



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

Our Ref: SM/P&R

Date: 10<sup>th</sup> November 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **WEDNESDAY 16<sup>th</sup> NOVEMBER 2022** in Room 5 at Leamington Spa Town Hall, Parade, CV32 4AT, commencing at 6.00 pm.

The business will be as set out below.

Yours faithfully,

*S Marks*

**CLERK TO THE TOWN COUNCIL**

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

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

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**AGENDA**

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

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

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

To consider and approve as a correct record the Minutes of the Meeting held on 03th October 2022 (Report No.4)

5. MATTERS ARISING FROM THE MINUTES

6. BUDGET / FINANCE MONITORING

pp6-10

To undertake routine monitoring of budget / finance issues.

7. BUDGET 2023/24

pp11-16

To consider a draft budget for 2023/24

8. CLIMATE CHANGE WORKING GROUP

p17

To consider arrangements for the climate change working group.

9. ALLOTMENTS

pp18-26

To consider information from the Allotments Sub committee

10. FINANCE & PAYMENTS

p27

To consider and approve a schedule of payments arising.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 13<sup>th</sup> OCTOBER 2022, 6PM AT LEAMINGTON SPA TOWN HALL**

**Present:** Councillors, Sarah Boad (Chair) , Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Jennifer McAllister, Ruggy Singh, Nick Wilkins.

Officers: Town Clerk

**37. Apologies for Absence**

Apologies were received from Cllr Bill Gifford (Cllr J McAllister substituting) and Cllr Jade McGhee .

**38. Declarations of Interest**

Cllr S Boad declared a non pecuniary interest in item 7 as a county councillor.

**39. Public Forum**

No representations / questions from the public.

**40. Minutes**

**Resolved** that the Minutes of the Meeting of the Policy and Resources Committee held on 08<sup>th</sup> September2022 (Report No.4) are confirmed as a correct record.

**41. Matters Arising from the Minutes**

Noted that the new electric car had been received and was in use.

**42. Community Safety**

The committee received a presentation from WDC's Community Safety Officer, who provided feedback on the anti spiking initiative that the Town Council had supported financially and wider community safety activity.

The South Warks Community Safety Partnership had worked together to address spiking concerns. £2k funding from the Town Council had enabled the purchase of 15,000 StopTopps (lids for drinks to prevent drink spiking) which are available to drinkers. Distributed to local venues at a pubwatch meeting. Positive feedback received from the 17 venues – further information will be made available by the Community Safety Officer in due course. Training has also been provided to bar / club staff as part of the 'Good Night Out' initiative.

Drink spiking incidents have reduced significantly following the initiative. Funding from Office of the Police and Crime Commissioner for the current year. – will invest some of that money in more StopTopps.

Safer Streets funding – round 3 of home office funding. Secured £50k. CCTV on Tachbrook road. More emergency contact points – Brunswick street, court street. Linked to CCTV control room. Street marshalls and street pastors.

**Resolved** that the information received is noted and the Community Safety Officer is thanked for his attendance and input.

**43. Local Transport Plan 4 consultation**

The committee considered report number 7 regarding Warwickshire County Council's current consultation on its draft Transport Plan.

It was noted that the Town Council had responded to previous consultations on this strategy and related projects / initiatives. It was agreed that the political groups would submit any comments to the Town Clerk by the end of October.

**Resolved** that the consultation be considered by the Town Council at its meeting in November and that political groups identify any possible comments / responses to the consultation for consideration by the Town Council.

**44. Budget Setting 2023/24 – Process / Timeline**

The committee considered report number 8 regarding a process and timeline for setting the Town Council's budget for 2023/24.

The likely date of the King's coronation was noted.

**Resolved** that the identified budget setting process and timescale is noted.

Cllr Wilkins left at approximately 18:45.

**45. Concessionary Parking Days**

**Resolved** that 6<sup>th</sup> November and 03<sup>rd</sup> December are requested as the dates for free parking in WDC car parks in Leamington Spa.

**46. Budget / finance monitoring**

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

**Resolved** that the committee notes the information provided regarding budget monitoring / financial matters.

**47. Payments**

The committee considered a schedule of payments arising

**Resolved** that the following payments are approved

Cheque No / Electronic Payment	Payee	Details	Amount	VAT	Total
Cheque	Old Milverton Allotments Assoc	Grant payment - previous grant award.	£318.75		£318.75
Electronic	K Geddes	Expenses reimbursement - blue plaque event	£86.90		£86.90
Electronic	Warwick District Council	Printing - blue plaque inv 83273404	£48.00	£9.60	£57.60
Electronic	K Sangha	Lib Photo prize	£50.00		£50.00
Electronic	P Evans	Lib Photo prize	£35.00		£35.00
Electronic	B Erdos	Lib Photo prize	£20.00		£20.00
Electronic	Piners	Blue plaque installation Inv 25357	£137.38	£27.48	£164.86
Cheque.	S Marks	reimbursement refreshments Twinning reception	£88.95		£88.95
Electronic	Plyvine Catering	Deposit for civic dinner - Inv 2176	£447.00	£89.40	£536.40
Electronic	K Geddes	Expenses reimbursement - LiB presentations.	£74.85		£74.85
	TBC	Temp event licence - civic dinner	TBC		£0.00
					£0.00
					£0.00
					£0.00
			<b>£1,306.83</b>	<b>£126.48</b>	<b>£1,433.31</b>

Noted that allotments payments approved in July will also be paid.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> NOVEMBER 2022**

**BUDGET MONITORING & FINANCIAL MATTERS**

1. **Purpose of the Report**

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

2. **Introduction & Overview**

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

2.2 Attached at appendix A is a list of transactions from September and October 2022, periods six and seven of the 2022/23 financial year.

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

2.4 Development of the budget for 2023/24 is a separate item on this agenda.

3. **Issues of Note**

3.1 Community Infrastructure Levy – a significant sum of £82211.20 was received from WDC in relation to CIL income on 26<sup>th</sup> October, increasing the Town Council's current CIL balance to £141508.50. A meeting of the Town Council's CIL working group will be arranged to develop proposals for its use further.

3.2 National Pay Award - It has previously been reported to Policy & Resources Committee that national negotiations were taking place regarding the salary award that will apply to Town Council staff for the current financial year 22/23. The national negotiations have now completed and in early November it was confirmed that the national pay award has now been agreed. Whereas in other years, when it was usual for a percentage increase to be applied to all salary pay points, this year's agreement is for a flat rate increase of £1925 on all pay points. This has the effect of providing a higher percentage increase for lower pay points.

<https://www.walc.org.uk/news/latest/local-government-pay-offer-accepted-by-unions>

In accordance with contractual obligations, the pay award will now be applied to staff salaries and backdated to 01 April 22 in accordance with the national agreement.

At the time the Town Council set its budget for 2022/23, there was great uncertainty regarding the likely pay award to be agreed / negotiated nationally for 22/23. In fact the pay award for 2021/22 had not yet been set at the time the budget was agreed.

This will increase the Town Council's salary costs for 22/23 beyond the current allocated salary budget. It is anticipated that salary costs for 22/23 are likely to be approximately £163k in total versus an agreed budget of £159k.

It will also have implications for the setting of the 2023/24 budget, which will be taken into consideration as the budget is developed.

3.3 The Council has an allocated budget of £6k for projects in 22/23. At the time of writing this had not been allocated, but Town Council will consider a contribution to cost of living / warm homes activities at its meeting on 10<sup>th</sup> November.

3.4 The Council has an allocated budget of £5k for climate change activities. A meeting of the Climate Change Working Group will be convened shortly to consider matters further.

## Appendix A – transaction summaries

Summary of Transactions					
Sep-22					
Cheque No / Electronic	Payee	Details	Amount	VAT	Total
	Warwick District Council	Business rates - parlour	162.00	0.00	162.00
	Warwick District Council	Business rates - Offices	536.00	0.00	536.00
	CCLA Public sector dep bond	Interest accrued	-102.91		-102.91
	Warwick District Council	Garage rental	51.39	10.27	61.66
106836	S Marks	expenses reimbursement	43.81		43.81
	Okapi technology	Software costs	15.40	3.08	18.48
	HSBC	banking charges	17.25		17.25
	Bank of Scotland	Interest accrued	-139.60		-139.60
	SD Worx	Payroll processing	26.09	5.22	31.31
	Warwickshire County Council	Lillington Library - contribution	1754.00		1754.00
	Godfrey Payton	Allotment rental	400.00		400.00
	Godfrey Payton	Allotment rental	330.00		330.00
	SLCC	membership	467.00	0.00	467.00
	K Geddes	LiB expenses	110.90		110.90
	PKF Littlejohn	audit fees	1000.00	200.00	1200.00
	HMRC	vat refund (apr-jun22)	-1037.62		-1037.62
	Tesco Mobile	mobile contract1 - sep22	8.33	1.67	10.00
	Tesco Mobile	mobile contract2 - sep22	15.83	3.17	19.00
	Binswood Allotments Assoc	Grant payment	2200.00		2200.00
	Entanet International	Broadband	19.99	4.00	23.99
	Warwickshire County Pension Fu	Pension contributions - aug22	2554.59		2554.59
	Employees	Sept payroll	7096.27		7096.27
	HSBC	Bank charges	8.00		8.00
	HMRC	Tax & NI Aug22	3247.45		3247.45
	Jaguar Daimler heritage	contribution to blue plaque	-400.00		-400.00
	Toyota & Lexus Fleet Services	Car admin charges	25.00		25.00
106837	S Marks	expenses reimbursement - black armbands	15.98		15.98
	Warwick District Council	Precept payment 2 of 2	-210885.00		-210885.00
	SD Worx	payroll processing - sep22	64.21	12.84	77.05
	Warwick District ShopmobilityLt	2nd Quarter grant	6500.00		6500.00
	Pinner & Sons Ltd	Telephone box repairs	997.10	199.42	1196.52
	Pinner & Sons Ltd	Art box improvements	379.24	75.85	455.09
	WALC	member training - 19oct	30.00	6.00	36.00
	WALC	member training - 10nov	30.00	6.00	36.00
	Leander Architectural Ltd	Blue plaque - Heynes	429.50	85.90	515.40
	P Rourke	expenses reimbursement - car	34.00		34.00
	Leamington Int Twinning Society	grant contribution	3000.00		3000.00
	Bank of Scotland	Interest accrued	-3.95		-3.95
					0.00
					0.00
					0.00
					0.00
		<b>Expenditure</b>	<b>31569.33</b>	<b>613.42</b>	<b>32182.75</b>
		<b>Income</b>	<b>-212569.08</b>	<b>0</b>	<b>-212569.08</b>



Summary of Transactions					
Oct-22					
<b>Cheque No / Electronic payment</b>	<b>Payee</b>	<b>Details</b>	<b>Amount</b>	<b>VAT</b>	<b>Total</b>
	Warwick District Council	Business rates - parlour	162.00	0.00	162.00
	Warwick District Council	Business rates - Offices	536.00	0.00	536.00
	Warwick District Council	Garage rental	51.39	10.27	61.66
	CCLA Public sector dep bond	Interest accrued	-107.82		-107.82
	Bank of Scotland	Interest accrued	-165.76		-165.76
	Okapi technology	Software costs	15.40	3.08	18.48
	SD Worx	payroll summary	26.09	5.22	31.31
	HSBC	bank charges	15.81	0.00	15.81
106838	S Marks	Reimbursement expenses twinning reception	88.95	0.00	88.95
	Warwickshire County Pension Fu	Pension contributions - sep22	2554.59	0.00	2554.59
	Old Milverton Allotments Assoc	Grant payment	318.75	0.00	318.75
	K Geddes	Expenses reimbursement - blue plaque event	86.90	0.00	86.90
	Warwick District Council	Blue plaque printing	48.00	9.60	57.60
	Pinner & Sons Ltd	Fit Blue plaque - Heynes	137.38	27.48	164.86
	Plyvine catering	Civic dinner meal deposit	536.40		536.40
	K Geddes	expenses reimbursement - Leam in Bloom	74.85		74.85
	Binswood Allotments Assoc	grant - composting	308.50		308.50
	Cliffe Allotments Assoc	grant - composting	308.50		308.50
	Old Milverton Allotments Assoc	grant - composting	308.50		308.50
	Campion Hills Allots Society	grant - composting	308.50		308.50
	BT Group	Quarterly phone charges	77.12	15.42	92.54
	Hyundai Contract Hire	Initial rental charges	903.00	180.60	1083.60
	Tesco Mobile	mobile contract 1 - Oct22	8.33	1.67	10.00
	Tesco Mobile	mobile contract2 - Oct22	15.83	3.17	19.00
	Sydenham Primary PTA	Community grant	2000.00	0.00	2000.00
	Friends of Leam Station	Community grant	1780.00		1780.00
	Warks/Northants Air Ambulance	Community grant	1700.00		1700.00
	Entrust Care Partnership	Community grant	1730.00		1730.00
	Time4Hope	Community grant	2000.00		2000.00
	Warwick District Council	Quarterly service charges offices	600.00	0.00	600.00
	Warwick District Council	Quarterly rent offices	2290.49	0.00	2290.49
	Employees & Cllrs	Payroll Oct22	10678.51		10678.51
	Entanet International	Broadband	19.99	4.00	23.99
	Warwickshire Pension fund	Pension contributions - Oct22	2554.59		2554.59
	HMRC	Tax & NI Sep22	3247.45		3247.45
	HSBC charges		10.00	0.00	10.00
	Warwick District Council	CIL monies received	-82211.20		-82211.20
	Bank of Scotland	Interest accrued	-8.71		-8.71
	SD Worx	payroll	135.91	27.18	163.09
					0.00
					0.00
					0.00
		<b>Expenditure</b>	<b>35637.73</b>	<b>287.69</b>	<b>35925.42</b>
		<b>Income</b>	<b>-82493.49</b>	<b>0</b>	<b>-82493.49</b>

## Appendix B

Budget monitoring 2022/23 - to end October 22					Policy & Resources Committee 16Nov22	
Cost Centre	Budget 2022/23	Expenditure at 31/10/22	Adjustment for 2021/22 expenditure	Balance of budget remaining £	% of budget unspent at 31/10/22	Notes
	£	£	£		%	
Allowances	18000	12729	4396	9667	54	
Salary costs	159000	91024	3983	71959	45	Salary outturn expected to be £163k with national pay award
Mayoral Transport	5265	2973	0	2292	44	
Civic Expenses	5565	1355	0	4210	76	
Administrative Expenses	21360	9224	-1603	10533	49	
Property and Assets	26880	15440	0	11440	43	
Mayors Award	300	273	0	27	9	
Twinning (not LITS)	400	89	0	311	78	Venue costs yet to be paid
Grants and Community Expenditure	161800	44966	0	116834	72	Significant costs pending(xmas lights / trees / grants)
Elections	20000	18994	18994	20000	100	By election costs for 21/22 paid in May22
Allotments	5800	4717	0	1083	19	
Platinum jubilee contribution	10000	10000	0	0		
less income	100	1164	0	-1064	-1064	Interest rates increased so more interest received.
<b>Total exc V.A.T.</b>	<b>434270</b>	<b>200620</b>		<b>249420</b>	<b>57</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	31.03.22		31382.48			
	22.04.22	27914.82	<b>59297.30</b>			
	26.10.22	82211.2	<b>141508.50</b>			

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> NOVEMBER 2022**

**DRAFT BUDGET 2023/24**

1. **Purpose of the Report**

To enable the Committee to consider a draft budget for 2023/24.

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 1<sup>st</sup> April. The Council is required to do this by the Council meeting on 12<sup>th</sup> January, 2023.

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 A. 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 2022/23**

3.1 As in previous years, the budget has generally been prepared on the basis of nil growth with the exception of known / likely inflationary increases (salaries being the most significant). Where other modifications are proposed there is some 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 2023/24 has not yet been notified by Warwick District Council and, as a consequence, the tax base figure for 2022 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. The salary award for the current year has now been agreed

3.3.1 Town Council staff are paid in accordance with the agreed national pay structures which apply to local government. This means that any annual pay awards are agreed nationally and then applied by the Town Council as part of contractual pay arrangements, once national negotiations and formal confirmation of new salary scales has been received, (usually via WALC / NALC).

3.3.2 The national negotiations for the current year 22/23 have only recently been completed and the national pay award agreed. Whereas in other years, when it was usual for a percentage increase to be applied to all salary pay points, this years agreement is for a flat rate increase of £1925 (pro rata) on all pay points. This has the effect of providing a higher percentage increase for lower pay points.

<https://www.walc.org.uk/news/latest/local-government-pay-offer-accepted-by-unions>

3.3.3 In accordance with contractual obligations, the pay award will now be applied to staff salaries and backdated to 01 April 22 in accordance with the national agreement.

3.3.4 At the time the Town Council set its budget for 2022/23, there was great uncertainty regarding the likely pay award to be agreed / negotiated nationally for 22/23.

Indications at the time were that pay restraint was favoured following the impact of the pandemic. As such, a modest increase in the salary budget for 22/23 was incorporated into the Town Council's budget for 22/23, but it was acknowledged at the time that there was great uncertainty regarding this.

The final offer / award of a flat rate increase of £1,925 on all pay points acknowledges the very different economic circumstances currently, including the rate of inflation and the continuing increases to fuel, food and energy that are impacting employees and employers. This will increase the Town Council's salary costs for 22/23 beyond the current allocated salary budget. The likely expenditure on salary costs (inc pensions / National insurance etc) is likely to be approximately £163k against a budget of £159k, subject to any other amendments agreed by the Council.

3.3.5 Estimate for 2023/24. The pay award for 2023/24 is not yet known. In addition some staff will be entitled to a salary increment in April 2023, in accordance with contractual NJC terms and conditions.

An estimated pay award of 4% has been incorporated into the draft budget thus far, however this will likely be offset by the government's agreed reduction in employers National Insurance contributions.

### 3.4 Notable Underspends

The election budget shows as an anticipated underspend but this is used to create the reserve for the cost of full elections every four years.

#### **4. Budget options / proposals**

##### *4.1 Kings Coronation*

The King's Coronation will take place on Saturday 6<sup>th</sup> May 2023. It is not yet known what the national approach to the celebrations will be nor what the local approach will be.

If the Town Council wishes to contribute to celebrations, it is highly recommended that the Town Council works closely with WDC and Leamington BID and makes a suitable financial contribution to any events / activities.

##### *4.2 Other amendments*

The Committee is invited to consider any further amendments. 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.

Any new proposals will need to give due consideration to their deliverability, not least the capacity of staff to actually undertake the activities. Members are asked to explore any possibilities with the Town Clerk as early as possible in the process.

#### **5. Conclusion**

5.1 The Committee is asked to note the anticipated 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 budget will be considered further at the committee's meeting in December and a recommendation will be made for consideration by the Council at the meeting on 12<sup>th</sup> January.

## Appendix A

RLSTC DRAFT BUDGET 2023/24 (16Nov22)			Expected		projected under / over spend (-)	Draft 2023/24	Notes
	2021/22	2022/23	Expendi ture to 30/10/22	out-turn 22/23			
<b>1. Member Allowances</b>	18000	18000	8,333	18,000	0	18000	
<b>2. Employee Salaries</b>	153000	159,000	87,041	163,000	-4000	171,000	Anticipated salary cost increases
<b>3. Mayoral Transport</b>							
Uniform	300	300	0	300	0	300	
Fuel	450	450	110	200	250	300	reduce to reflect likely costs
Sundries	50	50	114	50	0	150	
Garage Rental	565	565	360	565	0	600	
Lease Charges	3027	3900	2389	4,100	-200	3700	new lease vehicle
<b>4. Civic Expenses</b>							
Regalia Maintenance	350	350	0	0	350	350	
Town Hall Mayoral Roll Board	390	390	130	260	130	250	reduce to reflect likely costs
Mayoral Photograph	325	325	240	325	0	325	
Civic Service	250	250	0	150	100	250	
Remembrance Service	1400	1000	247	700	300	1000	
Annual Parish Meeting	250	250	80	80	170	250	
Civic Regalia - Purchase	1000	1000	0	1,000	0	1000	
Civic Dinner	1500	1500	536	1,500	0	2000	reflect increasing costs
Civic Activity	500	500	121	500	0	500	
<b>5. Administrative Expenses</b>							
Insurance	2414	2500	2,460	2,460	40	3500	quotes to be obtained
Stationery / miscellaneous	550	550	210	550	0	550	
WALC / NALC Membership	2550	2560	2558	2,558	2	2650	
Audit fees	1350	1400	1240	1,240	160	1400	
Office equipment renewal	500	500	220	500	0	500	
Photocopying & Printing	650	500	141	500	0	500	
Postage	900	500	0	250	250	350	reduce to reflect likely costs
Staff training & memberships	1300	1200	583	1,000	200	1000	reduce to reflect likely costs
Member training	500	500	90	250	250	1000	training for new Cllrs
Web Site hosting	700	700	336	672	28	700	
Council Meetings - Room Hire	1000	1300	650	1,300	0	1300	
Minute Binding etc	200	200	0	0	200	200	
Payroll Agency	1400	1450	855	1,465	-15	1600	
Banking charges	900	750	179	350	400	600	reduce to reflect likely costs maintain to create reserve for
I.T. equipment, repair and support	1250	1,250	0	1,250	0	1,250	equipment renewal
Mobile phone costs	325	350	170	325	25	350	
Software costs	750	750	132	300	450	1,000	anticipate additional licences
Accountancy software	1000	1,400	993	993	407	1,100	reduce to reflect likely costs
Website redesign	4000	2,500	0	0	2500	0	fund from reserve
HR Support	500	500	0	0	500	500	
<b>6. Property and Asset Maintenance</b>							
Town Hall - Annual Rent	9050	9300	6871	9,170	130	10300	clarification being sought
Town Hall - Maintenance Charge (inc. NNDR)	15520	15,520	6692	11,500	4020	15,520	Inc allowance for essential building maintenance
Telephones & Broadband	500	560	370	560	0	600	
Asset maintenance	0	1500	1506	2,000	-500	2000	increase to reflect costs
Telephone Kiosk - Clarendon Avenue	500	0		0	0	0	Combine into asset maintenance 0 budget
War Memorial	0	0		0	0	0	Combine into asset maintenance 0 budget
Lillington Highway Signage	500	0		0	0	0	Combine into asset maintenance 0 budget

<b>7. Mayor's Award</b>	300	300	272	272	28	400	increase to reflect costs
<b>8. Twinning (not LITS)</b>	400	400	89	289	111	400	
<b>9. Grants and Community expenditure</b>							
Citizens Advice Bureau	20000	20000	0	20,000	0	20000	
Christmas Lighting	20000	20000	0	20,000	0	20000	
Leamington in Bloom	3000	3,000	2095	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000	3000	3000	3,000	0	3500	Request from Lits to increas
Community Grants	50000	45000	24719	45,000	0	45000	
Climate Change	0	5000	0	5,000	0	5000	
Blue Plaques	1800	2500	366	1,500	1000	2000	reduce to reflect likely costs
Tree Planting and Maintenance	16500	20000	0	20,000	0	20000	
Guided Walks - History Group	500	500	0	500	0	500	
District Shopmobility Scheme	26000	26000	13000	26,000	0	26000	
							Proposed reduce (Children's centres -£7500) & Lillington Library - £ 1754
Social Cohesion Fund	10300	10300	1754	9,254	1046	9254	
Neighbourhood Development Plan	2000	500	30	30	470	300	reduce to reflect likely costs
Projects Budget	6000	6000	0	6,000	0	6000	For projects identified / developed in year.
<b>10. Elections</b>	18000	20000	0	0	20000	20000	To be added to elections reserve
<b>11. Allotments</b>	5800	5800	4717	5,800	0	5800	
					0		
<b>12 Budget Options</b>					0		
Planter maintenance	500	0	0		0	0	0 moved to property and assets
Queen's Platinum Jubilee		10,000	10000			0	One off
Kings Coronation					?		
<b>BUDGET TOTALS</b>	<b>414,266</b>	<b>434,370</b>	<b>Underspend / Overspend</b>		28802	<b>433,599</b>	
<b>Less Projected Income</b>	2000	100	less projected income		2,000		Increased to reflect interest rates
Budget requirement before reserves	<b>412,266</b>	<b>434,270</b>	Budget requirement before reserves			<b>433,599</b>	
Less Contribution from reserves	0	12500	Less Contribution from reserves (if any)			0	
<b>Budget requirement from Precept</b>	<b>412,266</b>	<b>421,770</b>	<b>Budget requirement from Precept</b>			<b>433,599</b>	
<b>Projected Precept at Band D</b>	£23.94	£24.81	<b>Projected Precept at Band D</b>			<b>£25.51</b>	subject to revised tax base
<b>Total budget as % of 21/22</b>		99.25%	<b>Total budget as Percentage of 2022/23</b>			<b>100.28%</b>	
<b>Precept (Band D) as % of 21/22</b>		103.63%	<b>Precept (band D) as % of 2022/23</b>			<b>102.80%</b>	
<b>Earmarked Reserves at 31March 2022</b>		<b>281,877</b>					
Earmarked - Comm Infrastructure Levy		<b>31382</b>					
Platinum jubilee		10000					
Future elections		50000					
IT & Website		6000					
O/S allotment grants		7600					
One off accommodation costs		5000					
<b>Adjusted / general reserves</b>		<b>171,895</b>					

## **Appendix B – Additional notes / commentary on draft budget:**

The commentary and notes below provide supporting / explanatory information on various aspects of the budget. The numbering used in the text below reflects the numbering used for budget headings in the draft budget for ease of use.

### **2. Salaries**

As described earlier the salary budget outturn for the current year is likely to be approx. £163k (including all on costs – pension, National insurance etc) due to a higher than anticipated, recently agreed national pay award.

The draft budget figure for 23/24 of £171k incorporates consideration of:  
Salary increments for which staff are likely to be eligible.  
Unknown national salary award (4% provided for).  
Anticipated reduced employer National Insurance contributions.

Information regarding pension contributions has just been received. This will be looked at further and information brought to the committee.

### **3. Mayoral Transport**

The costs have been updated to reflect the costs associated with the new mayoral car.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> NOVEMBER 2022**

**CLIMATE CHANGE WORKING GROUP**

1. **Purpose**

To consider the work of the climate change working group

2. **Background**

- 2.1 When setting its budget for 2023/24 the Town Council identified £5k for climate change activity and agreed to (re) establish a climate change working group to consider the matter.

3. **Terms of Reference**

- 3.1 An initial terms of reference will be considered by the working group, but it is suggested that it should include:

- Engage with key stakeholders working on climate change locally, notably WDC.
- Review local strategy and activity that is already taking place in the Town and how the Town Council fits into that activity.
- Identify ways in which the Town Council can contribute to local climate change activity.
- Make recommendations to Policy & Resources committee / Town Council.

The TORs will then need to be approved by P&R / Council.

- 3.2 The group will operate as a working group and will need to make recommendations to Policy & Resources. It will meet virtually initially. It is proposed that meetings are held at 5-6pm on Tues 13 Dec, Tues 17 Jan, Tues 14 Feb.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> NOVEMBER 2022**

**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.

2. **Allotments Sub-Committee meeting**

2.1 The Allotments Sub-Committee met on 17<sup>th</sup> October 2022. 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 2022/23 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**

£1800 for water provision. Will need to provide information about the works.

(2) **Campion Hills Allotments**

£750 for clearance / tidying and various environmental improvements (water storage, composting and soil improvement measures)

(3) **Cliffe Allotments**

£400 for hedge cutting subject to a quote being provided and written request for the grant being provided.

(4) **Old Milverton Allotments**

£1290 for boundary hedge cutting and tree felling.

### 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 £1560.

The sub committee invited the allotments associations to bid for further funding from these remaining funds if they wished by a deadline of 8<sup>th</sup> November, for consideration by Policy & Resources Committee

Binswood Allotments Association have submitted a further bid for £1500 – see appendix B.

## 4. **Grants process and procedural issues**

As a reminder the committee has previously agreed a number of protocols that will be followed in relation to the allotment grants.

### 4.1 *Grant deadlines*

The deadline for the spend / claiming of the allotments grants is included as a condition when grants are awarded and will be the end of the financial year following the date that the grant was awarded. (i.e. for grants awarded in November 2022, the deadline for spending / claiming would be 31<sup>st</sup> March 2024).

This will 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.

### 4.2 *Purchases and Instructions for works.*

The Town Council only pays 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.*

The allotments societies are required 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 or payments made.

## 5. **Recommendations**

- i) That grants are awarded to the allotments societies as recommended by the allotments sub-committee:
  - (1) Binswood Allotment Society

£1800 for water provision. Will need to provide information about the works.

(2) Campion Hills Allotments

£750 for clearance / tidying and various environmental improvements (water storage, composting and soil improvement measures)

(3) Cliffe Allotments

£400 for hedge cutting subject to a quote being provided and written request for the grant being provided.

(4) Old Milverton Allotments

£1290 for boundary hedge cutting and tree felling.

- ii) That the further application from Binswood Allotment Society for an additional £1500 (app B) is considered.

## Appendix A

### DRAFT MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 17<sup>th</sup> OCTOBER 2022 IN THE TOWN HALL, LEAMINGTON SPA

Present: Councillors Sarah Boad, Judith Clarke, Jennifer McAllister and Nick Wilkins.

Absent: Councillor Janet Alty

<b>Name</b>	<b>Allotment Association</b>
Phil Clements	Binswood Allotment Society
Martin Hurst	Binswood Allotment Society
Stuart Powney	Cliffe Allotments Association
Brian Southam	Old Milverton Allotments Association
Ian Fletcher	Old Milverton Allotment Association

#### 1. ELECTION OF CHAIR

**Resolved** that Councillor Nick Wilkins is appointed Chair of the Allotments Sub-Committee for 2022/23.

The Chair welcomed the allotment association representatives.

#### 2. ELECTION OF VICE CHAIR

**Resolved** that Councillor Brunson is appointed Vice Chair of the allotments sub committee for 2022/23

#### 3. APOLOGIES

Apologies for absence were received from Cllr D Brunson (Cllr J McAllister substituting) and Cllr S Rasmussen (Cllr J Clarke substituting)

#### 4. DECLARATIONS OF INTEREST

None.

#### 5. MINUTES

**RESOLVED** that the Minutes of the Meeting of the Allotments Sub-Committee held on 18<sup>th</sup> October 2021 are confirmed and signed as a correct record.

#### 6. PROGRESS REPORTS

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

### **Cliffe**

Recovering from Covid

Funding for gate posts was used successfully to install the gate posts. Membership is down, but all allotments are still let / tenanted.

Very small waiting list – of approximately 6.

### **Binswood**

Tough year from a growing perspective (hot summer). Some inexperienced gardeners have found it tough. Offering half plots to newer members has worked well. Can cope better.

Just 2 vacant plots now – but 2 on waiting list.

Broad spectrum of people – lot more younger people applying for plots.

Emerging from Covid – social events starting to feel normal. More diverse communities asking to take plots on.

More children participating with their parents.

Share produce when people have a glut.

### **Old Milverton.**

More younger people getting involved.

Good engagement between older people and children.

38 plots. 29 full plots, 18 half plots.

Waiting list of 26. 3-4 year wait...

Hot weather – caused some difficulties.

Had a break in Oct 2021.

Support helping hands charity with surplus produce. Been supporting Ukrainian families in Warwick. Still do seed swaps, coffee mornings etc. Attended Horticultural show.

### **Campion Hills.**

SB asked about the road surfacing proposed. SM noted that conversation had been had with CHAA about them needing to liaise with the planning authority to check what permissions are required if any.

Allotments associations asked to review their contact details on the Town Council's website to confirm that it is accurate.

## **7. FUNDING APPLICATIONS**

Consideration was given to applications for funding from the 2022/23 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  
£1800 for water provision. Will need to provide information about the works.
- (2) Campion Hills Allotments  
£750 for clearance / tidying and various environmental improvements (water storage, composting and soil improvement measures)
- (3) Cliffe Allotments  
£400 for hedge cutting subject to a quote being provided and written request for the grant being provided.
  
- (4) Old Milverton Allotments  
£1290 for boundary hedge cutting and tree felling.

The Committee noted that this would leave some grant funds remaining (£1560). The allotments organisations were invited to bid for any further funding which would be considered by Policy & Resources Committee. The deadline of 8<sup>th</sup> November was identified.

Also a possible further deadline for Policy & Resources Committee in Feb – 15<sup>th</sup> Jan for any info / bids.

Noted to arrange visits – Allotments societies to give two times/dates for town councillors to visit.

Meeting closed approximately 18:47.

**Appendix B – further application from Binswood.**



**Royal Leamington Spa Town Council  
Allotment funding request 2022/23**

Allotment Societies are asked to complete this form in order to request funding from the Town Council from the 2022/23 allotment grant fund. Please email to [clerk@leamingtonspatowncouncil.gov.uk](mailto:clerk@leamingtonspatowncouncil.gov.uk) by 12<sup>th</sup> October 2021.

<b>Name of allotment society &amp; contact name:</b>
Binswood (Ex-Serviceman's) Allotment Society – (Chair)
<b>Amount of funding requested</b> – please indicate total amount of funding requested from the Town Council:
£1500
<b>Breakdown of funding / costs</b> - please give a simple breakdown of anticipated costs / items:
<ol style="list-style-type: none"><li>1. Internal boarding &amp; insulation of the Allotment Society's Community Hut. This is approx. 90sq.m in terms of coverage. Standard hardboard sheeting would cost approx. £400, with insulation a further £600.</li><li>2. Butterfly garden improvements. We have a dedicated area near the Borrowdale Drive entrance with a pond and planting specifically set aside for butterflies &amp; amphibian wildlife. We'd like to improve the planting of flowers &amp; aquatics to encourage these. £200</li></ol>



3. Track improvement. The allotments can be accessed via a lane running from Northumberland Road. This is in need of repair and resurfacing. The plan is to re-lay with hardcore and gravel. £300 to contribute to the cost of materials, equipment hire, and labour.

**Benefits / outcome sought** – please summarise what you hope to achieve through this funding / activity and the key benefits.

1. Post lockdown & the easing of Covid restrictions we are keen to hold more social events as well as workshops for our members. A past proposal to rebuild the Community Hut was deemed prohibitively expensive & we feel we can make do with the existing structure if some internal improvements are made. This will make it more watertight, keep the birds out, and a bit warmer.
2. We have an environmental sub-group that is focused in improving butterfly & insect numbers on the site. Part of this work is to provide a habitat at the Butterfly garden.
3. The track is our only means of getting vehicles to the site if we need to drop off any materials or have a skip or manure delivery. It's also important for some of our older members who need to drive to their plots.

**Timescales & dependencies** - Please indicate timescales that you expect to undertake the activity and if the activity is reliant on anything else. (e.g. other permissions/funding)

1. The Hut improvements are planned over the next 3-6 months and should be completed within a week of commencement
2. Butterfly garden improvements would be scheduled for spring of 2023
3. Track improvements are likely to be also spring/early summer dependent on availability of labour and equipment.

**Environmental good practice** – the Town Council wishes to maximise its contribution to environmental and climate change issues, including through its funding to other parties. Please indicate how your proposed activity / use of funding contributes to these objectives either directly or through how you will minimise any negative environmental impacts and maximise any environmental benefits.

1. Having a Hut that is both watertight and warmer would mean we can hold workshops relating to water provision & storage, compost making, produce usage & storage (we have sessions planned on fruit pressing, dehydration), all aspects of growing produce (increasing members self-sufficiency).
2. The improvements to the Butterfly garden will encourage species diversity and improve the range of habitats in line with the recommendations of Mike Slater Volunteer Wildlife Conservation Officer.
3. Maintaining the access track will enable us to continue to provide vehicular access for contractors to remove waste from the site, deal with matters such as gapping up hedges, tree maintenance and general site maintenance.

**Outstanding grant awards** – please summarise any outstanding grant monies previously secured from the Town Council but not yet spent and indicate when you anticipate spending / claiming the grant funds. This is to enable Town Councillors to monitor progress of any previously awarded funds.

Grant previously sought under separate application £1800 pending

For any queries regarding this form, please contact Stephen Marks, Town Clerk via [clerk@leamingtonspatowncouncil.gov.uk](mailto:clerk@leamingtonspatowncouncil.gov.uk) or 01926 450 906.

Report No 10.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> NOVEMBER 2022**

**PAYMENTS**

1. **Purpose of the Report**

To consider and approve payments arising. A schedule of payments will be circulated.