



**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: 11th November 2021

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 18th NOVEMBER 2021** in the Council Chamber at the Town Hall commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

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 pp3-5
To consider and approve as a correct record the Minutes of the Meeting held on 07th October 2021 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. PROJECTS / STREET DRESSING pp6-8
To consider further the matter of Commonwealth Games Street Dressing.

To consider making the following resolution:

“That in view of the confidential nature of the business about to be transacted (commercially confidential information), it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.
Note – the materials/designs associated with the Commonwealth Games Street Dressing remain confidential. It is intended that the public is excluded solely while those materials are being viewed.
7. ALLOTMENTS pp9-13
To consider the allocation of grants to allotments societies and associated procedures.
8. BUDGET / FINANCE MONITRING pp14-17
To undertake routine finance monitoring through consideration of report No. 8.
9. DRAFT BUDGET 2022/23 pp18-22
To consider the attached report No. 9 relating to a draft budget for 2022/23
10. PAYMENTS
To consider and approve a schedule of payments arising – schedule to be circulated.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 7th OCTOBER 2021

Present: Councillors Janet Alty, David Brunson, Mubarik Chowdry (Chair), Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee and Louisa Radice.

Officers: Stephen Marks, Town Clerk

35. Apologies for Absence

Apologies were received from Cllr S Boad (Cllr J McAllister substituting), Cllr A Boad (Cllr D Brunson substituting), Cllr W Bryce (J Alty substituting) and Cllr S Rasmussen.

Resolved to accept the apologies received.

36. Declarations of Interest

Councillor Gifford declared a personal interest as a member of Warwickshire County Council and Warwick District Council in relation to concessionary parking days item.

37. Public Forum

There were no representations from members of the public.

38. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 09th September (Report No.4) are confirmed as a correct record.

39. Matters Arising from the Minutes

Responses to the Bus Service Improvement Plan consultation and the Road Safety Strategy Consultation have been submitted.

40. Projects

Cllr Gifford noted a personal interest into this item. The Committee considered the report provided.

Commonwealth Games 2022 – The committee noted the request from Warwick District Council for a contribution to the street dressing proposals related to the Commonwealth Games. The following comments were made.

-Would need to ensure that the contribution / involvement of the Town Council was clearly acknowledged

-Would like to ensure that the Old Town was included in the street dressing proposals.

-Would like to see the street dressing designs and find out more detail.

-District Council officers had advised they would welcome discussions on more detailed proposals.

It was noted that the Committee were keen to support the Street Dressing and to work with Warwick District Council but would like to explore the detail further before committing a financial contribution

Resolved that a contribution to the street dressing for the Commonwealth Games is supported in principle, subject to more detailed discussion with Warwick District Council about the locations, designs and costs involved.

All Saints Church Regeneration Project - The committee also discussed the All Saints Church Regeneration Project. The Town Clerk provided some information on the legal situation regarding the ability of town / parish councils to fund church buildings or land.

Warwickshire Association of Local Councils (WALC) had advised that Town Councils should not be making direct contributions to church property / buildings / land. National Association of Local Councils (NALC) briefing note LO1-18 Financial Assistance to the Church was noted, which suggests the Council cannot be certain of the legality of such action.

The following was discussed / noted:

The committee noted that the project was very positive and would provide a much improved community asset. The committee was happy for a letter of support to be provided for the project on behalf of the Town Council.

If the Town Council is not able to fund / contribute to improvements to the buildings / land, we could discuss with All Saints Church whether there are other aspects of their work that would be eligible for support, for example from the Town Council's Community Grant Fund. **Action: Town Clerk to speak to All Saints Church representative.**

Resolved that a letter of support be provided from the Town Council to support the project.

It was noted that the District Council were currently consulting on management and charging arrangements for local tennis facilities and that there was some concern about the possible introduction of charges at Christchurch Gardens tennis courts. It was proposed that the Town Council might be able to subsidise some elements of this – e.g. use by schools.

Action: Town Clerk to contact WDC to find out more about the proposed arrangements.

41. Electronic payments

The Committee discussed the proposals and were supportive of them.

Resolved

- i) That the committee supports the proposals for use of electronic banking to make payments.

- ii) That the Town Clerk explores further the use of a debit card for small payments.
- iii) That the Town Clerk develops the proposals for consideration / approval by the Town Council.

42. **Budget setting process**

The Committee noted the proposed arrangements and timescales for setting the budget for 2022/23 and thanked the Town Clerk for laying out the process so clearly.

43. **Policy Review**

The committee noted and supported the proposal regarding the review of the Town Council's policies over the coming months.

44. **Concessionary Parking Days**

The committee considered the report and

Resolved that the following dates be agreed for the free parking in WDC car parks: 7th November (Christmas Lights event) and 4th December 2021 (Small Business Saturday)

45. **Budget / finance monitoring**

The Committee noted the budget / finance monitoring information provided. It was proposed that some of the unused £400 budget for the twinning reception could be used to mark the ongoing friendship / relationship with Bo in Sierra Leone.

Action: Town Clerk to contact One World link to explore further.

46. **Payments**

The committee considered a slightly updated schedule of payments provided by the Town Clerk and

Resolved that the payments identified be agreed.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 18th NOVEMBER 2021

PROJECTS / COMMONWEALTH GAMES STREET DRESSING

1. **Purpose of the Report**

To consider further the allocation of projects funding as a contribution to Commonwealth Games 2022 Street Dressing.

2. **Commonwealth Games**

2.1 Town Councillors will be aware that Leamington Spa will be hosting elements of the Commonwealth Games 2022, namely the Lawn Bowls and Para Bowls, which will take place in Victoria Park from 29th July 2022 – 6th August 2022. An update was received from WDC at the meeting of the Town Council on 22nd July 2021 and more information can be found at

https://www.warwickdc.gov.uk/info/20828/birmingham_2022_commonwealth_games

2.2 The Policy & Resources Committee considered a report at its meeting on 07th October 2021 in relation to the potential for making a financial contribution to street dressing associated with the Commonwealth Games. This identified that:

As part of the Commonwealth Games activity Warwick District Council will be leading on street dressing of various parts of the town. This will be official Commonwealth Games items such as bunting, flags, banners etc. It will include Victoria Park as the venue for the Lawn Bowls, the route from the station to Victoria Park and the Pump Room Gardens.

WDC is keen to work with Town Councils to maximise the impact of the street dressing in making the Town a vibrant and welcoming place during the Commonwealth Games.

Warwick District Council has approached the Town Council to request a financial contribution to 'street dressing' to coincide with the Commonwealth Games 2022. It has suggested in the region of £5,000 to £10,000.

Should the Town Council be happy to make a contribution to the street dressing, further discussion would take place to explore the detail, including which parts of the town should form the focus of the street dressing. WDC is awaiting more detail from the Commonwealth Games organisers which it is anticipating in the coming weeks.

2.3 The discussion on 07th October resulted in the following comments and resolution:

The following comments were made.

-Would need to ensure that the contribution / involvement of the Town Council was clearly acknowledged

-Would like to ensure that the Old Town was included in the street dressing proposals.

-Would like to see the street dressing designs and find out more detail.

-District Council officers had advised they would welcome discussions on more detailed proposals.

It was noted that the Committee were keen to support the Street Dressing and to work with Warwick District Council but would like to explore the detail further before committing a financial contribution

Resolved *that a contribution to the street dressing for the Commonwealth Games is supported in principle, subject to more detailed discussion with Warwick District Council about the locations, designs and costs involved.*

3. **Street Dressing information**

More information is now available in the form of the Commonwealth Games 2022 'Look Book.' This identifies the types of street dressing materials available along with the design styles and the costs.

At present the content of the Look Book remains confidential and thus cannot be shared in the public domain. This is related to commercial sensitivity and to ensure that designs are not replicated without authorisation. Only local authorities can access the Look Book and have had to confirm that they will not share the content more widely.

WDC officers can attend the Policy & Resources meeting on 18th November and can share the street dressing designs with Town Councillors, subject to this being done in a private session.

4. **Update from Warwick District Council**

WDC officers can attend the meeting to provide an update on the proposals and respond to queries from Councillors.

As previously identified WDC has plans to install street dressing on the route from the station to the venue and in the Pump Room Gardens as part of the live site.

However there is an opportunity to work with the District Council on additional street dressing in the town centre to maximise the impact of the Commonwealth Games.

5. **Financial implications**

The Town Council has a 21/22 budget of £6,000, from which it could allocate funding for the Commonwealth Street Dressing.

Should the Town Council wish to allocate funding additional to this, this could be incorporated into its budget setting for 2022/23.

6. **Further discussion and suggestions**

WDC officers have indicated that they welcome proposals for street dressing locations. They would also like to hold further conversations with a smaller group of Town Councillors to develop the proposals in more detail.

7. **Recommendations**

- i) That the committee receives an update on Commonwealth Games street dressing proposals.
- ii) That consideration is given to a financial contribution from the Town Council to the street dressing.
- iii) That any specific locations / proposals for street dressing are identified for further consideration.
- iv) That a small group of Councillors is identified to have further discussions with WDC about the details of the street dressing.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 18th NOVEMBER 2021

ALLOTMENTS

1. **Purpose of the Report**

To note the draft minutes of the Allotments Sub-Committee
To consider the allocation of grants to allotments societies.
To consider processes and protocols associated with grants to allotments societies.

2. **Allotments Sub-Committee meeting**

2.1 The Allotments Sub-Committee met on 18th October 2021. It received updates from the allotments societies and considered applications for grant funding. The draft minutes of the meeting are attached at appendix A.

2.2 Each year the Town Council provides an amount of funding for the allotment societies to bid for. This assists in the general maintenance, upkeep and improvement of the sites. The budget available for 2021/22 is £5,800.

3. **Grants**

3.1 At the meeting the Allotments Sub-Committee considered applications for grant funding and agreed to recommend to Policy & Resources Committee that the following grants be awarded:

(1) **Binswood Allotment Society**

£1,500 – for butterfly garden and water troughs.

(2) **Campion Hills Allotments**

£2000 – towards improved paths and tracks, subject to confirmation of appropriate permissions for the work if required.

(3) **Cliffe Allotments**

£250 – for equipment purchase (rotary mower)

(4) **Old Milverton Allotments**

£816 – for perimeter hedge cutting.

3.2 **Remaining grant funding.**

It was noted at the meeting that subject to these grants being approved by Policy & Resources Committee, there would be a sum remaining of £1,234.

It was suggested that the remaining funding could be awarded to the allotments societies for the purposes of purchasing compost bins for use on the allotment sites. The Town Clerk has contacted Warwickshire County Council and obtained information about supplies of compost bins, which can be passed on to the allotments societies.

4. **Grants process and procedural issues**

A number of issues regarding the processes related to the allotment grants were discussed and it was agreed that the Town Clerk should bring those to the Policy & Resources committee for further consideration and decision.

4.1 *Grant deadlines*

It is proposed that a deadline for the spend / claiming of the allotments grants is included as a condition when grants are awarded. It is suggested that the deadline would be the end of the financial year following the date that the grant was awarded. (i.e. for grants awarded in November 2021, the deadline for spending / claiming would be 31st March 2023).

This would give significant time for the relevant projects to be delivered and grant monies claimed. It would encourage the prompt usage of the grants awarded and would ensure that the Town Council doesn't have any uncertain financial liabilities which could drag on over multiple years.

The allotments societies have indicated that they would be happy with this arrangement.

4.2 *Purchases and Instructions for works.*

In the past the Town Council has in some cases purchased grant funded items directly and donated them to the allotments societies. It has also placed orders with and made payments directly to contractors on behalf of the allotment societies.

However there are a number of significant issues / complications and potential risks associated with this approach:

- Firstly the Town Council has not done due diligence on the contractors (they have been identified by the allotments societies) and therefore is not aware of their status.
- If the work is poor or goods are not up to standard we could end up involved unnecessarily in a dispute between the allotment society and the contractor.
- If a contractor causes damage, there may be implications for the Town Council if we have effectively instructed them.
- If the work that we have instructed does not have the correct permissions etc there could be implications.
- VAT arrangements are complex depending on the individual circumstances.

For this reason it is proposed that the Town Council only pays any grant awards directly to the Allotments Societies and leaves any arrangements for purchasing of goods / services with the allotments societies to deal with. This will generally be done

via the allotment society paying for the goods / services and then claiming back the grant funding from the town council. However if necessary the allotment society could request that the monies are paid 'up-front' to allow them to make the purchase.

4.3 *Permissions / authorisations for projects and works.*

It is proposed that the allotments societies are asked to confirm that they have secured all necessary permissions / authorisations required for any projects / works that they wish to undertake as a condition of a grant being awarded.

5. **Recommendations**

- i) That grants are awarded to the allotments societies as recommended by the allotments sub-committee:
Binswood Allotment Society £1,500 – for butterfly garden and water troughs.
Campion Hills Allotments - £2000 – towards improved paths and tracks, subject to confirmation of appropriate permissions for the work if required
Cliffe Allotments - £250 – for equipment purchase (rotary mower)
Old Milverton Allotments - £816 – for perimeter hedge cutting.
- ii) That the remaining funding of £1,234 be awarded (split equally) amongst the four allotments societies to be used for purchasing of composting bins or equivalent, subject to them confirming they can make use of this funding for this purpose.
- iii) That the arrangements and procedures related to grants to allotment societies are amended as described in section 4 of the report.

Report 7 - Appendix A

DRAFT MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 18th OCTOBER 2021

Present: Councillors Janet Alty, Sarah Boad, David Brunson and Louisa Radice.

Name	Allotment Association
Carolyn Mann	Binswood Allotment Society
Martin Hurst	Binswood Allotment Society
Stuart Powney	Cliffe Allotments Association
Brian Southam	Old Milverton Allotment Association
Ian Fletcher	Old Milverton Allotment Association

1. **ELECTION OF CHAIR**

Resolved that Councillor David Brunson is appointed Chair of the Allotments Sub-Committee for 2021/22.

The Chair welcomed the allotment association representatives.

2. **APOLOGIES**

Apologies for absence were received from Cllr S Rasmussen and Cllr N Wilkins (Cllr L Radice Substituting).

Resolved that the apologies were approved.

3. **DECLARATIONS OF INTEREST**

None.

4. **MINUTES & MATTERS ARISING**

RESOLVED that the Minutes of the Meeting of the Allotments Sub-Committee held on 12th October 2020 are confirmed and signed as a correct record.

5. **PROGRESS REPORTS**

The allotment representatives discussed the activities undertaken at their allotments over the past year, supplementing the written information that they had provided and which had been circulated to the committee.

It was noted that there had generally been less issues with security / theft this year. This year had generally been less busy than last. Some difficulties sourcing certain supplies.

The issue of new allotments created through the planning process and how they were managed was raised. **Action:** Town Clerk to look into this further.

6. FUNDING APPLICATIONS

Consideration was given to applications for funding from the 2020/21 Allotment budget. Following consideration of the respective bids for funding it was

Resolved to recommend the Policy and Resources Committee that grants are awarded as follows:-

- (1) Binswood Allotment Society
£1,500 – for butterfly garden and water troughs.
- (2) Campion Hills Allotments
£2000 – towards improved paths and tracks, subject to confirmation of appropriate permissions for the work if required.
- (3) Cliffe Allotments
£250 – for equipment purchase (rotary mower)
- (4) Old Milverton Allotments
£816 – for perimeter hedge cutting.

There followed some discussion about arrangements related to the grants, including a deadline for them being used / claimed.

Resolved that the issues discussed be taken to Policy & Resources committee for consideration in more detail.

There also followed some discussion regarding whether the remaining grant funding could be used by the allotments societies for the purchase of compost bins for use by their tenants. **Action: Town Clerk** to identify if compost bins can be purchased in bulk via the County Council. **Allotments societies** to produce a proposal for purchase of compost bins.

It was noted that visits to the allotment sites would be arranged in due course.

The meeting finished at 19:05.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 18th NOVEMBER 2021

BUDGET / FINANCE MONITORING

1. **Purpose of the Report**

To enable the Committee to monitor budget spend.

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 Sept 2021 and Oct 2021, periods six and seven of the 2021/22 financial year.

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

3. **Expenditure to date**

Although the current year has not been affected as badly by Covid as last year, there are still some likely impacts on the budget.

3.1 Leamington International Twinning Society.
Due to the lack of twinning visits this year, the budget of £3,000 for the Twinning Dinner and the budget of £400 for the visitor welcome reception will not be spent in the manner anticipated when the budget was spent.

3.2 Other issues will be considered as part of the budget setting process for 2022/23.

Appendix A – transactions Sept and Oct 21

Summary of Transactions					
Sep-21					
Cheque No	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	162	0	162
	Warwick District Council	Business rates - offices	536	0	536
	Public sector deposit bond	Interest accrued	-1.57		-1.57
	Warwick District Council	Garage rental	46.73	9.34	56.07
	Warwickshire County Pension Fund	Pension contributions Aug + employee conts Jun & July21	3753.76	0	3753.76
	Okapi Technology	Software charges - Aug	19.2	3.84	23.04
106772	Southam Town Mayor's Fund	Deputy Mayor attendance - event replacement - chq 106764 (LiB Art in Park expenses)	24	0	24
106773	K Geddes	reimbursement - LiB Art in Park expenses	60	0	60
106774	K Geddes	reimbursement LiB expenses Eco fest event 04sep21	64.5	0	64.5
106775	K Geddes	reimbursement LiB expenses Eco fest event 04sep21	22	0	22
106776	Warwick District Council (chq payable to P	Meeting room hire	286.8	21.36	308.16
	SD Worx	Payroll summary Aug21	25.11	5.02	30.13
	HSBC	Bank charges	17.25	0	17.25
	Tesco Mobile	Mobile contract 1 - Sep21	8.33	1.67	10
	Tesco Mobile	Mobile contract 2 - Sep21	15.83	3.17	19
106777	Warwick District Council (chq payable to P	Lillington bye election oct19	11689.83	0	11689.83
106778	Warwick District Mobility Ltd	2nd quarter grant	6500	0	6500
106779	Godfrey Payton Clients Account	Allotment rental -	400	0	400
106780	Godfrey Payton Client Guys Cliffe Estate	Allotment rental -	330	0	330
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.7
	Employees	Payroll Sept21	6891.71	0	6891.71
	Entanet International Ltd	Broadband charges	19.99	4	23.99
	HMRC	Tax & NI - Aug21	3025.98	0	3025.98
	Warwick District Council	Precept payment (2 of 2)	-206133	0	-206133
	Allstar Business Solutions	Fuel - mayoral car	34.17	6.83	41
	SD Worx	Payroll - Sep21	61.8	12.36	74.16
	Bank of Scotland	Interest accrued	-0.39	0	-0.39
		Expenditure	34247.24	118.04	34365.28
		Income	-206134.96	0	-206134.57

Summary of Transactions					
Oct-21					
Cheque No	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	162	0	162
	Warwick District Council	Business rates - offices	536	0	536
	Public sector deposit bond	Interest accrued	-1.37	0	-1.37
	Warwick District Council	Garage rental	46.73	9.34	56.07
	Warwickshire County Pension Fund	Pension contributions Sept21	2463.68	0	2463.68
106781	Society of Local Council Clerks	Membership fees	430	0	430
106782	S Marks	Reimbursement Zoom subsc Aug&Sep21	23.98		23.98
106783	Savi Foods Ltd	Food event (blue plaque) 23/09/21	88.5	17.7	106.2
		Reimbursement sundries blue plaque event			
106784	K Geddes	23/9/21	25.02	0	25.02
106785	K Geddes	Reimbursement LiB frames for awards	50	0	50
106786	PKF Littlejohn LLP	External audit / review	1000	200	1200
106787	Warwick District Council	Design & Print (blue plaque booklet)	75.82	0	75.82
106788	WALC	Staff training (CILCA)	100	20	120
106789	WALC	Conference attendance 22oct	40	8	48
106790	Nigel Fox	Leam in Bloom photo comp prize	50	0	50
106791	I. Dyakov-Richmond	Leam in Bloom photo comp prize	35	0	35
106792	Laura Richmond	Leam in Bloom photo comp prize	20	0	20
106793	The Myton Hospices	Community Grant	1908	0	1908
106794	Time 4 Hope	Community Grant	2000	0	2000
106795	Muscular Dystrophy Support Centre	Community Grant	2000	0	2000
106796	Leamington History Group	Community Grant	2000	0	2000
106797	Achieving results in Communities CIC	Community Grant	2000	0	2000
106798	Warwickshire & Northamptonshire Air Am	Community Grant	1700	0	1700
106799	RBL Poppy Appeal	Remembrance Wreath	30	0	30
	Okapi Technology	Software costs - sept	19.2	3.84	23.04
	HSBC	Bank charges	10.63	0	10.63
	SD Worx	Payroll summary - Sept	25.11	5.02	30.13
	In Touch CRM Ltd	Web hosting third quarter	167.97	33.59	201.56
	Tesco Mobile	Mobile contract 1 - Oct21	8.33	1.67	10
	Tesco Mobile	Mobile contract 2 - Oct21	15.83	3.17	19
	BTGroupPlc	Quarterly phone charges	88.72	17.74	106.46
	Entanet International Ltd	Broadband charges	19.99	4	23.99
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.7
	Warwick District Council	Quarterly rent - offices	2290.49	0	2290.49
	Warwick District Council	Quarterly service charge-offices	1475	0	1475
	Employees + Councillors	Payroll Oct 21	10472.33	0	10472.33
106800	WALC	Training - Cllrs	30	5	35
106801	WALC	Training - staff	90	18	108
106802	Warwick District Council	room hire -Council meets	300	36	336
		room hire/refreshments - blue plaque event			
106803	Warwick District Council	23Sep	180	12	192
106804	Pinner & Sons Ltd	Blue plaque installation	137.38	27.48	164.86
106805	Rotary Club of Royal Leamington Spa	Community Grant	1750		1750
	HMRC	Tax + NI Sep21	3026.18		3026.18
	SD Worx	Payroll processing - Oct21	126.2	25.24	151.44
		Expenditure	37270.34	498.24	37768.58
		Income	-1.37	0	-1.37

Appendix B

Budget monitoring 2021/22 - to end Oct 21						
Cost Centre	Budget 2021/22	Expenditure at 31/10/21	Adjustment for 2020/21 expenditure	Balance of budget remaining £	% of budget unspent at 31/08/21	Notes
	£	£	£		%	
Allowances	18000	12358	4334	9976	55	
Salaries	153000	86914	5733	71819	47	
Mayoral Transport	4392	2142	0	2250	51	
Civic Expenses	5965	371	0	5594	94	
Administrative Expenses	22739	7774	-2427	12538	55	
Property and Assets	26570	22413	6034	10191	38	
Mayors Award	300	0	0	300	100	
Twinning (not LITS)	400	0	0	400	100	
Grants and Power of General Compet	159100	38638	-893	119569	75	Further community and other grant contributions to be made
Elections	18000	11690	0	6310	35	By election (2019) costs paid.
Allotments	5800	1230	-3780	790	14	Allotment income to be invoiced
less income	2000	15	0	1985	99	
Total exc V.A.T.	412266	183515	9001	237752	58	
Community Infrastructure Levy	Date Paid	Amount	Balance			
		B/F	23406			
	29.04.21	7976	31382			

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 18th NOVEMBER 2021

DRAFT REVENUE BUDGET 2022/23

1. **Purpose of the Report**

To enable the Committee to begin to consider a draft budget for 2022/23.

2. **Introduction**

2.1 The Council is required to set its budget by early January. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1st April. The Council is required to do this by the Council meeting on 13th January, 2022.

2.2 As on previous occasions, the Committee is presented with the anticipated expenditure out-turn for the current year indicating any under spending or over spending.

2.3 The initial draft budget is set out at Appendix 1. This will be subject to review by the respective groups on the Council and considered further at subsequent meetings of Policy & Resources Committee and then Council.

3. **KEY POINTS FOR 2021/22**

3.1 As in previous years, the budget has been prepared on the basis of nil growth with the exception of known / likely inflationary increases (salaries being the most significant). Where minor modifications are proposed there is some brief commentary in the notes section, which can be discussed further at the meeting.

3.2 **Tax Base**

This is the number of properties used to calculate the Council Tax at Band “D” for each Parish or Town Area and is the basis that will be used to calculate the revenue that will be raised via the precept on the Council Tax. The figure for this Council for 2022/23 has not been notified by Warwick District Council and, as a consequence, the tax base figure for 2021 has been used in calculating the Precept at Band “D” in the Appendix.

Any variation in the number of properties comprising the tax base will have an impact on the level of the precept and the Council’s revenue.

3.3 Salaries

The expenditure on salaries represents a significant proportion of the Town Council's spending. As is usual, the salary award for 2022/23 is subject to negotiation and is not yet known. (In fact, at the time of writing the salary award for 2021/22 is still not yet finalised). For the purpose of this budget, an indicative increase has been included but further work will be done on salary estimates to inform the budget setting process.

3.4 Underspends

Despite activity moving more towards normal, the current year has still been impacted by the pandemic and there remain some modest underspends in the current year.

4. **Budget options / proposals**

4.1 *Commonwealth Games 2022*

The Town Council will note that the town is hosting Commonwealth Games events in 2022. Consideration has been given to a contribution to aspects of the Commonwealth Games (street dressing) from the 2021/22 budget, but if the Town Council is minded to provide any additional funding this would need to be considered in the 2022/23 budget setting process.

4.2 *Queen's Platinum Jubilee*

Initial conversations have taken place with WDC and Leamington BID. It is proposed that the Town Council works with its partners to host a celebration event in the town as part of the extended weekend of celebrations from Thursday 2nd to Sunday 5th June.

Initial conversations have been around focussing the Jubilee celebrations on one single day over the bank holiday weekend – in order to achieve the biggest impact, to make best use of financial resources and capacity to deliver events and to avoid clashing with nearby events.

This could be combined with some work with community groups in the lead up to the Jubilee celebrations – for example around arts projects.

Town Council will be aware that such events require significant resource and capacity to deliver them. A sum of £10,000 has been put into the draft budget as a starting point for discussion.

4.3 *Other proposals*

With regard to further budget proposals, the Committee is invited to determine any additional new items of expenditure. Where budget lines in the current years budget appear to relate to that year only, the committee will wish to review the need for them in 2022/23. These are identified for review in the notes section of the draft budget.

5. Conclusion

5.1 The Committee is asked to note the expenditure out-turn in terms of the current year's budget as set out in the Appendix to this report.

5.2 The Committee is invited to consider other options for inclusion in the budget and any revisions it may wish to make for items already included.

5.3 The final budget will be recommended for consideration by the Council at the meeting on 14th January.

RLSTC DRAFT BUDGET 2022/23 (v1 18Nov21)						
	2021/22	Expenditure 30/10/21	Out-turn 21/22	projected under / over spend (-)	2022/23	Notes
1. Member Allowances	18000	12,358	18,000	0	18000	
2. Employee Salaries	153000	86,914	153,000	0	157,000	Salary awards etc
3. Mayoral Transport						
Uniform	300	0	300	0	300	
Fuel	450	34	150	300	450	
Sundries	50	15	50	0	50	
Garage Rental	565	327	565	0	565	
Lease Charges	3027	1766	3,027	0	3900	Lease due to expire during 2022/23
4. Civic Expenses						
Regalia Maintenance	350	0	192	158	350	
Town Hall Mayoral Roll Board	390	0	390	0	390	
Mayoral Photograph	325	240	240	85	325	
Civic Service	250	0	0	250	250	
Remembrance Service	1400	30	500	900	1000	reduce to reflect costs
Annual Parish Meeting	250	0	0	250	250	
Civic Regalia - Purchase	1000	0	1,000	0	1000	
Civic Dinner	1500	0	1,500	0	1500	
Civic Visits	500	101	300	200	500	Suggest rename civic activity
5. Administrative Expenses						
Insurance	2414	2,414	2,414	0	2500	3 year arrangement to 22/23 Rename stationery / miscellaneous
Office Stationery	550	64	200	350	550	
W.A.L.C. Membership	2550	2539	2,539	11	2560	
Audit fees	1350	1240	1,240	110	1400	
Office equipment renewal	500	0	350	150	500	
Photocopying & Printing	650	42	300	350	500	Suggest reduce
Postage	900	66	150	750	300	Suggest reduce
Staff training & memberships	1300	660	1,300	0	1300	
Member training	500	145	500	0	500	
Web Site hosting	700	561	700	0	700	
Council Meetings - Room Hire	1000	773	1,200	-200	1300	
Minute Binding etc	200	0	200	0	200	
Payroll Agency	1400	808	1,400	0	1450	
BACS & Electronic banking	900	113	600	300	750	Rename banking charges
I.T. equipment repair and support	1250	367	1,250	0	1,250	
Mobile phone costs	325	157	325	0	350	
Software costs	750	235	500	250	750	
Accountancy software	1000	0	0	1000	2,100	Move to finance system
Website redesign	4000	0	2,500	1500	0	
Staff recruitment - consultancy support	500	0	0	500	500	Rename HR support
6. Property and Asset Maintenance						
Town Hall - Annual Rent	9050	6683	8,786	264	9500	
Town Hall - Maintenance Charge (inc. NNDR)	15520	9317	15,520	0	15,520	Inc allowance for essential building maintenance
Telephones & Broadband	500	378	500	0	560	
Telephone Kiosk - Clarendon Avenue	500	0	0	500	500	Combine into asset maintenance budget
War Memorial	0	0	0	0	0	Combine into asset maintenance budget
Lillington Highway Signage	500	0	2,369	-1869	500	Combine into asset maintenance budget

7. Mayor's Award	300	0	300	0	300	
8. Twinning (not LITS)	400	0	0	400	400	
9. Grants and Section 137 expenditure						
Citizens Advice Bureau	20000	0	20,000	0	20000	
Christmas Lighting	20000	0	20,000	0	20000	
Leamington in Bloom	3000	836	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000	0	0	3000	3000	
Community Grants	50000	23438	45,000	5000	50000	
Blue Plaques	1800	841	495	1305	2500	Increase proposed
Tree Planting and Maintenance	16500	0	16,500	0	20000	Increase proposed
Guided Walks - History Group	500	0	500	0	500	
District Shopmobility Scheme	26000	13000	26,000	0	26000	
Social Cohesion Fund	10300	0	10,300	0	10300	(Children's' centres -£7500) & Lillington Library -£ 2800
Neighbourhood Development Plan	2000	1416	1,416	584	500	
Projects Budget	6000	0	6,000	0	6000	For projects identified / developed in year.
10. Elections	18000	11690	18,000	0	20000	
11. Allotments	5800	1230	5,800	0	5800	
				0		
12 Budget Options				0		
Planter maintenance	500	0		500	500	move to property and assets - combine into assets maintenance budget
Queen's Diamond Jubilee					10,000	Consider budget
TOTALS	414,266			16898	430,670	
Less Projected Income	2,000		less projected income	200		Reduced to reflect interest rates
Underspend/Overspend						
Budget requirement before reserves		412,266	Budget requirement before reserves		430,470	
Less Contribution from reserves		0	Less Contribution from reserves (if any)			
Total budget requirement from Precept		412,266	Total budget requirement from Precept		430,470	
Projected Precept at Band D		£23.94	Projected Precept at Band D		£25.00	
Budget as % of 19/20		100.00%	Budget as Percentage of 2020/21		104.42%	
% Precept increase		101.95%	Precept as % of 2020/21		104.42%	
Reserves (Balances) at April 2021	258,164					
Earmarked - Comm Infrastructure Levy	23406					
Earmarked - May21 By-election	11000					
Earmarked - Ordinary elections	30000					
Earmarked - 2019 By-election	11000					
Adjusted reserves	182,758					