLIC FORUM**

There were no representations from Members of the public

29. **WDC CULTURAL SERVICES UPDATE**

Johnathan Branson (JB) introduced himself and began his presentation with an outline of his role in the management of the Warwick Area Creative Compact - this project provides strategic leadership for the cultural and creative industries in the district and will deliver the 5 year creative framework – https://www.warwickdc.gov.uk/downloads/file/6090/warwick_districts_creative_framework

The compact is made up of 19 local leaders from local arts/creative/tourist organisations, and works across sectors to make new connections and drive new partnerships. Its activities are informed by five agreed strategic themes; Engagement, Voice, Pathfinding, Place making and Innovation, and these activities are based on the results of sector-wide consultation.

- With regard to the Commonwealth Games in 2022, there will be a CultureFest which will showcase and celebrate arts and heritage venues, artists, and creatives in the area in a month-long festival with events and activities taking place across Leamington, Warwick, Kenilworth and Whitnash from Saturday 16 July to Sunday 21 August 2022. Arts/creative organisations and groups are welcome to apply for funding to stage events/workshops/projects which match the criteria of Children and Young People, Families, and People and Communities that established cultural institutions do not engage. Both small and large-scale works can be supported. Applications are open now until March 2022.

- There will also be a Warwickshire County Council funded (£30,000) arts challenge to provide a new sculpture to be located on the grass outside the Spa Centre.
- The railway station underpass will be revamped for the Commonwealth Games with a colour palette mechanism whereby colours are showcased which have particular relevance and connection to Leamington Spa – local people to be asked which colours they feel represent the town.
- A mapping exercise is to be carried out to show where existing public art pieces are located in the Creative Quarter. A recent consultation has shown that a majority of residents support street art pieces, more of which have appeared recently in the Old Town area.
- Redevelopment of the Town Hall as a creative hub is moving forward as part of the Future High Street Funding WDC received from central government. Technical drawings are now being developed based on the responses to the concept drawings done in 2019. The Town Council will be a significant consultee throughout the process as one of the anchor tenants of the building.
- The next SPARK symposium is scheduled for Friday 11th February 2022 at the Spa Centre.

Discussion then took place around the Town Hall redevelopment project and a lack of communication about how this is being delivered and taken forward by WDC. JB explained this is a separate project to those under the Creative Compact or the Commonwealth Games and will come under the new Transformational Framework Group whose membership has not yet been decided. The Town Council will be invited to sit on this Group.

The conceptual drawings shared with the Town Council previously had been welcomed as positive changes to update and future proof the building. JB confirmed this project will include upgraded toilet facilities, better meeting rooms, better access for all, cycle storage, 5G enablement and the opening up of the front reception area to become more bright and open, and to better highlight the Victorian design. It was mentioned that an appropriate annual maintenance budget must also be put in place for the property by WDC as well as the Future High Street Funding.

Rose Winship (RW) pointed to the recent move to the Town Hall of Motionhouse Dance Company which is now based in the Assembly Hall for rehearsals as a positive example of creative support by WDC. Whilst this is acknowledged by members, it was relayed that the noise Motionhouse make during their rehearsals is impacting some existing meetings now and will do so in the future unless some mitigation measures are put in place. It was suggested that some level of sound proofing be installed or meeting rooms be booked outside of rehearsals.

It was pointed out that the Town Council has not been asked to participate in any consultation on the proposed sculpture outside the Spa Centre as yet and also that any public consultation on street art must be robust and open to all so it is properly representative of Leamington residents. There are numerous arts organisations and

groups in Leamington who produce affordable live performances for residents – these organisations are being hit by recent increases in the hiring charges to use the Spa Centre thereby reducing any profits. This needs to be addressed by WDC.

JB explained that there are roadshows and open surgeries planned to involve as many local arts groups/organisations as possible and would appreciate the Town Council's assistance in spreading the word about these. He also stated that he would be happy to meet with any Town Council members and have a walk around Leamington to discuss any ideas/input.

The Committee thanked JB and RW for the presentation and ensuing discussion. They left the meeting at 6:44pm.

30. **STREET TREES**

Clint Parker (Warwickshire County Council Arboricultural Area Manager) (CP) attended the meeting to give an update on progress with street tree planting and maintenance in Leamington in 2021:

- Finished surveying 10,000+ trees recently – a work programme is being drawn up for those which need work or removal. Each tree surveyed has a 'state of tree' check with an emphasis on maintenance and improvement. Trees on the Town Council's list are included in this work programme.
- Every item on the Town Council's current list has been addressed for this year's works – trees have been ordered where possible and the budget from the Town Council has been expended up to end of March 2022.
- Looking to plant 500,000 trees across the county in total next year so a big challenge ahead.
- Tree removal works will be going ahead where trees are judged unsafe or having come to the end of their cycle. Replacements will be made where appropriate – these to be staggered over a period of years.
- Members were shown the tree mapping system used by the Forestry Section to show new trees, tree maintenance and tree removal across Leamington.
- CP stressed there has been heavy investment in Leamington this year. A new tree list for 2022 planting from the Town Council is welcome and encouraged

It was queried whether the tree mapping could be made available to the public – it cannot due to lack of staff capacity to deal with enquiries at the moment.

It was noted that local residents are asked and encouraged to water new saplings as there is little County Council budget for watering trees and any funds which are expended on watering cannot then be spent on more trees.

The Committee thanked CP for his attendance and update. He left the meeting at 7:20pm

31. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 20th September 2021 are confirmed and signed as a correct record.

32. **MATTERS ARISING FROM THE MINUTES**

Members have been invited to attend a guided viewing of the Warwickshire Open Studios exhibition currently on display at the Leamington Spa Art Gallery. This exhibition marks and celebrates the organisation's 20th birthday and it received funding via the Town Council's Community Grant Fund. Don Mason (who led this funding application) has offered to show any members around the exhibition on an upcoming Saturday morning should anyone wish to attend. Dates available are 13th, 20th or 27th November or 4th December.

KG will circulate these dates via email after this meeting and members can select their first and second choices. The most popular date will then be the chosen date.

33. **BLUE PLAQUES GROUP UPDATE**

- Blue Plaque for Eddie Hapgood unveiled successfully on 23rd September with a turnout of about 50 people including family members and representatives from Arsenal and Leamington Football Clubs. Unveiling was followed by a short reception at the Town Hall with music and a rolling presentation on Eddie. Blue Plaque Group members happy with the event and a good local press coverage.
- Special Interest Plaque has been ordered and will be delivered to 27 Woodbine Street. Property owners to organise erection of Plaque. Date to be agreed with the BP Group members and the Mayor for unveiling hopefully in December with members of The Specials and the owner of the Studio keen to attend.
- Listed Building Consent application has been submitted to WDC for a Blue Plaque at the Iceland building on Bath Street for Margaret Maitland Fowler. Is now in the system with comments set to close on 1st December. To be funded by the owner of the property and by the Leamington History Group.
- Wording for a Blue Plaque for Eleanor Doorly at 23 St Mary's Crescent has been agreed by the property owner, King's High School and Miss Doorly's nephew. Order for this Plaque to be placed - £200 contribution to come from the school.
- Other nominations are being researched and pursued for completion in 2022/23 include Christopher and Janey Ironside, the World War 2 Camouflage Unit at the Regent Hotel (Travelodge) and Eleanor Velasco Thornton.

34. **LEAMINGTON IN BLOOM UPDATE**

Floral Trains

Returned to WDC depot for storage until next year.

Colours for 2022 will be red, white and blue to reflect the Queen's Platinum Jubilee celebrations (red geraniums, white petunias and blue verbena). Plants to be purchased through WDC Green Spaces team again and grown on by them until delivery time in May 2022. Colours of hanging baskets for 2022 will be green and pink reflecting the colours of the Commonwealth Games.

Magazine

Currently being collated and designed by Annabel Rainbow (volunteer). 2021/22 version to be printed early 2022.

Portfolio

Secured a fifth consecutive Gold award in the small city category in September from Heart of England in Bloom.

Green Grants

Five green grants of £200 each have been allocated to schools which applied for green projects on their sites. These are St Joseph's Catholic Primary, Shrubland St Primary, Clapham Terrace Primary, St Margaret's Junior School and Briar Hill Infants School. Another one submitted by Lillington Primary School requires more information/detail before a final decision is made.

Presentation of certificates/cheques

Cheques were presented to the three winners of the LiB Photographic Competition on the steps of the Town Hall by the Mayor on 21st October. Certificates were also presented to some of the winners in the retail/commercial competition.

Calendars 2022

These have been designed and printed by WDC using last year's template. 100 copies were printed and are available via the TIC at the Pump Rooms. Advertised via social media, websites and posters in parks noticeboards. Sold on by members as well. £3/copy.

35. BUDGET 2022/23

Draft budget options for community grants, twinning visit expenditure, street trees, guided walks, Leamington in Bloom and Blue Plaques were discussed. Two potential changes suggested – uplift to Blue Plaques budget to £2500 to cover cost of reprint of Walks leaflet and contingencies for unveiling ceremonies/receptions and a cut to the grants of £5000 to £45,000 due to projected underspend in 2021/22. The former was accepted, the latter rejected and the current grants budget amount of £50,000 retained for recommendation to Council.

The meeting commenced at 6.00 pm and ended at 7:50pm.

Signed

Date.....

change of use to office space (use class E)
Street CV31 3NE

United Reform Church Spencer

RESOLVED that the Town Council supports this redevelopment and reuse of this landmark building in the Creative Quarter. However, it is disappointing to learn that the proposed cafe included on the ground floor is not for public use (thereby allowing access to the building for Leamington Spa residents not involved in the creative industries) but just for those working in the building. Could this be reviewed?

W/21/2016

Mr T Jhutti

Change of use from a 2 bed dwelling

(C3) to a 3 bed house in multiple occupation (C4)

Flat 1 10 Dale Street

CV32 5HJ

RESOLVED that no objection is raised.

W/21/2091

Mr & Mrs Northmore

Erection of first floor side extension

32 Newnham Road CV32 7SW

RESOLVED that no objection is raised. The Town Council notes the absence of a setdown and a setback in the roofline of the proposed extension as recommended in the WDC Residential Design Guide.

W/21/1172

Mr Bhandal

Demolition of garage and existing single

storey lean-to extensions and erection of a two storey rear extension to create an additional flat at first floor level - amended description and amended drawings

2 Lime

Avenue CV32 7DA

RESOLVED that no objection is raised. The Town Council reiterates its request for an EVCP for the proposed flat to be secured by condition should permission be granted.

W/21/1964

Mr Jus Dhesi

Erection of a two bedroom bungalow

105 Taylor Avenue CV32 7SA

RESOLVED that no objection is raised.

W/21/1718

Mr Malle

Proposed change of use from large HMO

(sui generis) and two separate dwellings (use class C3) to a residential care home for children (use class C2) with ancillary services including therapy and home schooling

28 Kenilworth Road CV32 6JE

RESOLVED that the Town Council's response to this application is as per application W/21/1625:

Holding objection until more information is provided re: provision of a robust management plan confirmation of staffing arrangements/shift patterns where children would be referred from to the care home. Until more information is provided, the Town Council has concerns about the effective, appropriate running of this facility in this location and the potential negative impacts on the neighbours' amenity.

There is the additional consideration to be made in this application of the location of Augusta House at 33 Kenilworth Rd, opposite the application site.

124. WDC PLANNING COMMITTEE

The next meeting is scheduled for 11th January 2022. The Democratic Support Officer will contact members if there are Leamington Spa applications being considered which require Town Council representation.

125. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

126. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:58pm.

Signed

Dated

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 6th JANUARY 2022.

THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), David Brunson, Mubarik Chowdry, Amanda Stevens, Julija Boulton, Janet Alty and Nick Wilkins.

Apologies: There were none.

127. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

128. PUBLIC FORUM

No representations.

129. MINUTES

The Minutes of the Planning Committee held on 16th December 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 16th December 2021 are confirmed and signed as a correct record.

130. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the three holding objections submitted following the Planning meetings held on 4th and 25th November 2021:

- W/20/2034 – 55 Henley Rd –Objection from WCC Highways on grounds of inadequate parking survey provided. Private Sector Housing has voiced concerns over room sizes, access and escape during a fire and the provision of inaccurate measurements. The Town Council’s holding objection remains an objection based on the objection from WCC Highways.
- W/21/1577 – Holly Bush Inn, Holly St – continues to require information as requested from Conservation and WCC Highways; now an objection from Environmental Health in terms of negative noise impacts on the surrounding residential amenity.
- W/21/1625 – 264 Valley Rd – objection from Environmental Health on grounds of negative noise impacts on existing residential properties, no objection from WCC Highways and no management plan has been made available. 5 support comments have been submitted; none are local residents.
- W/21/1718 – 28 Kenilworth Rd – no further comments submitted to date

131. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/21/2142 MGTS St Johns High Income Property Fund Prior
Notification for the demolition of the partial remains of a steel framed warehouse and brick-
built office building, both damaged by fire. Leeson Polyurathanes Hermes
Close CV34 6RP

RESOLVED that no objection is raised - the Town Council notes and supports the required information being supplied from the applicant to WCC Highways.

W/21/2115 Miss A Doal Extension to existing House in Multiple
Occupation via erection of a single and two storey extension and a rear dormer 81
St Helens Road CV31 3QG

RESOLVED that an objection is raised on the following grounds:

The proposed change from hipped to gable roof will unbalance this pair of semi-detached dwellings and will be out of keeping with the streetscene in this part of St Helen's Rd.

Holding objection also until comments received from WCC Highways and Waste Management.

The Town Council notes that bedroom 6 would be two floors distant from the kitchen which is contrary to WDC HMO Standards and also questions whether bedroom 2 would be subject to negative noise impacts due to its location on the ground floor next to the communal kitchen/dining/living room. Confirmation of location and sufficiency of bin and cycle storage would be appreciated.

W/21/1397 Mr L Bhandal Erection of a new dwelling.
2 Lawford Road Whitnash CV31 2PJ

RESOLVED that an objection is raised on the following grounds:

The Town Council submits a holding objection to this application until comments are received from WCC Highways. We have concerns regarding the safety of increased on-street parking in the vicinity and the closeness of the roundabout to the site.

W/21/2207 Mr & Mrs Spooner Erection of two storey side and
rear extension 99 Wathen Road CV32 5UY

RESOLVED that no objection is raised - the Town Council notes the first floor gable wall of the proposed 2 storey extension is not a minimum of 1m distance from the common boundary as it should be according to the WDC Residential Design Guide.

W/21/1866 BPN Architects Demolition of existing single storey
retail unit and erection of proposed new building to provide replacement retail space at
ground floor with 4no. apartments over 7 Bedford Street CV32 5DY

Site: 27 Eastfield Road CV32 4EX
Description: Demolition of existing dwellinghouse and of erection of replacement dwellinghouse together with associated hard & soft landscaping works

134. PLANNING APPEAL DECISIONS

The following Planning Appeal Decision was noted:

Application No: W/20/1332
Applicant: Alight Media C/O Paul Thacker (Turnkey Design Publishing Ltd)
Site: 52 High Street CV31 1LW
Description: Replacement of an existing illuminated 48-sheet advertisement display with an illuminated 48-sheet digital advertisement display.
Decision: Dismiss

135. TREE PRESERVATION ORDERS

There were none.

136. WDC PLANNING COMMITTEE

The next meeting is scheduled for 11th January 2022. There are no Leamington Spa applications to be considered on this occasion. The following scheduled meeting is due on 1st February.

137. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

138. AOB

Councillor Alty queried if the Town Council was receiving CIL monies dues from Warwick District Council regularly. The Democratic Support Officer confirmed this is the case with funds being received in April and October annually. The amount of CIL funding due to the Town Council from liable development in Leamington Spa has risen now to 25% due to the Neighbourhood Plan being adopted in May 2021.

The meeting commenced at 6:00pm and concluded at 7:16pm.

Signed

Dated

THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA

MINUTES OF THE MEETING OF THE PLANNING MEETING HELD ON 27th JANUARY 2022.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), David Brunson, Mubarik Chowdry, Amanda Stevens, Janet Alty, Nick Wilkins and Will Bryce (substituting for Councillor Singh).

Apologies: Councillors Julija Boulton and Ruggy Singh.

139. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

140. PUBLIC FORUM

No representations.

141. MINUTES

The Minutes of the Planning Committee held on 6th January 2022, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 6th January 2022 are confirmed and signed as a correct record.

142. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the three holding objections submitted following the Planning meetings held on 4th and 25th November 2021:

- W/20/2034 – 55 Henley Rd – application withdrawn on 11th January 2022.
- W/21/1577 – Holly Bush Inn, Holly St – continues to require information as requested from Conservation and WCC Highways; includes an objection from Environmental Health in terms of negative noise impacts on the surrounding residential amenity.
- W/21/1625 – 264 Valley Rd – objection from Environmental Health on grounds of negative noise impacts on existing residential properties, no objection from WCC Highways and no management plan has been made available. 5 support comments have been submitted; none are local residents. No comments since 13th December 2021
- W/21/1718 – 28 Kenilworth Rd – no further comments submitted to date. One resident objection regarding no accompanying evidence of need, lack of appropriate professional support and a busy road which lacks parking.
- W/21/1397 – 2 Lawford Rd – no comments as yet from WCC Highways on parking or highway safety

143. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/21/2272 Warwick District Council Multi-dwelling application for whole-house retrofit measures. Identical semi-detached dwellings [20 properties] to receive external improvements, including external wall insulation and new surface finishes, roof repairs and insulation, dormer insulation and new cladding, new high-performance windows and external doors, and mechanical extract ventilation. 14&16, 17&19, 22&24, 30&32, 37&39, 49&51 Offa Road, 23&25, 31&33 Prospect Road, 3&5, 112&114 Waverley Road Leamington Spa

RESOLVED that the Town Council supports this application which would improve the energy performance of these Council properties and thus reduce tenants' bills. These proposals support Neighbourhood Plan policies RLS 2 and RLS4. We seek reassurance from WDC in terms of the design of the walls that tenants will be able to open and close their kitchen window easily once the window moves out in line with the insulation.

W/21/2271 Mr S Singh Erection of two storey side & rear extensions & new porch 48 Villiers Street CV32 5YF

RESOLVED that no objection is raised

W/21/2232 Mr R Mehrabanpour Change of Use of No.89 Clarendon Street from a hotel (Use Class C1) to a dwellinghouse (Use Class C3). No. 87 Clarendon Street will remain as a C1 - Hotel. Resubmission of W/20/1754 Lansdowne Hotel 87-89 Clarendon Street CV32 4PF

RESOLVED that no objection is raised subject to no objection from Conservation

W/21/2233LB Mr R Mehrabanpour Internal alterations to facilitate change of use of part of the existing hotel to a dwelling Lansdowne Hotel 87-89 Clarendon Street CV32 4PF

RESOLVED that no objection is raised subject to no objection from Conservation

W/21/0049 Ms J Swindells Demolition of existing derelict brick and timber outbuildings and removal of part boundary wall (which collapsed in December 2021). Boundary Wall rebuilt and erection of replacement outbuildings 5 Lansdowne Circus CV32 4SW

RESOLVED that no objection is raised subject to no objection from Conservation

W/22/0008LB Ms J Swindells Demolition of existing derelict brick and timber outbuildings and removal of part boundary wall (which collapsed in December

2021). Boundary Wall rebuilt and erection of replacement outbuildings 5 Lansdowne Circus CV32 4SW

RESOLVED that no objection is raised subject to no objection from Conservation

W/22/0030 Mr Mark Rushgrove Erection of first floor extension to main dwelling. External alterations to windows, doors, roof and render. Partial Demolition of boundary wall 14 Eastfield Road CV32 4EX

RESOLVED that no objection is raised - the Town Council notes the lack of the correct number of off-road parking spaces as per the WDC Parking Standards, the requirement for the submission of a bat report and the concerns of the Conservation officer.

W/21/2092 Mr Steven White Application for the conversion and extension of existing garage into residential dwelling (re-submission of W/19/1949) 22 St Marys Terrace CV31 1JT

RESOLVED that the Town Council would like to submit an objection on the following grounds:

1. No amenity space provided for future residents
2. Negative impact on the neighbours' amenity in terms of outlook
3. Proposed development is shoehorned into this site and is at variance with the established character of this area.
4. An up-to-date and appropriate parking survey in line with WDC Parking Standards would be helpful.

W/21/2193 Leamington Central Ltd Erection of new combined office E(g)(i) and light industrial unit E(g)(iii), with associated access and parking Land Off Berrington Road Berrington Road CV31 1PZ

RESOLVED that no objection is raised

W/22/0009 Mr A Higgins 1) Replacement Rear Garden Retaining Wall 2) Reinstate (in Leamington bricks) the original straight line of the rear garden wall, removing the recessed concrete platform giving onto the street. 3) Modify railings at the front of the property (which act as a safety barrier to undercrofts) to remove the top rail and replace it with Regency-style finials 9 Leam Terrace CV31 1BB

RESOLVED that the Town Council supports this application as the works proposed comprise a significant improvement on the existing site in the Conservation Area

W/21/2166 Cresco Investors Ltd Demolition of The Waterside Inn public house/restaurant, and the erection of a split level four and five storey apartment building comprising 42 residential homes (Use Class C3), with parking, landscaping and associated works The Waterside Inn Queensway CV31 3JZ

RESOLVED that whilst recognising this site lies just outside the Leamington Spa boundary and in principle supporting the appropriate redevelopment of this brownfield site, Leamington Spa Town Council has concerns about the impact on its infrastructure and canal conservation area of this proposed development and would like to submit an objection on the following grounds:

1. Lack of on site car parking spaces
 2. Insufficient provision of cycle parking spaces
 3. The bulk, height and mass of the development is out of keeping with the canal conservation area
 4. Parking and traffic flow issues around the shared drive with McDonalds
 5. No S106 contributions included yet future residents are offered the use of nearby Ford's Field as an extra amenity space by the applicant.
 6. No affordable housing element provided as per Local Plan Policy H2
- Holding objection until comments are received from Conservation, WCC Highways, Environmental Health, Ecology, Landscape, the LLFA and the Canal & Rivers Trust.

144. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this

RESOLVED that there were no Planning Determinations to be noted on this occasion.

145. PLANNING APPEAL NOTIFICATIONS

There were none.

146. PLANNING APPEAL DECISIONS

The following Planning Appeal Decision was noted:

Application No: W/21/0279
 Applicant: Mr & Dr Chris and Laura Kennard and Facey
 Site: 3 Strachey Avenue CV32 6SS
 Description: Two storey extension to front of the house
 Decision: Allowed

147. TREE PRESERVATION ORDERS

There were none.

148. WDC PLANNING COMMITTEE

The next meeting is scheduled for 1st February. There is one Leamington Spa application listed to for consideration – W/21/1084 Southfields 57 Lillington Rd CV32 6NS. Councillor McAllister to be registered to speak on behalf of the Town Council Planning Committee with queries on sufficiency of on-site parking and provision of affordable housing.

149. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

150. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 7:18pm.

Signed

Dated

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 15th DECEMBER 2021

Present: Councillors, Sarah Boad (Chair), Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice, Susan Rasmussen and Nick Wilkins

Officers: Stephen Marks, Town Clerk

57. Apologies for Absence

Apologies were received from Cllr J McGhee. (Cllr Wilkins substituting)

58. Declarations of Interest

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.

59. Public Forum

There were no representations from members of the public.

60. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 18th November (Report No.4) are confirmed as a correct record.

61. Matters Arising from the Minutes

Tennis facilities – WDC made a decision regarding management of tennis facilities at their December cabinet meeting.

One world link – contact has been made with One World Link and they are suggesting using the funding offered by the Town Council for tree planting initiatives in Bo. They would also like to explore a letter / plaque / certificate from Leamington Spa to acknowledge the 40 year relationship and suggested a message from the Mayor. The Committee were supportive of this approach.

All Saints Regeneration Project – Town Clerk had provided a letter of support.

62. Projects

The committee considered report number 6, regarding possible funding for projects.

Anti-spiking project

Jon Barnett, Community Safety Officer at Warwick District Council introduced the proposed anti-spiking project. This was a project intended to address the increasingly concerning matter of spiking (e.g. of peoples drinks) in bars and clubs. It was part of a wider initiative around safety in the night time economy being developed by the Community Safety Partnership.

Jon Barnett advised that £1905 funding would enable purchase of approximately 15,000 Stop Topps to protect peoples drinks from spiking and that Warwickshire Police would match fund the same amount. Various aspects of the initiative were discussed. Jon Barnett noted that the Town Council would be fully recognised / acknowledged for any contribution.

Resolved that a £1905 contribution be made to the anti-spiking project.

Commonwealth Games Street Dressing

The committee considered further the matter of street dressing, following its deliberations at previous meetings. Cllr Wilkins advised that the site visit had gone well and an initial proposal for street dressing from Christchurch Gardens down the parade through Bath Street and to the railway bridge had been discussed. Commonwealth Games representatives would draw up a proposal.

There was discussion regarding the suitable amount of funding contribution from the Town Council. It was noted that £4k was available from the projects budget for 2021/22 and consideration could be given to use of anticipated underspends, subject to approval from the full Town Council.

Resolved that £4k from the 2021/22 projects budget be used as a contribution to the Commonwealth Games Street Dressing.

Resolved that it be recommended to the Town Council that a total £12k contribution be made to Commonwealth Games Street Dressing in Leamington Spa, made up of £4k from the 2021/22 projects budget and an additional £8k from anticipated underspends in other budget areas.

63. **Accounting Software**

The committee considered report number 7 regarding benefits of using dedicated accounting software.

Resolved

- i) That the purchase and implementation of accounting software is agreed.
- ii) That AdvantEdge is agreed as the preferred accounting software / system.

64. **Draft Budget 2022/23**

The committee considered report number 8 regarding a draft budget for 2022/23, following its discussions at its previous meeting.

It was noted that WDC had recently advised that the tax base had reduced from 17,221.67 to 17,000.07, meaning that the precept costs would be spread across a slightly smaller number of properties.

As the allocation (£10k) for the Queen's Jubilee was a one off, it was proposed that this be met from balances / reserves, thus minimising the increase in Council Tax.

It was agreed that the cost of civic regalia would be investigated to determine if any savings could be made.

Resolved that it be recommended to the Town Council that the draft budget for 2022/23 (with the agreed amendment) be adopted.

65. **Mayoral Protocol**

The committee considered report number 9 which proposed a draft Mayoral Protocol document. The committee supported the documents. There was discussion regarding the wording regarding the civic service and appointment of a chaplain.

Action: Town Clerk to revise the wording based on the discussion.

Resolved:

- i) That the committee supports the draft Mayoral Protocol subject to the minor amendments discussed.
- ii) That it is recommended to the Town Council that a Mayoral Protocol is adopted.

66. **Community Forums**

The chair raised the issue of Community Forums. In the past community forums for north and south Leamington had met and were supported by WDC / WCC officers. In addition the Town Council had supported the Safer Town Centre Forum. It was felt that these could be restarted, probably in virtual meeting format.

Resolved:

- i) That contact is made with WDC and WCC to request the re-establishment of the North and South Leamington Community Forums, with support from their officers.
- ii) That the Town Council seeks to re-establish the Town Centre Community Safety Forum, subject to engagement from relevant partner organisations.

67. **Railway underpass**

The committee considered report number 11. Following a presentation to the Town Council's Cultural & Community Committee in relation to arts projects, the District Councils Projects & Development Manager / Creative Compact Manager had approached the Town Council to see if the Council would like to be involved in the next stages of a project to install art in the railway underpass.

Resolved – that the Town Council be involved in supporting the next stages of the project.

68. **Payments**

Resolved that the following payments be approved.

**REPORT TO A MEETING OF ROYAL LEAMINGTON SPA TOWN COUNCIL TO BE HELD
ON 03rd MARCH 2022**

AGENDA ITEM 14 – FINANCE AND PAYMENTS

1. Purpose of the Report

To identify any financial issues as we approach the end of the financial year and consider payments for approval.

2. Background

The Town Council agreed its budget for 2022/23 at its meeting on 13th January 2022 and the agreed precept requirement has been communicated to the District Council. Final accounts for 2021/22 will be reported to the Town Council after the end of the current financial year.

3. Issues for consideration / noting

3.1 Staff Salaries

Each year national pay negotiations are undertaken with regards to any annual pay increases and these are applied to staff salaries in accordance with national agreements and employment contracts. Often this is not completed in advance of the start of the relevant financial year – so any agreed increase is backdated to 1st April of the relevant year. At the time of writing, the negotiations relating to the current 2021/22 financial year have still not yet concluded. The current offer is a 1.75% increase. It is possible that this will not be resolved in time for the increase to be paid to staff in the current financial year and thus it may be the case that the pay award will need to be paid in the 2022/23 financial year but will still need to be backdated to 01 April 2021.

The situation will be monitored and any change in the near future will be reported to Council. In practice the Council is obliged to apply these salary awards to staff salaries due to contractual agreements. The Town Council will know that salary awards were estimated when setting the budget for 2022/23.

3.2 Underspends

Civic Dinner Budget - The Town Council has already considered some underspends in the current year. One further item for consideration relates to the budget for the civic dinner (£1500). Due to Covid, it was not possible to hold a civic dinner during the current 2021/22 year. This is one of the key ways through which the Mayor raises money's for his / her charity. In 2020/21, in recognition of the inability of the Mayor to host a civic dinner, the Town Council agreed that the available budget should be allocated to the Mayor's charity fund. The Town Council is asked to consider what approach it wishes to take to the Civic Dinner budget for the current year.

3.3 **Mayor's Charity Funds**

Council will be aware that the Mayor's charity funds are entirely separate from the Town Council's finances and the charity funds are kept in a separate bank account/s.

There is a primary account where current funds raised are kept, with expenditure being costs associated with fund raising events and then donations to the mayors charity at the relevant time of year.

There are two further separate Mayor's charity accounts which currently hold £2101.70 combined. The previous Town Clerk advised that these funds were historically used for alternative charitable purposes but that these purposes were no longer relevant.

The Town Council is asked to consider how these other funds should be used / allocated. It makes sense for these funds to be allocated to the Mayor's charity fund, but this could be done over more than one year. For example, half of the funding could be allocated to the Mayor's charity fund in the current 21/22 year and half allocated to the Mayor's charity fund in 22/23. The Council is asked to consider this approach to the use of the funds.

3.4 **Budget monitoring**

Regular budget monitoring reports continue to be provided to the Policy & Resources Committee. The final accounts for 2021/22 will be reported to the Town Council as per usual after the end of the financial year (30th March).

3.5 **Meeting room costs**

As previously acknowledged, due to the impacts of Covid and the requirements for larger meeting rooms for committee meetings to enable social distancing and other covid requirements, the Council has had to spend more on meeting room costs than it ordinarily would. This has exceeded the budget allocated specifically for meeting rooms but can be accommodated within the overall budget. (Spend is approximately £1500 vs £1000 budget).

4. **Payments for approval**

Attached at appendix A is a schedule of payments for approval. Any further payments arising before the meeting will be added to the schedule and a revised schedule circulated.

5. **Recommendations**

- i) That the Town Council considers the matters raised in section 3 of this report.
- ii) That the Town Council approves the payments identified.

		Leamington Spa Town Council 03.03.22			
	Payments for approval				
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwickshire County Council	Street Tree maintenance	£10,000.00	£2,000.00	£12,000.00
Electronic	Warwickshire County Council	Street Tree planting	£6,500.00	£1,300.00	£7,800.00
Electronic	WALC	Cllr Training - 09Feb22	£25.00	£5.00	£30.00
Electronic	SLCC	Practitioners Conference 15-17Feb22 officer attendance	£75.00	£15.00	£90.00
Chq 106827	Old Milverton Allotment Association	Grant payment	£816.00		£816.00
Electronic	Warwick District Shopmobility	Grant payment - 4th quarter	£6,500.00		£6,500.00
Electronic	Warwick District Council	Meeting room hire Nov21-Mar22	£730.00	£18.00	£748.00
Electronic	K Geddes	Reimbursement - expenses incurred (receipts provided)	£9.99		£9.99
					£0.00
					£0.00
					£0.00
			£24,655.99	£3,338.00	£27,993.99