



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

Date: 1st October 2020

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 8TH OCTOBER 2020 commencing at 6.00 pm.**

This meeting will be held remotely and can be accessed as follows:-

Join Zoom Meeting

<https://us02web.zoom.us/j/81763713291?pwd=QWVs5cyszZ1l1Y0s5c0NlalU5Y0JkQT09>

Meeting ID: 817 6371 3291
Passcode: 842677

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

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

(All other Members of the Town Council – for information. Non- members of the Committee are invited to join the meeting using the link provided above.)

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**

Town Clerk will report any representations made to the Committee prior to the meeting.



4. MINUTES

To consider and approve as a correct record the Minutes of the Meeting held on 10th September, 2020 (Report No.4)

5. MATTERS ARISING FROM THE MINUTES

(i) CURRENT ACCOUNT BANKING ARRANGEMENTS

To consider progress since the last meeting.

6. WARWICKSHIRE FIRE AND RESCUE AUTHORITY - INTEGRATED RISK MANAGEMENT PLAN (IRMP).

To consider the attached Report (Report No.6)

7. BUDGET MONITORING REPORT

To consider the attached Report (Report No.7)

8. WARWICKSHIRE UNITARY AUTHORITY

To discuss issues arising from the meeting of Parish Councils held on 29th September.

9. PURCHASE OF IT EQUIPMENT

Town Clerk to report orally and seek approval for the purchase of new computer and laptop

10. ACCOUNTS

To approve a schedule of accounts arising for payment since the last meeting.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 10th SEPTEMBER, 2020

This meeting was conducted remotely in accordance with the provisions of the 2020 Coronavirus Regulations

Present: Councillors Sarah Boad (Chairman), Janet Alty, Alan Boad, Julija Boulton, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice and Nick Wilkins.

24. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Will Bryce and Susan Rasmussen

25. DECLARATIONS OF INTEREST

Councillors Alan Boad and Bill Gifford declared non – pecuniary interests in Railway Bridges – Pigeon Control Measures (Agenda item 5 (i)) and Street Cleansing and Grounds Maintenance Services (Report No. 6), as Members of Warwick District Council.

26. PUBLIC FORUM

There were no representations from Members of the public.

27. MINUTES

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 9th July, 2020 (Report No.4) are confirmed as a correct record

28. MATTERS ARISING FROM THE MINUTES

(i) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

The Town Clerk reported that Warwick District Council had now undertaken a further site inspection of the Lower Avenue bridge and had agreed to rectifying the holes in the netting which allowed pigeons to continue nesting. However it was the intention of the District Council to consider terminating the legal agreement with Network Rail, once this work was completed.

RESOLVED that the Report is noted and the Town Clerk thanked for pursuing this to a successful conclusion.

(ii) TOWN HALL SERVICE CHARGES

The Town Clerk reported that the District Council had accepted that the recharges paid by the Town Council in respect of service charges would be reduced by the sum of £350 in recognition of the period during which the Town Hall was unoccupied due to the Covid 19 pandemic. This would be reimbursed to the Town Council through the quarterly recharges made in October and January 2021

RESOLVED that the Report is noted and action of the Town Clerk endorsed.

29. STREET CLEANSING AND GROUNDS MAINTENANCE SERVICES

Consideration was given to a Report (Report No 6) setting out options for the future provision of street cleansing and litter collection in Leamington Spa Town Centre.

The Committee was reminded that Warwick District Council was currently inviting tenders for a new 8 year contract for Street Cleansing and Grounds Maintenance to take effect from April, 2021. The District Council had written to all Town Councils indicating that arising from budgetary restrictions the current barrow operative service would no longer be delivered, unless supported in financial terms by each Town Council. In the case of Leamington Town Centre, the subsidy required was £20,000 a year. In the event that Town Councils were unable to contribute to the quoted cost of the contract, Warwick District Council will continue to meet its duty to keep open spaces free of litter and refuse, so far as is practicable.

In addition, the Town Councils had also been requested to consider supporting the cost of maintaining planting displays on roads and roundabouts. In Leamington Spa, the Town Council had agreed to assume responsibility for this aspect of the service and, in view of the modest cost, undertake the work independently.

The Town Clerk reported that following consideration of this proposal, Warwick Town Council had agreed some elements of funding for grounds maintenance work but would not be funding the barrow operative service. A decision from Kenilworth Town Council was anticipated in the next week.

Following consideration of the options in the Report it was

RESOLVED that

(i) that Warwick District Council is advised that the Town Council declines making a financial contribution to the Barrow Operative Service in Leamington Town Centre;

(ii) that management of the planter displays is discussed with the Leamington in Bloom Group and Warwick District Council with a view to effective maintenance of perennial planting displays.

30. FUTURE MANAGEMENT OF MEETINGS

Consideration was given to a Report (Report No.7) regarding arrangements for the management of Council meetings.

The Town Clerk reported that the Communications Working Group had met on the 8th September and had endorsed the general principles in the Report.

The Committee was supportive of meetings of the Town Council being live streamed, initially via the Council's Facebook account, as a trial arrangement. There was a

recognition that confidentiality provisions would need to apply and that members of the public who joined meetings virtually would need to be advised of the relevant protocols to enable the opt out from recording to be exercised if they wished. The importance of ensuring that meetings are conducted in a business like and orderly manner was emphasised and the Town Clerk asked to investigate use of common backgrounds for individual Members of the Council.

RESOLVED

(i) that meetings of the full Council are recorded and made available for an initial trial period via the Council's Facebook account;

(ii) that consideration is given to extending access to meetings via the YouTube channel following further investigation by the Town Clerk

(iii) that participation in meetings held virtually is subject to compliance with the General Data Protection Regulations;

(iv) that the protocol set out at Appendix 1 to the Report is adopted for publication;

(v) that during the trial period, Council Committee meetings continue to be held remotely and that the public are made aware through the website and social media of opportunities to join and participate in meetings but that these meetings will not be recorded;

(vi) in relation to the Management of social media, the Guidance set out at Appendix 2 is adopted as a Policy Statement

(vii) that the work of the Communications Group is noted and that further recommendations as may arise in consideration of implementing public accessibility to meetings are taken into account when agreeing a Council Policy.

31. EQUALITY AND DIVERSITY POLICY

Consideration was given to the Report (Report No 8) setting out a revised Equality and Diversity Policy for the Town Council.

A member clarified the use of term "gender" and proposed that this was the more appropriate definition to be used for distinguishing between the sexes. It was accordingly moved and seconded that Sections 3 and 6 of the Report are amended.

RESOLVED that, subject to the amendment of Sections 3 and 6, the Equality and Diversity Policy is adopted as Council Policy with immediate effect.

32. ALLOCATING FUNDING IN SUPPORT OF MAYORAL EVENTS

Town Clerk advised that the Council budget for 2020/21 provided for a funding contribution of £1,500 to meet the costs associated with the Civic Dinner. This event was one of the principal occasions in the year in which the Mayor raised funds in support of the Mayoral Charities. In view of the cancellation of almost all the Mayor's

public engagements in the year to date as a result of Covid-19, there was a high probability that limited funding would be available to donate at the municipal year end. There was also no prospect of a Civic Dinner being organised unless the current restrictions on social gatherings were lifted.

RESOLVED that the budget for the Civic dinner in the sum of £1,500 is reallocated to the Mayoral Charity account if at the financial year end it has not been incurred for its original purpose.

33. 2020-21 LOCAL AUTHORITY SALARY AWARD

The Town Clerk reported that the National Salary award for local government employees was 2.75% across all salary points effective from 1st April, 2020.

Salary scales for Town Clerks and other Town Council employees would be adjusted in accordance with the same increase and would be applied in the September pay run. This had no budgetary implications as the Council has anticipated an increase of 3% when setting its budgets for the year.

RESOLVED that the Report is noted.

34. CURRENT ACCOUNT BANKING ARRANGEMENTS

The Town Clerk reminded the Committee that it had agreed to open new banking arrangements with Triodos Bank in recognition of a policy of ethical banking. Following extensive discussion with the Bank it was evident that the Council's current arrangements for payroll, which were undertaken by an external payroll agency- SD Worx- could not be administered by Triodos in the same manner. As an alternative either the payroll agency would need to have internet access to the Council's account or the Council's individual account signatories would need to authorise payroll and tax payments on each separate occasion.

In view of the complexity and time considerations inherent in the latter arrangement, it was therefore agreed that for the immediate future the Council's current banking remains with HSBC.

The Town Clerk further advised that the Council could benefit from internet banking through HSBC at an initial cost of £350 and a recurring monthly fee of £21 plus £0.24 per outward transaction.

RESOLVED

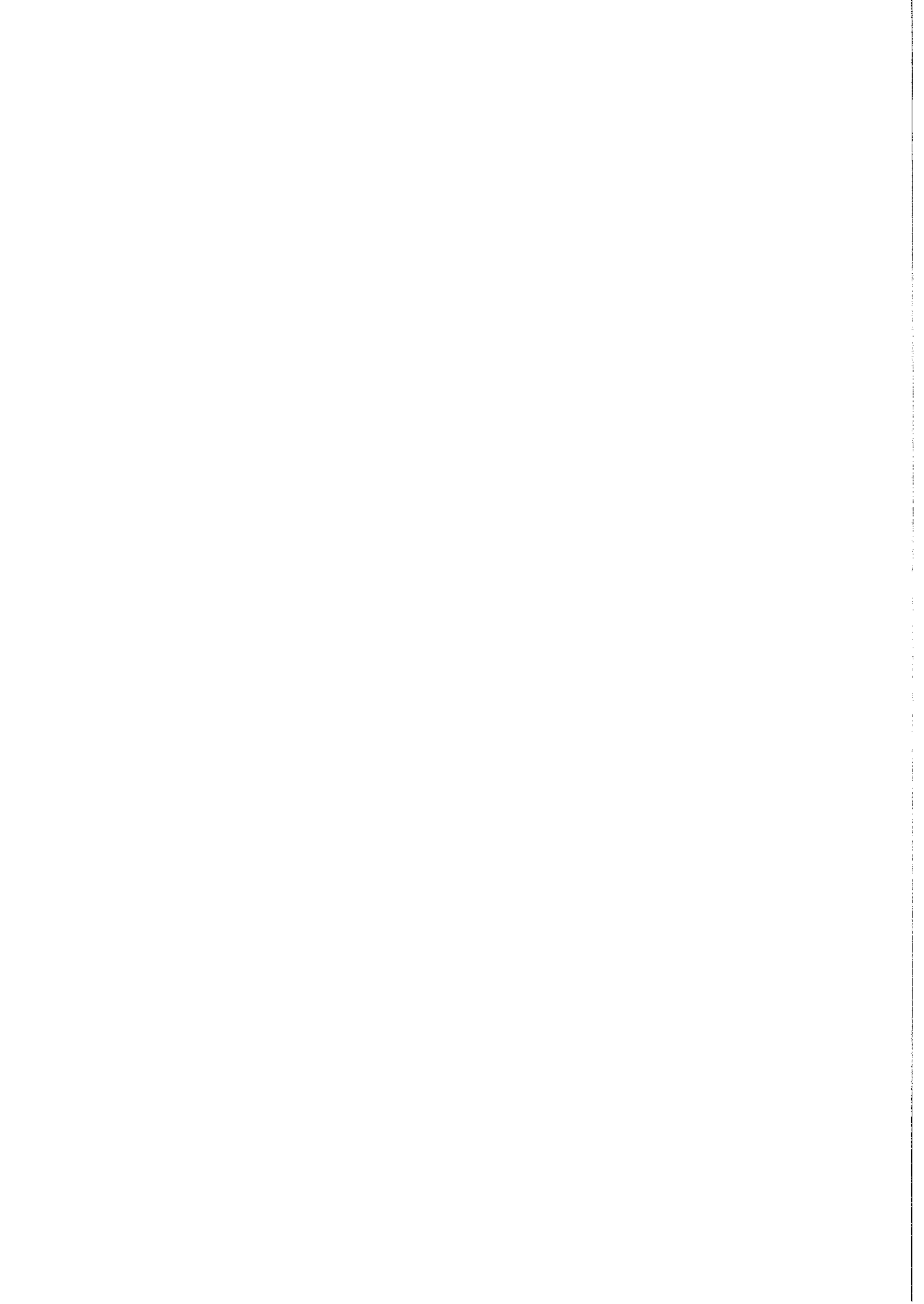
- (i) that the current account opened with Triodos Bank is terminated;
- (ii) that the Council continues to use HSBC as its principal current account bank
- (iii) that the Town Clerk investigates other options for internet banking and reports to a future meeting.

35. **ACCOUNTS**

Consideration was given to a schedule of accounts in the sum of £60,364.81.

RESOLVED that the schedule of accounts is approved for payment.

The meeting commenced at 6.00 pm and ended at 7.35 pm.



REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 8th OCTOBER 2020

WARWICKSHIRE FIRE AND RESCUE AUTHORITY - INTEGRATED RISK MANAGEMENT PLAN (IRMP)

1. PURPOSE OF THE REPORT

To consider a possible response to the Fire and Rescue Authority Integrated Risk Management Plan.

2. INTEGRATED RISK MANAGEMENT PLAN (IRMP)

2.1 Warwickshire Fire and Rescue Authority has a statutory duty under the Fire and Rescue Services Act 2004, to prepare an Integrated Risk Management Plan (IRMP). As part of the IRMP process the Fire and Rescue Authority regularly reviews and assesses the full range of foreseeable risks impacting the communities of Warwickshire to ensure that it has the plans, people, processes and equipment in place to ensure that Warwickshire remains a safe place to live and work.

2.2 The draft IRMP 2020 - 2025 summary document sets out our proposals for the next five years for keeping Warwickshire safe. It is now available on the website, together with all the appropriate supporting documents.

Warwickshire Fire and Rescue Integrated Risk Management Plan 2020-2025
Consultation Survey

<https://ask.warwickshire.gov.uk/fire-and-rescue/wfrs-integrated-risk-management-plan-consultation/>

2.3 Residents and Stakeholders have an opportunity to have their say on any proposals which may impact on them. With this in mind, the Town Council is invited to take part in a consultation survey and to give its views on the following proposals as outlined in the IRMP summary document:

- Ensuring that the workforce and ethos reflects the diverse communities served
- Assess the capabilities to improve ways of working in response to any future pandemics
- Assess the overall resource capacity to ensure that personnel and physical assets are in the right place and at the right time to deliver statutory duties
- Develop further opportunities to support the wider community health outcomes and help to protect Social Care and the NHS
- Implement digital solutions to enhance service delivery.

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2.4 The Fire and Rescue Authority states that “It is really important to us that we reach out to all our communities and as many people as possible have the opportunity to give their views on how we deliver our services.”

2.5 The response of the Committee is therefore invited.

2020/21 Budget Monitoring - April 2020 - August 2020

Cost Centre	Budget 2020/21 £	Expenditure at 30/8/2020 £	Adjustment for 2019/20 expenditure £	Balance of budget remaining £	% of budget unspent at 30/8/2020 %	Notes
Allowances	18000	8165	4446	14281	79	
Salaries	157700	62223	3085	98562	62	
Mayoral Transport	4327	1693		2634	61	
Civic Expenses	7365	382		6983	95	
Administrative Expenses	15470	6867	-2179	6424	42	
Buildings and Charges	27440	10243		17197	63	
Twinning and Friendship	400	0	-50	350	88	
Neighbourhood Plan	2000	3616	1866	250	13	Remaining Neighbourhood Plan expenditure to be claimed from Groundwork
Annual Award	300	0		300	100	
Grants and Section 137 Expenditure	160600	64422	-1320	94858	59	
Allotments	5800	925	928	5803	100	Grant applications to be considered 12/10/20
Elections	18000	52314	-52314	18000	100	This is an annual provision to meet Lillington by-election cost (2019) yet to be invoiced)
less Income	3200	3962	0	762	24	Income increased by receipt of insurance premium
Total exc V.A.T.	414202	206888		264880	64	

Community Infrastructure Levy

Date Paid Amount Balance

08.10.19 4452

08.04.20 7500 11952

