



**THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA**

TOWN HALL, THE PARADE,
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/P&R

Date: 14th April 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 28th APRIL 2022** in the Council Chamber at Leamington Spa Town Hall, Parade, CV32 4AT, commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

S Marks

CLERK TO THE TOWN COUNCIL

To Councillors: Alan Boad, Sarah Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Jade McGhee, Louisa Radice and Susan Rasmussen

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting, 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. MINUTES pp3-4
To consider and approve as a correct record the Minutes of the Meeting held on 17th March 2022 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. MAYORAL CAR pp5-8
To consider a report relating to the options for the Mayoral Car.
7. CODE OF CONDUCT pp9-14 (& separate appendix B)
To consider a report regarding the LGA Model Code of Conduct.
8. ROYAL BRITISH LEGION REQUEST pp15-16
To consider a request from the Royal British Legion
9. POLICY REVIEW – HEALTH & SAFETY POLICY STATEMENT pp17-27
To consider a draft revised Health & Safety policy statement
10. UKRAINE pp28-29
To note a brief update on local arrangements relating to Ukraine.
11. BUDGET / FINANCE MONITORING pp30-34
To undertake routine monitoring through consideration of report No. 11.
12. PAYMENTS p35
To consider and approve a schedule of payments arising.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON
17th MARCH 2022**

Present: Councillors, Sarah Boad (Chair), Janet Alty (substituting for Cllr Will Bryce), Alan Boad, Mubarik Chowdry, Judith Clarke, Jade McGhee, Amanda Stevens (Substituting for Cllr Gifford) Nick Wilkins (substituting for Councillor Radice).

Officers: Town Clerk

The meeting noted the very sad news about WDC Cllr J Nicholls.

80. Apologies for Absence

Apologies were received from Cllrs W Bryce, B Gifford, L Radice and S Rasmussen.

81. Declarations of Interest

None

82. Public Forum

There were no representations from members of the public.

83. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 3rd February 2022 (Report No.4) are confirmed as a correct record.

84. Matters Arising from the Minutes

-Anti Spiking Project – StoppTopps to be given out to pubs/businesses next week and promotional activity to be undertaken.

-Bus Service Improvement Plan – Cllr S Boad noted the national funding for bus service improvements has not yet been announced.

-Community Forums – Cllr S Boad in discussion with WCC staff about hopefully convening a meeting of North Leamington Community Forum.

Noted Safer Neighbourhoods meeting would be reconvened.

85. Service Plan 2022/23

The committee considered report number 6 regarding a service plan for 2022/23.

The following suggestions were made:

Should note the South Warwickshire Local Plan within the planning & town centre section of the service plan.

Should mention Leamington in Bloom group and WDC in the Leamington in Bloom section.

Wellbeing section – mention the library funding.

Resolved that the subject to the identified amendments/additions, the Town Council's Service Plan 2022/23 is approved.

86. Policy Review – Complaints Policy

The committee considered report number 7 regarding a draft revised complaints policy and procedure. The following comments were made:

The person complained about should be notified of such a complaint.

Policy & resources committee should consider complaints at the second stage of the process as described in the draft policy.

Resolved that it be recommended to the Town Council that the revised complaints policy is adopted.

87. Code of Conduct.

The committee considered report number 8 regarding training on the new model code of conduct.

Resolved that Cllr S Boad attend the training along with the Town Clerk and that a request for a further place for Cllr Clarke be requested.

88. Boundary review consultation

The committee noted the report and the consultation regarding the boundary review.

89. Budget / finance monitoring.

The committee considered and noted report number 10.

90. Payments

Resolved that the payments identified be agreed.

v2 Payments for approval 17 Mar 22		Policy & Resources 17.03.22			
Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Electronic	One World Link	Grant contribution as previously considered / agreed.	£400.00	£0.00	£400.00
106828	S Marks	Reimbursement - Zoom subscription (Feb & March)	£23.98		£23.98
Electronic	Mayor's Charity Fund	Donation in lieu of civic dinner as agreed by Council 03Mar22	£1,500.00		£1,500.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£1,923.98	£0.00	£1,923.98

Meeting closed at 6:41pm

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

MAYORAL CAR

1. Purpose of the Report

To consider options in relation to the Mayoral Car.

2. Background

- 2.1 The vehicle currently used as the Mayoral Car is a Toyota Prius hybrid which is leased from Toyota Financial services. The lease has been extended and currently runs to 16th September 2022. Toyota have advised that the lease cannot be extended further and therefore an alternative will need to be ordered for delivery at or near this date.

3. Vehicle type / technology

Members of the committee have previously indicated their desire to move to a fully electric vehicle. This report therefore considers a range of issues associated with such an option.

4. Charging

- 4.1 At present the Town Council does not have access to its own electric vehicle charging point. No such facility exists at the Town Hall and the installation of a charging point is also not practical at the location that the Town Council stores the Mayoral vehicle – a garage rented from WDC.

WDC has been contacted to enquire whether the provision of an electric vehicle charging point at the Town Hall is a possibility or indeed whether it has other electric vehicle charging points that could be made available to the Town Council.

WDC officers are looking into the possibility of the Town Council being provided with access to an existing WDC charging point. An update in relation to this will be provided to the committee at the meeting.

- 4.2 Public charging points. A number of Public charging points have now been installed in Leamington Spa.

It is understood that these are 7 KW/h charging points. Based on a 40 KW battery as installed in the Nissan Leaf referred to in section 5, a full recharge would take in the region of 6 hours using the public charging facilities, although it is acknowledged that charging wouldn't always be from a fully empty battery.

The Town Council could sign up to such a public charging service. However there are a number of issues / risks associated with this, including:

Availability of charging point at suitable time – as the number of electric vehicles increases, there is likely to be significant demand for charging points. It is also not uncommon for charging points to be ‘out of action’ for technical reasons.

Should there be difficulties in charging the vehicle it is possible that the availability of the car for Mayoral Duties could be disrupted.

Officer time. The mayoral car is managed by the Town Council’s chauffeur. It could be that the chauffeur ends up spending significant amounts of time taking the mayoral car to and from electric charging points and/or waiting for the vehicle to charge.

5. Vehicle options.

5.1 Full electric – Nissan Leaf / Hyundai Ioniq

The Nissan Leaf / Hyundai Ioniq appear to be good options of full electric vehicles. This is based on consideration of a number of factors including size, cost and functionality. The models under consideration offer ranges of approximately 160 / 190 miles, which based on the primarily local activity of the Mayor should offer a usage period of approximately 1-2 weeks between charges. In practice the vehicle is likely to be kept topped up to ensure a reasonable range.

For comparison the current Prius provides for approximately 500-550 miles per tank and this would be expected of other similar hybrid vehicles.

5.2 Hybrid – Hyundai Ioniq petrol / electric hybrid

The current lease provider has advised that the Prius model will no longer be available. Quotes for a comparable hybrid vehicle have been sought to enable this option to be considered further and are contained in the table in the appendix.

6. Supply and delivery time issues

The current car supply market remains constrained due to the challenges associated with the availability of key components. As such there is great uncertainty regarding vehicle availability and delivery / lead in times. Some ‘stock’ vehicles may be available that can be secured in good time – but the Council may need to be flexible for instance in regards to the model / colours available. One company has indicated that the Nissan Leaf could be available in August, but this situation could change.

7 **Costs and budget**

- 7.1 Quotes have been obtained for:
A Nissan Leaf fully electric vehicle
A Hyundai Ioniq full electric vehicle
A Hyundai Ioniq petrol / electric hybrid
And are shown in the table in the appendix.

These quotes are indicative at the time they were obtained and may change slightly by the time an order for a new vehicle is placed. Consideration will also need to be given to the availability / delivery time for the vehicle as well as consideration of the price

A budget of £3900 has been agreed for lease car costs for 2022/23. This will need to cover several months of the remaining lease of the current vehicle and the early months of the new vehicle.

The budget would be adequate for the best price obtained for the Hyundai Ioniq Full electric and the Hyundai Ioniq petrol / electric hybrid . The costs for the Nissan Leaf would slightly exceed the allocated budget.

The Council agreed a separate budget for climate change for 2022/23 which could be used for any additional costs.

- 7.2 As discussed earlier in this report, options for charging are being considered. It may be that the Town Council will need to invest in its own charging infrastructure in due course. This will be considered (including the financial implications) in more detail in due course.

8. **Recommendations**

- i. That the committee considers the options in relation to the replacement of the Mayoral Car.
- ii. That a decision is made in order to enable an order to be placed, in order to meet the relevant timescales.

Appendix A - quotes

Contract hire agreement - Mayoral Car						
Vehicle	Power source	Length of agreement	Initial deposit (inc Admin fee)	monthly rental x 35	Total contract cost	Additional cost over 'like for like' replacement
Hyundai Ionic	Full electric	36 months	£1,048	£282.66	£10,941	£617
Nissan Leaf	Full electric	36 months	£1,138	£312.71	£12,083	£1,759
Hyundai Ionic Hybrid	Petrol/electric	36 months	£994.70	£266.55	£10,324	

Note: These quotes are the best received for the relevant vehicle at the time the enquiry was made. These cannot be guaranteed and may change up until the point of an order being placed.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

NEW CODE OF CONDUCT

1. Purpose of the Report

To consider a proposed updated code of conduct

2. Background / Summary

2.1 A Model Councillor Code of Conduct has been produced by the Local Government Association (LGA). Warwick District Council has now adopted the model code of conduct to come into force from 01 May 2022 and the District Council, along with the Warwickshire and West Midlands Association of Local Councils (WALC) is recommending that town and parish councils also adopt the model code.

2.2 The committee is asked to consider the model code of conduct and make recommendations to the Town Council.

3. Code of Conduct

3.1 The Localism Act 2011 requires the Town Council to '*promote and maintain high standards of conduct by members and co-opted members of the authority*'. It requires the Council to adopt a code of conduct dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.

3.2 The LGA has produced the model code of conduct following consultation across the sector and in order to provide consistency across the country. It has committed to reviewing the code on a regular basis to ensure it remains fit for purpose and has produced guidance notes which can be found at <https://www.local.gov.uk/publications/guidance-local-government-association-model-councillor-code-conduct>

3.3 Warwick District Council (along with Stratford District Council) has adopted the model code of conduct with effect from 01May22. It is recommending that town and parish councils adopt the model code of conduct as a replacement for their current code of conduct. This makes sense, as although the code is adopted by the Town Council, in practice many aspects of it are managed by the District Council / Monitoring Officer.

3.4 Warwickshire and West Midlands Association of Local Councils (WALC) is also recommending that town and parish councils adopt the model code, if their district council has done so.

- 3.5 It is understood that there will be revised forms produced by WDC to support the new code of conduct including:
Register of members interests form
Notification of receipt of a gift / hospitality form
Complaint of Councillor misconduct form
Flowchart regarding declarations of interest

It is likely that members will need to re register their interests with the monitoring officer after the adoption of the code as the scope of interests appears to be slightly wider.

- 3.6 Warwick District Council has recently delivered some training on the new code of conduct which was available to the Clerk and one Councillor. The Clerk and Cllr S Boad attended. WALC has also arranged some training on code of conduct matters on Friday 6th May - <https://www.walc.org.uk/events-list/1073-220506>
- 3.7 The code applies to Town Councillors when they are acting in their capacity as a councillor. This obviously includes carrying out official duties, such as attending meetings of the Town Council or its committees, or representing the Town Council on outside bodies. However it does not solely apply to formal town council business, it also applies when 'your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor'.
- 3.8 The code applies to all forms of communication and interaction, including:
at face-to-face meetings
at online or telephone meetings
in written communication
in verbal communication
in non-verbal communications
in electronic and social media communication, posts, statements, and comments
- 3.9 Attached at appendix A is the WDC report to its standards committee in February regarding the code and attached separately at appendix B is the model code of conduct itself.

4. **Options / Risks**

The Town Council is legally required to have an adopted code of conduct in place. The Town Council could choose to amend the model code or indeed adopt its own version of the code, but in the interests of consistency and ease of use and understanding of the code, it is strongly recommended that the Town Council adopts the model code of conduct. If the Town Council chose to adopt a different code of conduct it could cause confusion regarding which processes and protocols apply to the Town Council.

5. **Recommendations**

- i. That the committee considers the report and the model code of conduct.
- ii. That it be recommended to the Town Council that the model code of conduct (as attached at appendix B) is adopted to replace the Town Council's current code of conduct.

Title: Adoption of LGA Model Code of Conduct and associated documents

Lead Officer: Phil Grafton Monitoring Officer

Portfolio Holder: Councillor Jefferson and Councillor Day

Wards of the District directly affected: All

Summary

The report brings forward proposals for the adoption of the Local Government Association (LGA) Model Councillor Code of Conduct, associated guidance and procedures.

Recommendations:-

- (1) The Standards Committee recommends to Council that the revised LGA Model Councillor Code of Conduct, as set out at Appendix 1 to the report, be adopted to replace the existing Code of Conduct for members from 1 May 2022;
- (2) Subject to Council adopting recommendation (1), the Standards Committee is asked to approve the following documents as set out in the respective appendices to the report:
 - the form and guidance for declaring interest and gifts & hospitality as set out at Appendices 2 and 3 to the report;
 - the form for making complaints as set out at Appendix 4 to the report.
- (3) The LGA Model Code be promoted for adoption by all Town and Parish Councils in the District, as a replacement for their current code of conduct;
- (4) The proposed training arrangements for Councillors and officers be noted; and
- (5) The Committee delegates authority to the Monitoring Officer in consultation with the Chairmen of the Committees to make minor amendments and formatting changes to the documents prior to publication.

1 Background/Information

- 1.1 In 2021 the Committee and subsequently Council agreed to the adoption of the Model Code of Conduct and delegated the authority of it coming

into force, along with the adoption of a number of supporting documents to this Committee.

- 1.2 The Local Government Association (LGA) has, since then, made some amendments to the Model Code of Conduct. In brief the changes to the Code were tidying up and providing clarification, so it is easier to understand as well as updating so that those parts that required legislative change moved to discretionary areas for Council's to consider. An example of this was that the original model included a requirement to declare "Any unpaid directorship" as a disclosable pecuniary interest. This is not required by law and therefore has been moved into the additional interests to be declared.
- 1.3 As a result of these changes it is recommended that the revised Code is adopted by Council following a recommendation from this Committee.
- 1.4 It should also be noted that the LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose. Any proposed amendments by the LGA will be considered by the Monitoring Officer and brought to members as they consider appropriate.
- 1.5 The Local Government Association (LGA) have produced [guidance notes on the Code](#) and its application. These have been considered by officers, along with feedback from Councillors/Council's on the current arrangements in place at both Council's. These have then been used to develop and revise the suite of documents appended to this report.
- 1.6 The appendices to the report are an amalgamation of standard documents already in use at Stratford-on-Avon District Council (SDC) and Warwick District Council (WDC) and are considered to be fit for purpose.
- 1.7 To be clear, the existing terms of reference for the Committee and any powers previously delegated to the Monitoring Officer will remain in place for now and are unaffected by any of the recommendations.
- 1.8 The Monitoring Officer has arranged for an external trainer, Bethan Evans to provide three training session on the new Code of Conduct. Bethan is an expert in this area of work and has developed the LGA training programme on the Code of Conduct. These sessions will be online and available for District, Town and Parish Councillors to attend. Senior officers from both Councils as well as Clerks to all Town/Parish Council's will also be invited to attend the training.
- 1.9 There are further procedural documents in place at both SDC and WDC and at present these will remain in place unchanged. However, they will be reviewed to be combined into a standard set for both Council's. Once this review is complete, they will be brought forward for approval.

2 Alternative Options available

- 2.1 The Committee could make amendments to the procedures in the appendices but the advice is that these should only be made if agreement can be reached from [SDC/WDC].

3 Consultation and Member's comments

- 3.1 The report has been discussed with the Chairmen of both the Audit & Standards and Standards Committees, who support the proposals.

4 Implications of the proposal

4.1 Legal/Human Rights Implications

- 4.1.1 The Localism Act 2011 provides the legal basis for the recommendations, including Section 28(5)(b) of the Act, which enables each Council to adopt a code of conduct for its own members to replace its existing code.

4.2 Financial

- 4.2.1 The report does not impact on the budget of each Council.

4.3 Council Plan

- 4.3.1 There are no direct implications for the SDC Council Plan or WDC Business Plan.

4.4 Environmental/Climate Change Implications

4.4.1 The report does not directly impact on the Climate Emergency Action Plans for either Council.

4.5 Analysis of the effects on Equality

4.5.1 The report does not directly impact on the protected characteristics defined within the Equalities Act.

4.6 Data Protection

4.6.1 There are no direct implications.

4.7 Health and Wellbeing

4.7.1 There are no direct implications.

5 Risk Assessment

5.1 The main risk is if the two Council's make different decisions in relation to the recommendations. This approach provides one of the first alignments of key documents across South Warwickshire, and as stated they have support from the Chairmen of both Committees.

6 Conclusion/Reasons for the Recommendation

6.1 Both Councils have previously decided to adopt the LGA code of conduct for its own members, and the main purpose of this report is to seek adoption of the latest version of the document. It follows that if both Councils support this proposal then it would appear sensible to have a common set of related policies and procedures, a joint training programme and a single date for bringing the two codes into operation.

Background papers: None

Supporting documents: None

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

REQUEST FROM THE ROYAL BRITISH LEGION

1. **Purpose of the Report**

To consider a request from the Royal British Legion Leamington Spa Branch to support the organisation of a small memorial event to mark the 40th Anniversary of the Falklands

2. **Proposals**

- 2.1 This year sees the 40th anniversary of the Falklands War. This will be marked nationally. The Leamington Spa Branch of the Royal British Legion has contacted the Town Council to request that it helps facilitate a small event at the Leamington Spa War Memorial on Sunday 12th June to mark the occasion . The Royal British Legion advises that it expects in the region of 100 people to attend.

3. **Details**

The Royal British Legion will arrange the service / event and will send invitations to relevant organisations / individuals etc

The Town Council will produce a risk assessment for the event, detailing how relevant risks will be dealt with. This will be done in conjunction with RBL and with WDC's events team. The event will have to be managed in accordance with the risk assessment.

Road closure. Given the smaller scale of this event, it is proposed that a small road closure, probably just involving Euston Place will be arranged. WDC's events team will make the necessary arrangements for this. There is likely to be a modest cost involved with these road closure arrangements – it is anticipated that these will be in the region of £200 - £300. The Royal British Legion has advised that it does not have such funding and has requested that the Town Council meets these costs.

Insurance - The Town Clerk has contacted the Town Council's insurers who have advised that the event as described will fall within the Town Council's current insurance cover. In taking a co-ordinating role, the Town Council will be responsible for the insurance for the event.

4. **Recommendations**

- i) That the Town Council assists the organisation of an event to mark the 40th anniversary of the Falklands War, as described in this report.

- ii) That the Town Council provides funding for the road closure element of the event.
- iii) That the Royal British Legion be advised of the support of the Town Council.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

HEALTH & SAFETY POLICY REVIEW

1. Purpose of the Report

To consider a revised / updated Health & Safety Policy Statement

2. Background

- 2.1 At its meeting on 3rd February 22 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.

This report considers an updated Health & Safety Policy Statement.

3. Health & Safety Requirements

- 3.1 As an organisation that employs staff, the Town Council has clear duties as identified in the Health and Safety at Work etc Act 1974.

"It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees"

The Town Council has overall responsibility for Health and Safety Matters although in practice the Town Clerk has key H&S responsibilities and functions, both operational and strategic.

Although key responsibilities lie with the Clerk, staff also have duties themselves. –
-to take reasonable care for the H&S of themselves and others affected by their activities.

-to co-operate with measures put in place to protect H&S.

- 3.2 Engaging with staff.

It is important that staff are involved in discussions regarding Health & Safety. The Town Council's staff have been asked for any comments in relation to this draft policy. The draft policy also addresses their roles and responsibilities in relation to Health & Safety matters.

4. **Draft revised Health & Safety Policy Statement.**

A draft revised Health & Safety Policy Statement is attached at appendix A to this report. It is based on a template provided by the Warwickshire & West Midlands Association of Local Councils (WALC). It is made up of two broad sections; a policy statement along with an appendix providing supporting information.

The policy statement is intended to give a broad overview of the Town Council's approach to health and safety rather than a detailed assessment of the health and safety aspects of all its operations. It is backed up by a range of other processes and documents such as risk assessments, insurance cover etc. and forms the basis for the overall management of Health and Safety by the Town Council.

5. **Recommendations**

- i) That the committee considers the draft Health & Safety Policy Statement.
- ii) That the committee recommends a revised Health & Safety Policy Statement to the Town Council.

ROYAL LEAMINGTON SPA TOWN COUNCIL
Draft Health and safety policy statement (April 2022)



Royal Leamington Spa Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its employees, contractors, voluntary helpers, and others who may be affected by the activities of the Council.

The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and will provide, as far as it is reasonably practicable, the resources necessary to fulfil this commitment.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

1. Aims of the Health & Safety at Work Policy

The Council will provide as far as reasonably practicable:

- 1.1. A safe place of work and a safe working environment with adequate facilities for welfare at work.
- 1.2. Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
- 1.3. Systems of work that are safe and without risk to health.
- 1.4. Safe arrangements for the use, handling, storage and transport of articles and substances.

- 1.5. Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
- 1.6. Sufficient information, instruction and training of employees, contractors and voluntary helpers to carry out their work safely.
- 1.7. With regards to relevant training courses, for Employees of the Council or Council Members, the Council shall cover the costs for such courses as necessary.
- 1.8. Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.
- 1.9. Safe places of work and safe access to them.
- 1.10. Safe public areas, where these are under Parish Council control.
- 1.11. Ensure that all contractors employed by the Parish Council embrace the same standards which the council sets for itself.
- 1.12. Co-operate with all relevant authorities.
- 1.13. Ensure that no new machinery or process is introduced without adequate guidance for any person who may be required to use such machinery or process.
- 1.14. The Council shall assist the Clerk of the Town Council to carry out audits and reviews of all operations to ensure compliance with the above.
- 1.15. All Employees, Councillors and Volunteers of the Council with, at the Council's expense, any appropriate PPE in carrying out their duties for the Council. The Employee/Councillor/Volunteer is responsible for ensuring the PPE is used, in date (where necessary) and in good condition, they shall inform the Chairman if they require replacement PPE.
- 1.16. The Council, at its expense, shall replace Employee/Councillor/Volunteer PPE as and when necessary.
- 1.17. The Council shall provide, at its expense, appropriate firefighting and first aid facilities.
- 1.18. The Council shall ensure, at its expense, that all firefighting equipment and first aid facilities are appropriately maintained, serviced and replaced as necessary.
- 1.19. All Statutory tests deemed to be required by the Council will be carried out at specified intervals and records kept.

2. Responsibilities

All employees, contractors, Councillors and Voluntary Helpers will:

- 2.1. Take reasonable care for their own Health and Safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
- 2.2. Take reasonable care for the Health and Safety of other people who may be affected by their activities.

- 2.3. Not intentionally interfere with or remove guards, safety devices or other equipment provided for health and Safety.
- 2.4. Co-operate fully with the aims and requirements of this Health and Safety at Work Policy.
- 2.5. Read and fully comply with the Council's Health and Safety Risk Assessments.
- 2.6. Not misuse any plant, equipment tools or materials so as to cause risks to Health and Safety
- 2.7. Report any accidents, hazardous incidents or 'near misses' to the Clerk.
- 2.8. Report any other health and safety concerns to the Clerk .
- 2.9. Any Contractors, Sub-Contractors or Voluntary Helpers of the council carrying out work of any kind shall ensure that their undertakings meet the health and safety requirements of the Town Council and of any current Health and Safety Laws and Regulations in all aspects.
- 2.10. All Contractors and Sub-Contractors shall ensure they use, wear and maintain appropriate personal protective equipment (PPE) in carrying out their duties for the council. This shall be at the Contractor/Sub-Contractors expense.
- 2.11. All Contractors & Sub-Contractors should carry a form of personal Identification whilst undertaking their duties for the council.
- 2.12. No one shall work for the council under the influence of alcohol or drugs.
- 2.13. Smoking shall only be undertaken by individuals outside, during their breaks and in a designated area away from their working area. This shall also be away from the breathing space of anyone who does not wish to inhale passive smoke.
- 2.14. Ensure that they take regular rest and comfort breaks in their duties, complying with any statutory laws regarding such breaks.
- 2.15. Employees shall ensure they take full opportunity of holiday entitlement away from their work as laid down by statutory law in co-operation with the Council.
- 2.16. Employees shall ensure the Clerk is made aware of their holiday dates.

The Clerk has the responsibility for determining the Council's Health, Safety and Welfare policies and procedures; they must ensure they comply with all current legislation. The Clerk will:

- 2.17. Seek assistance from the Chair, other members of the Council and from external specialists and sources as required.
- 2.18. Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities regards health & safety.
- 2.19. Make effective arrangements to implement the Health and Safety at Work Policy.
- 2.20. Ask Council members to ensure that matters of Health and Safety are regularly discussed at meetings of the Town Council when relevant and required.

- 2.21. Work with Council members to ensure that regular risk assessments are carried out of working practices, with subsequent consideration and review of any necessary corrective/protective measures.
- 2.22. All contractors shall either supply a written risk assessment and method statement (RAMS) prior to starting work or carry out an 'on-the job' RAMS they complete themselves on the day they commence work.
- 2.23. Ensure that all Contractors have relevant Employers Liability and Public Liability Insurance in place prior to starting work
- 2.24. Keep on file (electronic if possible) any current copies of contractor's insurance and RAMS.
- 2.25. Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable Health and Safety at Work requirements.
- 2.26. Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
- 2.27. Give all contractors a copy of the Council's Health and Safety Policy.
- 2.28. Maintain a Health and Safety Accident Book (may be an electronic file) of any notified Accidents, Incidents and Near Misses.
- 2.29. If an accident or hazardous incident occurs, the Clerk will take immediate action to prevent a recurrence of further accident and provide full details in the 'Accident Book'
- 2.30. If a 'near miss' occurs, the Clerk (with assistance from Council members if necessary) will investigate the matter as soon as practically possible, they will then take any appropriate steps to reduce the risk of it occurring again. Full details will be recorded in the Accident Book.
- 2.31. Act as the contact and liaison point for the Health and Safety Inspectorate or other relevant body.
- 2.32. Ensure appropriate consideration of health and safety issues when tendering for any work on behalf of the council.
- 2.33. Ensure that risk assessment(s) for all work activities are in place.
- 2.34. Ensure that the work methods listed in risk assessments are designed to reduce the risks associated with the activities.
- 2.35. Ensure that all information, instructions and training will be made available for all employees, volunteers and councillors regarding any machinery and process used by them on behalf of the Council.
- 2.36. Ensure that regular reviews and audits of health and safety documentation, policies, rules and procedures take place as and when necessary. This shall also apply to health and safety documentation, policies, rules and procedures of all contractors and sub-contractors
- 2.37. Ensure an open dialogue with staff and other stakeholders about health and safety, providing regular opportunities to raise health and safety issues.

Appendix 1 - **Supporting Information:**

3. The Health and Safety Executive (HSE) advises that over 200 people lose their lives at work in the UK each year. Additionally, about 150,000 non-fatal injuries are reported and an estimated 2 million suffer from ill health caused or made worse by their work. Local councils are made up of over 80,000 councillors and employ over 25,000 staff and have a legal responsibility to ensure the safety of its employees and others.

The Health and Safety at Work etc Act 1974 imposes duties on employers, the self-employed and employees to protect health and safety.

The duty is set out in clear language in section 2 of the Health and Safety at Work etc Act 1974 which states:

“(1) It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.

(2) Without prejudice to the generality of an employer’s duty under the preceding subsection, the matters to which that duty extends include in particular:

- the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;
- so far as is reasonably practicable as regards any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.”

Notably, the Employers' Health and Safety Policy Statements (Exception) Regulations 1975/1584 confirms that employers with fewer than 5 employees are exempt from the s.2(3) duty. Although many local councils will have fewer than 5 employees, NALC strongly recommends, as a matter of good practice, that all councils should have a written policies in place.

4. Duties to Non-Employees (this would include contractors)

Sections 3(1) and 3(3) of the Act states as follows:

“It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

“In such cases as may be prescribed, it shall be the duty of every employer and every self-employed person, in the prescribed circumstances and in the prescribed manner, to give to persons (not being his employees) who may be affected by the way in which he conducts his

undertaking the prescribed information about such aspects of the way in which he conducts his undertaking as might affect their health or safety.”

A “self-employed person” is defined as an individual who works for gain or reward or otherwise than under a contract of employment, whether he employs himself.

Local councils commonly enter into contracts for the provision of services (e.g. the execution of repairs and improvements) and should ensure that they (i) do not expose contractors to risks to their health and safety and (ii) such contractors do not expose non-employees (e.g. visitors/public) to risks to their health and safety. On a practical level, local councils should ensure all their independent contractors are competent to undertake the work and request that they have public liability insurance cover.

Section 4 of the Act confers additional duties on local councils by:-

1. Imposing on persons duties in relation to those who—
 - (a) are not their employees; but
 - (b) use non-domestic premises made available to them as a place of work or as a place where they may use plant or substances provided for their use there, and applies to premises so made available and other non-domestic premises used in connection with them.
2. It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means of access thereto or egress therefrom or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health.

Non domestic premises’ are premises not occupied as a private dwelling (including garden, yard, garage and outhouse).

Local Councils regularly employ people to provide services (e.g. catering, repair work, grass cutting) to them in land or premises which they own or manage (e.g. recreational facilities, parks, and burial grounds) and should take note of the effect of section 4 above.

5. Duty of Employees

1. Section 7 of the Act states that it shall be the duty of every employee while at work:
 - (i) To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
 - (ii) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

6. Regulations and Codes of Practice

The 1974 Act is supplemented by a number of Regulations and Codes of Practice. A brief outline (only) is provided below. Councils who believe that Regulations or Codes apply to them should seek further information from the HSE.

- 1 *Management of Health and Safety at Work Regulations 1999 (as amended)*

Regulation 3 (of the above) requires employers to carry out "Risk Assessments". A Risk Assessment has been described as "nothing more than a careful examination of what, in your work, could cause harm to people. Risk assessment should be a practical exercise, aimed at getting the right controls in place." Further information is provided in a leaflet published by the HSE called 'Five Steps to Risk Assessment'. To demonstrate how straightforward this exercise can be, the 5 steps are summarized as follows:-

Step 1 - Identify the hazards

Step 2 - Decide who might be harmed and how

Step 3 - Evaluate the risks and decide on precautions

Step 4 - Record the findings and implement them

Step 5 - Review the risk assessment and update if necessary

Regulation 7 requires employers to appoint one or more competent persons (who may or may not be in the council's employment) to assist them in undertaking the measures they need to take to comply with statutory requirements imposed upon them. Employers should ensure that the number of persons so appointed, the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the undertaking, the risks to which employees are exposed and the distribution of those risks throughout the undertaking.

2 *The Workplace (Health, Safety and Welfare) Regulations 1992*

These Regulations cover a number of diverse issues including:

- ventilation;
- temperatures in indoor workplaces;
- work in hot or cold environments;
- lighting;
- cleanliness and waste materials;
- room dimensions and space;
- workstations and seating;
- maintenance;
- falls into dangerous substances;
- transparent or translucent doors, gates or walls and windows;
- windows doors and gates;
- escalators and moving walkways;
- sanitary conveniences and washing facilities;
- drinking water;
- accommodation for clothing and facilities for changing; and
- facilities for rest and to eat meals.

Further information can be found in the HSE publication 'Workplace health, safety and welfare - A short guide for managers'

3 *Personal Protective Equipment at Work Regulations 1992*

Personal Protective Equipment is defined by the Regulations as:

"all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety."

The main requirement of the regulations is that personal protective equipment is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. Further information in respect of these Regulations can be found in a leaflet published by the HSE called 'A short guide to the Personal Protective Equipment at Work Regulations 1992'.

4 Manual Handling Operations Regulations 1992

Manual handling is transporting or supporting loads by hand or using bodily force. The HSE advises that manual handling causes more than a third of all over-three-day injuries reported each year to HSE and local authorities

The regulations require employers to:

- (i) avoid the need for hazardous manual handling, so far as is reasonably practicable;
- (ii) assess the risk of injury from any hazardous manual handling that cannot be avoided; and
- (iii) reduce the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The HSE has published a leaflet called 'Getting to Grips with Manual Handling'

There are a number of other Regulations which may be relevant to local councils. These include:

- The Work at Height Regulations 2005;
- The Electricity at Work Regulations 1989;
- The Provision and Use of Work Equipment Regulations 1998;
- The Lifting Operations and Lifting Equipment Regulations 1998;
- The Confined Spaces Regulations 1997;
- The Health and Safety (First Aid) Regulations 1981;
- The Regulatory Reform (Fire Safety) Order 2005; and
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

5 Consultation with Employees and Safety Representatives

Two sets of Regulations govern how and when employers should consult with their employees. These are:

- (i) The Health and Safety (Consultation with Employees) Regulations (HSCER) 1996; and
- (ii) The Safety Representatives and Safety Committees Regulations (SRSCR) 1977.

Further details can be found in the HSE publication 'Consulting Employees on Health and Safety Law'.

7. Health and Safety Enforcement

Inspectors from the Health and Safety Executive (HSE) or local authorities enforce Health and Safety law. Inspectors have broad powers and:

- have powers of entry;
- can serve improvement notices;

- can serve prohibition notices;
- can serve a notice requiring information; and
- can commence criminal proceedings for breaches of the duties and obligations set out in the Act or the regulations (as set out above).

8. Insurance

Local councils are required by the law to insure against liability for injury or disease to their employees arising out of their employment under the provisions of the Employers' Liability (Compulsory Insurance) Act 1969. Full details of the Act are set out in the HSE's publication 'Employers' Liability (Compulsory Insurance) Act 1969 - A guide for employers'.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

HOMES FOR UKRAINE

1. Purpose of the Report

To provide a brief update in relation to the local approach to the Homes for Ukraine Scheme.

2. Background

- 2.1 The Committee will be aware that the government has recently set out its approach to supporting those fleeing from the war in Ukraine. The County and District Councils are working together to support that scheme.

3. Scheme information

Phase one of the scheme opened on 18 March for visa applications from Ukrainian applicants. Information can be found at <https://www.gov.uk/guidance/homes-for-ukraine-scheme-frequently-asked-questions> but key points appear to be:

- Ukrainian applicants must have a named person in the UK willing to sponsor them.
- People in the UK are being asked to offer accommodation for at least 6 months.
- Either the Ukrainian or the sponsor can complete the application. One application is required per individual coming to the UK.
- People in the UK wanting to be sponsors but who do not have a named individual to sponsor can record their interest in being a sponsor.
- A 'thank you' payment of £350 per month for up to 12 months will be made to sponsors, who should not charge rent. (one payment per residential address) This will be tax free and will not affect benefits.
- Accommodation will need to be free from serious health and safety hazards and meet certain standards that will be checked in advance.
- Ukrainians using the scheme will be able to access certain benefits. They will also be able to take up employment.
- DBS checks will be required for hosts.

- 3.1 The principal councils (WCC and WDC) will have the main role to play and resources to utilise. They will be required to undertake accommodation checks, DBS checks and ongoing welfare checks.

- 3.2 £10k per person will be provided to the principal councils to provide wider support to people coming to the county from Ukraine.

- 3.3 WCC held a virtual meeting on 23rd March to discuss the initial local approach to the scheme.

WALC is co-ordinating engagement with the town and parish sector and town / parish councils are being asked to indicate if and how they can assist.

It is considered that RLSTC can primarily support the efforts by:

- Communicating to residents / the community as the scheme evolves and signposting them to the relevant information and organisations.
- Reaching out to the local community to ask for support.
- Potentially assisting groups who are supporting incoming 'refugees'

- 3.4 The scheme is still at a very early stage and it is unclear as to how many people from Ukraine will relocate to Warwickshire and over what timescales. At present it is intended that the Town Council will continue to liaise with its partners to monitor the situation and consider it further as it evolves.

Local information can be found at <https://www.warwickshire.gov.uk/ukraine> and <https://www.warwickdc.gov.uk/ukraine/>

4. **Recommendation:**

That the committee notes the information contained in the report and that the town council continues to liaise with its partners in relation to the Homes for Ukraine scheme.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

BUDGET / FINANCE MONITORING

1. **Purpose of the Report**

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

2. **Introduction / overview**

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

2.2 Attached at appendix A is a list of transactions from Feb and March 2022, periods eleven and twelve of the 2021/22 financial year.

2.3 Attached at appendix B is a summary of expenditure against budget to the end of March 2022, the end of the financial year.

3. **Expenditure to end of the financial year 2021/22**

3.1 As previously reported / noted, there are some modest underspends at the end of the 21/22 financial year.

3.2 In relation to civic expenses, further regalia was not required / purchased and event costs were lower than anticipated.

3.3 In relation to property costs the underspend will contribute to a reserve for larger one off costs / repairs associated with office accommodation.

3.4 Underspends on administrative costs are primarily associated with website and IT hardware, for which reserves will be created.

4. **Earmarked reserves**

At the end of the financial year and as part of the end of year accounting process, a number of earmarked reserves will be created / identified. These are likely to include:

- Election costs – as well as costs for ordinary elections, reserves will be created for the by-elections in May 2021 and December 2021. Invoices for the costs of these by-elections were received on 30th March 22.
- Community Infrastructure Levy Funds (which are required to be 'ring-fenced'.)
- Website improvements

- IT equipment and infrastructure.
- Queen's Platinum Jubilee.
- Town Hall office costs (one-offs)
- Outstanding allotment grants (from previous years)

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

In accordance with the Town Council's agreed processes for payments to be made through authority delegated to the Town Clerk, the following payments have been made following consultation with the Chair / Chair of Policy & Resources Committee:

Pinner & Sons – Blue Plaque installation¹ (Doorly) £164.86
 Pinner & Sons – Blue Plaque installation² (Fowler) £164.86
 Warwick District Council – various printing – Leam in Bloom and Blue Plaques
 £440.44
 Cliffe Allotments Association – allotments grant - £900
 K Geddes – expenses (blue plaque event refreshments) - £24.99
 Warwick District Council – Council chamber hire – blue plaques event 23Mar22 -
 £120

These were made primarily to ensure that the invoices were dealt with in the relevant financial year (to end March 22)

A further payment was authorised which will be paid in due course:

Buyer Direct Ltd – Gazebo - £826.94

6. **By - Election costs**

On 30th March the Town Council received invoices in relation to costs associated with the two by-elections that took place in May 2021 and December 2021.

Given the figures associated with these payments, the payments will need to be approved by the Town Council at its next meeting. However, for information these costs are:

Brunswick By-election May 2021 - £9104.11
 Willes by-election Dec 2021 - £9,889.44

7. **End of year accounts**

Work has begun on the closure of the accounts for the end of the financial year 2021/22. A start has also been made on the internal audit process. The end of year accounts and associated Annual Governance documentation as required by the external audit process will be brought to the Town Council meeting on 09th June 22 in order to meet the relevant deadlines for submission of end June.

8. **Recommendation**

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

Appendix A – transactions summary, Feb & Mar22.

Summary of Transactions					
Feb-22					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
	Public sector deposit bond	Interest accrued	-10.53		-10.53
	Warwick District Council	Garage rental	46.73	9.34	56.07
Elec payment	Leamington Brakes Community Foundation	Community grant	2000.00	0.00	2000.00
Elec payment	Leamington Old Town Traders	Community grant	2000.00	0.00	2000.00
	Belvoir	Contribution to Lib Magazine	-100.00		-100.00
	Cash receipt	Lib Calendar sales	-40.00		-40.00
	Okapi Technology	software charges	19.20	3.84	23.04
	WALC	Member training	25.00	5.00	30.00
Elec payment	Zurich Municipal	Insurance 22-23	2459.97	0.00	2459.97
Elec payment	Warwick District Council	LiB jubilee tree	250.00	0.00	250.00
Elec payment	WALC	Training staff	30.00	6.00	36.00
Elec payment	Spa Computers	anti virus software	75.00	15.00	90.00
	106826 S Marks	reimbursement - Zoom Dec&Jan	23.98		23.98
	Bank of Scotland (Corp besp call acc)	Interest accrued	-16.99		-16.99
	HMRC	VAT refund (Oct-Dec21)	-766.45	0.00	-766.45
	SD Worx	Pay summary - Jan	25.11	5.02	30.13
	HSBC	Bank charges	15.99	0.00	15.99
	Tesco Mobile	Mobile contract 1 - Feb22	8.33	1.67	10.00
	Tesco Mobile	Mobile contract 2 - Feb22	15.83	3.17	19.00
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.70
	Entanet International Ltd	Broadband charges	19.99	4.00	23.99
	Employees	Payroll - Feb	6954.71		6954.71
	HSBC	Bank charges	14.00	0.00	14.00
	HMRC	Tax & NI Jan22	3957.12		3957.12
	Bank of Scotland	Interest accrued	-0.36		-0.36
		Expenditure	18193.21	103.49	18296.7
		Income	-934.33	0	-934.33

Summary of Transactions					
Mar-22					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
	Public sector deposit bond	Interest accrued	-18.95		-18.95
	Warwick District Council	Garage rental	46.73	9.34	56.07
	King's High School	Blue plaque contribution (Doorly)	-200.00		-200.00
	Warwickshire County Pension Fund	Pension contributions Dec, Jan, Feb	7391.04		7391.04
106827	Old Milverton Allots Assoc	Allotment grant claim	816.00		816.00
Elec payment	Warwickshire County Council	Street tree maintenance contribution	10000.00	2000.00	12000.00
Elec payment	Warwickshire County Council	Street tree planting	6500.00	1300.00	7800.00
Elec payment	WALC	CIlr training 16Feb22	25.00	5.00	30.00
Elec payment	SLCC Enterprises Ltd	Conference15-17Feb	75.00	15.00	90.00
Elec payment	Warwick District Shopmobility Ltd	Grant - 4th quarter	6500.00		6500.00
Elec payment	Warwick District Council	Meeting room hire(various)	730.00	18.00	748.00
Elec payment	Leander Architectural	Blue plaque (Fowler)	340.00	68.00	408.00
Elec payment	Leander Architectural	Blue plaque (Doorly)	349.50	69.90	419.40
Elec payment	Godfrey Payton	Allotment rental - Old Milverton	330.00		330.00
Elec payment	Godfrey Payton	Allotment rental - Binswood	3050.00		3050.00
Elec payment	Godfrey Payton	Allotment rental - Cliffe	400.00		400.00
Elec payment	WALC	Training x2 30Mar22 Climate	60.00	12.00	72.00
Elec payment	Edge IT Systems Ltd	Finance software set up	362.00	72.40	434.40
Elec payment	SLCC Enterprises Ltd	Reference Books	129.00	0.80	129.80
Elec payment	KGeddes	Expenses re-imburement. (blue plaques)	9.99		9.99
Elec payment	P Bailey	Expenses re-imburement (Leam in Bloom)	34.75		34.75
	Allstar Business Solutions	Fuel - mayoral car	35.83	7.17	43.00
	Bank of Scotland (Corp besp call acc)	Interest accrued	-30.44		-30.44
	SD Worx	Payroll Feb22 * Pay summary Feb22	86.91	17.38	104.29
	Okapi Technology	Software charges	15.40	3.08	18.48
	HSBC	Bank charges	11.98		11.98
	Warwick District Council	Leam in Bloom magazine contribution	-100.00		-100.00
	Warwick District Council	Town Hall Service charges refund	-2630.00		-2630.00
	Tesco Mobile	Mobile contract 1 - Mar22	8.33	1.67	10.00
	Tesco Mobile	Mobile contract 2 - Mar22	15.83	3.17	19.00
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.70
106828	S Marks	Reimbursement - Zoom Feb&Mar22	23.98		23.98
	Campion Hills Allots Assoc	Allotment rental	-1340.00		-1340.00
	Entanet International Ltd	Broadband charges	19.99	4.00	23.99
	Employees	Payroll - Mar (includes backpay to Apr21 4payrise)	8166.56		8166.56
	Warwickshire County Pension Fund	Pension contributions Mar22	2981.21		2981.21
	HSBC	Bank charges	12.10		12.10
Elec payment	One World Link	Grant payment	400.00		400.00
Elec payment	Mayor's Charity Fund	Donation in lieu of civic dinner	1500.00		1500.00
	HMRC	Tax & NI Feb22	2963.18		2963.18
	Old Milverton Allots Assoc	Allotment rent	-330.00		-330.00
	SD Worx	Payroll Mar22	61.80	12.36	74.16
Elec payment	Pinner & Sons Ltd	Blue plaque installation (Doorly)	137.38	27.48	164.86
Elec payment	Pinner & Sons Ltd	Blue plaque installation (Fowler)	137.38	27.48	164.86
Elec payment	Warwick District Council	Printing (LiB & Blue Plaques)	367.04	73.40	440.44
Elec payment	K Geddes	expenses reimbursement - blue plaques	24.99		24.99
Elec payment	Cliffe Allotments Association	grant payment	900		900
Elec payment	Warwick District Council	Meeting room hire 23Mar22 blue plaque event	120		120
	Bank of Scotland	Interest accrued	-0.51		-0.51
		Expenditure	55391.15	3798.08	59189.23
		Income	-4649.9	0	-4649.39

Budget monitoring 2021/22 - to end Mar 22						
Cost Centre	Budget 2021/22	Expenditure at 31/03/22	Adjustment for 2020/21 expenditure	Balance of budget remaining £	% of budget unspent at 31/12/21	Notes
	£	£	£		%	
Allowances	18000	17575	4334	4759	26	Final payment due April 22
Salaries	153000	153078	5733	5655	4	Final tax/NI due April22
Mayoral Transport	4392	3746	0	646	15	
Civic Expenses	5965	2268	0	3697	62	Rem Sunday costs lower than anticipated. Some events not held
Administrative Expenses	22739	13381	-2427	6931	30	IT & Website costs lower - reserve to be created.
Property and Assets	26570	25821	6034	6783	26	Building small reserve for future costs
Mayors Award	300	0	0	300	100	
Twinning (not LITS)	400	400	0	0	0	Agreement to donate to One World Link
Grants and Power of General Compet	159100	154525	-893	3682	2	
Elections	18000	11690	0	6310	35	By election (2019) costs paid.
Allotments	5800	8361	-3780	-6341	-109	
less income	2000	115	0	1885	94	
Total exc V.A.T.	412266	390730	9001	30537	7	
Community Infrastructure Levy	Date Paid	Amount	Balance			
		B/F	23406			
	29.04.21	7976	31382			

Report No. 12

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 28th APRIL 2022

PAYMENTS

1. **Purpose of the Report**

To consider and approve a schedule of payments – schedule to be circulated: