



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, THE PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906 F: 01926 456 901
E: clerk@leamingtonspatowncouncil.gov.uk
www.leamingtonspatowncouncil.gov.uk

ROBERT NASH ACIS DMS
Clerk to the Town Council

Our Ref: RN/

Your Ref:

20th November, 2014

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **WEDNESDAY 26th NOVEMBER , 2014 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To Councillors: Mrs S.E. Boad, J. Clarke, W.L. Gifford, D.A. Greenwood, J. Knight, S. Lytton, A. Morrison and A. Wilkinson
Cllr S. Ingleby substitute for Cllr J. Clarke

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

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.
3. **PUBLIC FORUM**
To receive representations from members of the public in accordance with the Council's Standing Orders.
4. **MINUTES**
To consider and approve the Minutes of the Meeting held on 30TH October 2014 (Report No. 4)
5. **MATTERS ARISING FROM THE MINUTES**
 - (i) New Electoral arrangements
 - (ii) Portas Team – Correspondence relating to Christmas lighting
 - (iii) Mayoral vehicle – lease arrangements

6. NEIGHBOURHOOD PLAN

To consider the process for developing and implementing a Neighbourhood Plan (Report No. 6 to follow)

7. BUDGET 2015/16

To consider the attached Report (Report No. 7)

8. ACCOUNTS

To approve a schedule of accounts arising for payment

9. EXCLUSION OF PRESS AND PUBLIC

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.

10. TOWN HALL RATING LIABILITY

Town Clerk to report orally on discussions with Warwick District Council since the last meeting.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 30 OCTOBER 2014 AT THE TOWN HALL, ROYAL LEAMINGTON SPA

Present: Councillors Ann Morrison (Chair), Sarah Boad, Judith Clarke, Bill Gifford, David Greenwood, John Knight, Simon Lytton and Alan Wilkinson.

There were no Members of the public in attendance.

46. DECLARATIONS OF INTEREST

The following interests were declared in accordance with the Council's Code of Conduct:-

Name	Item	Nature of Interest
Councillor B. Gifford	Warwickshire Pension Fund	Member of Pension Board
Councillor B. Gifford	Town Hall Rating liability	Member of Warwick District Council
Councillor A Morrison	Portas Team Update	Representative of Town Council to Old Town Team
Councillor A. Wilkinson	Portas Team Update	Representative of District Council to Old Town Team
Councillor A. Wilkinson	Town Hall Rating liability	Member of Warwick District Council

47. MINUTES

The Minutes of the Meeting of the Policy and Resources Committee held on 2nd October 2014, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 2nd October 2014 are confirmed and signed as a correct record.

48. MATTERS ARISING FROM THE MINUTES

(i) New Electoral Arrangements

The Committee was advised that the Licensing and Regulatory Committee of Warwick District Council had met on 21 October 2014 to consider recommendations with regard to final proposals of the Local Government Boundary Commission following a review of Warwickshire County Council's divisions and the proposals arising from the District Council's own Community Governance Committee Review.

It was noted that whilst the report of the Chief Executive had recommended that the boundaries between Leamington Spa and the parishes of Old Milverton and Blackdown, Cubbington and Whitnash should all be changed in the interests of clarity of community leadership and the avoidance of confusion of the electorate, only changes to the boundary between Leamington and Old Milverton and Blackdown Parish had been approved. As a consequence, the area of New Cubbington, currently within Cubbington Parish, and the East Ward of Whitnash were to remain within the respective parishes, although they would be included within the District Wards of Leamington at District Council

elections. The Committee expressed its disappointment with this outcome which appeared to contradict the evidence presented in the Officer's report.

RESOLVED that the Town Clerk obtains an explanation of the rationale of the Licensing and Regulatory Committee's decision.

(ii) Application for Sex Establishment Licence

Consideration was given to email correspondence from Mr Hall, the Head of Health and Community Protection of Warwick District Council, in relation to the recent application for the renewal of a sex establishment licence at 6a High Street, Leamington Spa.

It was noted that within the current licensing legislation the Licensing Authority was not permitted to proactively notify individuals of applications for such licences. Therefore reliance was on individuals to submit representations independently following the public announcement of each application.

Concerns had been expressed to the District Council regarding the manner in which information was displayed and accessible on the website, and an undertaking had been given that this would be reviewed and addressed accordingly. The Chair noted that it was incumbent upon the Town Council to monitor such applications more proactively in future to ensure that its representations were submitted on time and in a format which would enable them to be published widely within the Community.

RESOLVED

- (i) that the reply of the Head of Health and Community Protection is noted; and
- (ii) that this Committee expresses its dissatisfaction with the process in relation to the licensing of sex establishments which, in the case of the premises at 6a High Street, did not sufficiently demonstrate that the Town Council's case was represented in a way which could have influenced the outcome.

(iii) Portas Team Update

Consideration was given to a schedule of expenses provided by the Town Centre Manager in relation to a Freedom of Information request which listed funding allocated to the Portas project.

It was evident that of the £115,000 allocated to the project, little more than £36,000 remained to be spent. The Chair referred to discussions at meetings of the Old Town team at which there was now an emerging consensus that the initiatives identified as part of the Portas project could be taken forward with new rigour and she was encouraged by the responses by the various parties involved.

It was recognised that the Portas initiative had not been universally successful and that this owed much to the imperfect way in which public

scrutiny of expenses had been addressed in the original terms of reference.

Councillor Greenwood referred to recent discussions at the Christmas Lights Working Party which had identified a problem with the lighting scheme in Old Town as a result of the resistance by the owners of Majestic Wine to the placement of lighting on the building. It had been suggested that a letter to the proprietor from the Mayor, seeking co-operation for the placement of the lights, would be advantageous. A similar situation had also developed outside No. 3 Parade.

RESOLVED

- (i) that the schedule outlining expenses on the Portas project is noted; and
- (ii) that the Town Clerk initiates correspondence on behalf of the Mayor with the proprietors of Majestic Wine and No. 3 Parade, seeking co-operation for the placement of Christmas lighting on to the respective buildings.

Note: In accordance with the Council's Code of Conduct, Councillors Ann Morrison and Alan Wilkinson, having previously declared non pecuniary interests in the above item, remained in the meeting and took part in the discussion and voting.

49. COMMUNICATIONS WORKING GROUP

RESOLVED that the Minutes of the meeting of the Communications Working Group held on 14 October 2014 are received and the following recommendations approved:

- 1) Articles are written in the first person under the authorship of the Mayor
- 2) Drafts are prepared by the Town Clerk for circulation and prior approval by the Communications Group and the Mayor before publication
- 3) All Members of Council are invited to suggest topics for inclusion in future articles
- 4) Articles are to exclude matters of solely political group interest and avoid overtly politically contentious items
- 5) A timetable for preparation and publication be drawn up in discussion with the Editor of the Courier and subsequently advised to Members of Council
- 6) Future articles to include the history and development of the Town Council, its role and responsibilities, services delivered and work with other Councils and agencies.

50. TOWN COUNCIL OBJECTIVES

The Chair reported on a recent meeting attended by Councillor Gifford with the leader of Warwick District Council and the Assistant Chief Executive with regard to improving communication between the Town and District Councils. During the meeting, at which the Town Council's recently agreed objectives had been

communicated, an undertaking had been given that a presentation would be made to the Town Council on key issues such as development of the town, the future of the Royal Pump Rooms and the relocation of the District Council from Riverside House. It was anticipated that this would now take place at the Town Council meeting on 18 November 2014.

It was evident that in view of progress now being made with regard to the District Local Plan, there were increasing opportunities to progress neighbourhood development in respect of the key areas of the town that had been a previous focus of this Council. In this regard, reference was made to Old Town, the Town Centre and Lillington which had already been designated as a neighbourhood action area by the principal authority.

It was therefore suggested that the Town Council should now initiate discussions with Warwick District Council to commence a process of neighbourhood development in relation to Old Town and the Town Centre.

RESOLVED that this Council initiates discussion with Warwick District Council for the immediate designation of Neighbourhood Plans for the areas of Old Town and the Town Centre of Royal Leamington Spa.

51. MAYORAL VEHICLE LEASE RENEWAL

Consideration was given to a report (Report No. 8) outlining the options for renewal of the current vehicle leased with Toyota Leasing for a replacement car for use by the Mayor and Deputy Mayor. The report indicated that the cost of entering into a new lease offered a marginal financial advantage over the current one, with a potential saving of £300 over a three year period.

In addition, the Town Clerk reported that he had recently received details of a new project entitled "Warwickshire Rural Electric Vehicle" which enabled rural businesses to obtain grant funding toward the cost of an electric powered vehicle. This was a possible additional option to those mentioned in the report.

RESOLVED

- (i) that the Town Clerk investigate the applicability to this Council of the Warwickshire Rural Electric Vehicle project; and
- (ii) in the event that the electric vehicle project is not available to the Town Council, a new lease is arranged with Toyota Leasing on the terms set out in the report.

52. WARWICKSHIRE PENSION FUND ANNUAL GENERAL MEETING

Councillor Greenwood sought the Committee's guidance in relation to his representation at the forthcoming AGM of the Warwickshire Pension Fund. He explained that he had been council's representative over many years and he had submitted reports on the health of the pension fund based on information provided at the AGM. During 2013, changes had been implemented to the scheme which had not been appropriately notified to representatives at the AGM. This had been particularly difficult for some of the smaller admitted

bodies, such as the Town Council and Citizens Advice Bureau. Whilst the Town Council's position had now been adequately managed and increased contributions planned over a reasonable recovery period, the same was not true for bodies such as CAB, the viability of which was now threatened. He therefore requested the Committee's support in endorsing any comments by such bodies made at the Annual General Meeting.

RESOLVED that Councillor Greenwood is supported in his representations to the Annual General Meeting of the Warwickshire Pension Fund.

Note: In accordance with the Council's Code of Conduct, Councillor Bill Gifford, having previously declared a pecuniary interest in the above item, left the meeting and took no part in the discussion and voting.

53. ACCOUNTS

Consideration was given to a schedule of accounts arising for payment since the last meeting.

RESOLVED that the schedule of accounts and payments in the sum of £16,927.46 under Section 137 of the Local Government Act 1972 are approved for payment.

54. EXCLUSION OF PRESS AND PUBLIC

RESOLVED that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw.

55. TOWN HALL RATING LIABILITY

The Town Clerk reported orally on discussions with Warwick District Council over the calculation of the Town Council's liability for payment of non-domestic rates at the Town Hall and the accumulation of an overcharge in terms of the Council's contribution to service charges.

RESOLVED

- (i) that Warwick District Council is requested to consider repaying the Town Council's overpayment of service charges over a four year period, including the payment of compound interest on the amounts overpaid since September 2002.

Note: In accordance with the Council's Code of Conduct, Councillors Bill Gifford and Alan Wilkinson, having previously declared non pecuniary interests in the above item, remained in the meeting and took part in the discussion and voting.

The meeting commenced at 6.00 pm and ended at 7.30 pm

Chairman

Date

DRAFT BUDGET 2015/2016		2014/15		Exp. 01/10/14		Out-turn 14/15		2015/16		Notes
1. Member Allowances		18280		5,825	18,200	80	18600	2.2 % allowance ~Jan 2015		
2. Employee Salaries and Honoraria		95400		43683	98,011	-2611	110155	2.2 % pay settlement ~Jan 2015 + Pension increase of 1.5%		
3. Mayoral Transport										
Overtime/car hire	500			365	700	-200	700			
Uniform	250			250	250	0	300			
Petrol	500			260	500	0	500			
Sundries	200			213	250	-50	250			
Garage Rental	395			150	325	70	350			
Lease Charges	3500			1747	3,500	0	4085	new lease agreement		
4. Civic Expenses										
Regalia Maintenance	500			527	527	-27	500			
Town Hall Mayoral Roll Board	100			102	102	-2	105			
Mayoral Photograph	375			265	265	110	300			
Civic Service	500			0	500	0	500			
Remembrance Service	1600			50	1,600	0	1600			
Annual Parish Meeting	100			100	100	0	100			
Civic Regalia - Purchase	0			0	0	0	1350	New past Mayor's badges		
Civic Evening	1100			1100	1,100	0	1200			
Civic Visits	625			414	800	-175	800			
Civic apparel (robes etc)	800			820	820	-20	0			
Contingency	300			322	350	-50	350			
5. Administrative Expenses										
Insurance	3500			2354	2,354	1146	2354			
Office Stationery/Equipment	400			201	400	0	500			
W.A.L.C. Membership	2093			2093	2,093	0	2131			
Audit fees	1050			1050	1,050	0	1050			
Computer hardware renewal	250			923	923	-673	0			

DRAFT BUDGET 2015/2016		2014/15		Exp 01/10/14		Out-turn 14/15		projected under/over spend (-)		2015/16		Notes
Photocopying (inc Lease charges)	900	379	800	100	1000							new copier acquisition required- capital cost not included
Postage	1200	668	1,300	-100	1300							
Staff training	150	0	0	150	100							
Member training	400	0	0	400	1000							
Web Site hosting	450	180	360	90	400							
Council Meetings - Catering	400	375	700	-300	700							
Minute Binding etc	250	0	250	0	0							
Payroll Agency charges	1345	602	1,345	0	1400							
BACS	230	135	270	-40	270							
I.T. repair and support	200	35	150	50	250							
Staff recruitment - advertising	1000	0	0	1000	0							
6. Property and Asset Maintenance												
Town Hall - Annual Rent	7685	3805	7,702	-17	7950							
Town Hall - Maintenance Charge	11500	6940	6,940	4560	5200							Reduced to account for error in floor space calculation by WDC
Telephones & Broadband	700	202	500	200	500							
War Memorial	500	346	750	-250	500							
7. Mayor's Award												
	150	216	216	-66	250							
8. Twinning												
	2000	860	1,000	1000	1000							
9. Friendship Links												
One World Link	1070	0	1,070	0	1070							
10. Grants and related expenditure												
Citizens Advice Bureau	12000	12000	12,000	0	12000							
Town Centre Management Initiative	6070	0	0	6070	0							Town Centre Management partnership disbanded
Christmas Lighting	14730		14,440	290	14730							
Learnington in Bloom	7100	2141	3,000	4100	3000							
Learnington International Twinning Society	4200	4200	4,200	0	4200							
Community Grants	41400	9200	41,400	0	42000							
Blue Plaques	600	260	600	0	600							
Pump Room Gardens - restoration	2000	2000	2,000	0	0							One off payment in 14/15

DRAFT BUDGET 2015/2016	2014/15		Exp 01/10/14	Out-turn 14/15	projected under/over spend (-)	2015/16		Notes
	1220	1000				1,220	0	
MELA Festival	1220	1000	1220	0	950	1220	200	No activity in this project
Fairtrade Town Working Group	0	0	420	420	-420	0	0	
Transition Town	4000	4000	4500	4,500	-500	4500	4500	
Youth Initiative	1660	1660	1660	1,660	0	1660	1660	
Leamington Music Festival	6500	6500	0	6,500	0	6500	6500	
Tree Planting	1500	1500	408	700	800	800	800	
Street Furniture (inc. Grit Bins)	2500	2500	0	2,500	0	2500	2500	
Music in the Park	1000	1000	0	500	500	500	500	
Newsletter	600	600	40	300	300	300	300	
Guild of Guides	150	150	0	100	50	50	50	
Neighbourhood Watch Support	24000	24000	18000	24,000	0	24000	24000	
District Shopmobility Scheme								
Social Cohesion Fund	11000	11000	11000	11,000	0	11000	11000	(Children's centres -£7500) & Lillington Library -£3500
Community Planning	1000	1000	0	0	1000	1000	1000	
Leamington Carnival	0	0	3575	3,575	-3575	3500	3500	Funded from balances in 2014/15
11. Elections	11000	11000	0	0	11000	11000	11000	Full elections in May 2015
12. Allotments	5600	5600	2355	5,600	0	5800	5800	
TOTALS	323,278	323,278	Budget	under/overspend	(projected)	24,940	321,730	
Less Projected Income	3,500	3,500	plus projected income		3,500		28,440	
Less underspend	-8,227	-8,227					293,290	
Total budget to be met by precept		328,005	Budget requirement before reserves					
Less Contribution from reserves		0	Less Contribution from reserves					To be determined
less grant from WDC		37,239	less grant from WDC				37239	This is the grant awarded in 2014 and may be less than that indicated
Total budget requirement from Precept		290,766	Total budget requirement from Precept				256,051	
Projected Precept at Band D		18.77	Projected Precept at Band D				£16.53	
Budget as % of 13/14		104.48%	Budget as Percentage of 14/15				89.42%	
Reserves(Balances) at April 2014		190,893						

