



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
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ROBERT NASH ACIS DMS
Clerk to the Town Council
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7th September 2012

Dear Councillor,

You are summoned to attend a **MEETING** of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held at the **Town Hall, Royal Leamington Spa** on **THURSDAY 13th SEPTEMBER 2012**, commencing at **6.30 pm** for the purpose of transacting the business specified below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

TO ALL MEMBERS OF THE COUNCIL

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **CHAIRMAN'S ANNOUNCEMENTS**
3. **DECLARATIONS OF INTEREST/GRANT OF DISPENSATION**
To receive any declarations of interest and approve the grant of dispensation in respect of any item identified for discussion at the Meeting.
4. **PUBLIC FORUM**
To receive representations from members of the public in accordance with Standing Order No. 36, including:
 - (i) **Former Library, Avenue Road**
To consider a petition from Bath Place Community Venture regarding the future use of the former Library.
(Report No. 4)
5. **OFF-STREET CAR PARK CHARGES AND REGULATIONS**
To consider the attached Report (Report No. 5)
6. **ANNUAL RETURN OF ACCOUNTS AND AUDITOR'S REPORT**
To consider the attached Report (Report No. 6)

7. WARWICKSHIRE PENSION FUND – AGM

To note the arrangements for the Annual Meeting of the Pension Fund on 23rd November 2012 and appoint a representative to attend the Meeting.

8. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

- (i) Planning Committee – 5th and 26th July & 16th August, 2012
To receive the Minutes of the Meetings of the Planning Committee held on 5th and 26th July and 16th August 2012. (Report Nos. 8(a) 8(b) and 8 (c))
- (ii) Policy and Resources Committee – 3RD September 2012
To receive the unconfirmed Minutes of the Meeting of the Policy and Resources Committee held on 3rd September 2012 (Report No.8(d)).
- (iii) Cultural and Community Committee –30th July 2012
To receive the Minutes of the Meeting of the Cultural and Community Committee held on 30th July 2012 (Report No 8 (e))
- (iv) Council – 12th July 2012
To confirm and sign as a correct record the Minutes of the Meeting of the Town Council held on 12th July, 2012 (Report No. 8(f))

9. ACCOUNTS

To consider and approve a schedule of invoices arising for payment since the last meeting. (Schedule of payments to be circulated)

REPORT TO A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA TO BE HELD ON 13TH SEPTEMBER 2012

Former Library, Avenue Road, Leamington Spa

A presentation is to be made to the Council meeting by representatives of users of Bath Place Community Venture which presently occupies the former Library at Avenue Road. The premises are owned by Warwickshire College which has been in negotiation for the disposal of the site to a developer. An application for conversion of the premises to residential apartments with associated landscaping and parking has been submitted to the local planning authority. The application was considered by the Planning Committee of the Town Council at a meeting on 5th September. The Committee resolved to make no objection to the proposal, subject to an observation concerning the absence of provision for Social Housing.

A petition has been placed on the internet by a network group who use the facilities at Bath Place. The petition seeks support to retain the former Library building for public use. The text of the petition is as follows:-

"Bath Place is a charity that has served the community of Leamington Spa for over 35 years and has made the Old Library their home since 2009. Warwickshire College paid the County Council £97100 for the building and are trying to sell it to developers for over £1.5 million.

Bath Place has spent almost £150,000 and countless hours of voluntary work in trying to preserve and maintain this Community asset and is home to countless community and art groups, social enterprises and serves some of the most vulnerable people in Leamington Spa. Why should Warwickshire College have the right to sell such a precious piece of Leamington's heritage for 15 times what they paid for it and remove it from community use forever?

Whilst Networking Mummies were visiting Bath Place community venture this week we found this sad news out. More details will follow but it's looking like developers want to use the site for a non- community project and build flats. We at Networking Mummies HQ have offered to support the community venture anyway we can in their fight to allow it to remain a community building as it states in the deeds it must. They do so much there from helping vulnerable people to children's groups and more, it would be such a shame for this to go ahead. We've put together a petition which is here and will be available online on our website soon. As Networking Mummies is a close knit community itself we will be working closely with Bath Place to raise the profile of this issue."

The Town Council will be asked to add its support to the above petition.

**REPORT TO A MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA TO
BE HELD ON 13TH SEPTEMBER 2012**

**PROPOSALS LINKED TO POSSIBLE CHANGES TO OFF-STREET CAR PARK
CHARGES AND REGULATIONS IN KENILWORTH, LEAMINGTON AND WARWICK.**

1. Overview

The current poor economic situation, continued expansion of the internet for shopping and the high price of fuel have been having a negative impact on the number of visits by car to most town centres.

Earlier in 2012 in consultation with Leamington Chamber of Trade, Leamington BID and the Town Council, the District Council in partnership with the County Council agreed to harmonise on and off-street charges and introduce a linear tariff in all Pay and Display car parks and on-street.

That scheme has been operating since July 2012 and appears to have been not only well received by customers but has resulted in a bottoming out of car park usage.

In Warwick a number of infrastructure projects have been undertaken which have impacted on accessibility to the town centre and together with the poor weather in the first 3 months of the financial year this has seen usage below last year's performance.

In Kenilworth performance continues to remain encouraging with usage generally up on last year.

We are seeking to implement the key recommendations of the "Portas" Review to support your local high streets by making local parking policies more reflective of the needs of shoppers, to ensure our three towns remain vibrant business communities. In consultation with local businesses and resident group's, officers identified the five key principles for off-street car parks across the District.

- Main car parks should be signposted by Variable Message Signs (VMS).
- Accessible to all with disabled provision located in the right area of the car park to offer easy access to the town centre.
- Safe and secure making use of CCTV coverage where ever possible.
- Charges set at levels which take account of the various demands for parking.
- Payment methods which are customer friendly. This includes a move to linear charging and introduction of credit card payment provision in Pay on Exit car parks.

Against this background officers believe that any increase in off-street car park charges would be counterproductive and we are therefore not proposing to increase any off-street charges for 2013/14.

Meetings will continue to take place as normal with Town Centre Partnerships and Town Councils in September but rather than those meetings being consultation meetings on proposals to increase charges, the meetings will be about ways of improving the parking offer in order to increase income by increasing usage not charges. Issues like "linear charging" and "harmonisation of hours of enforcement" are expected to be covered.

2. Off-Street Car Park Income Budget

In order to meet the Council's Medium Term Financial Strategy officers have been asked by Finance to increase income by 2% in 2013/14.

Overall car park income for the first four months of the financial year is in line with the original budget. The difference between the original estimate and the revised figure is due to a "one off" payment as a result of the payment received from McCarthy Stone for use of parking spaces as a compound to develop land adjacent to Abbey End car park.

As a result we have worked on delivering a 2% increase on the original budget of £2,440,000 which would require income to increase to £2,490,000 in 13/14.

	Original 12/13 £	Revised 12/13 £	Proposed 13/14 £
Pay and display	2,076,000	2,100,000	2,130,000
Season Ticket	188,000	185,000	185,000
Penalty Charge	106,000	85,000	105,000
Other income	68,900	133,900	69,000
Total	2,438,900	2,503,900	2,490,000

Overall despite poor performance in Warwick our off-street Pay and Display income is showing a small increase on the budget based on increased numbers parking in Leamington and Kenilworth.

Season ticket income is in line with last year despite cheaper all day ticket prices in multi-storey car parks in Leamington. We see this trend continuing in 2013/14.

Penalty Charge Notice income is down on estimate. This is as a consequence of the parking enforcement intervention which has resulted in a detailed review of the work undertaken by enforcement staff and the development of new rotas and beats which won't be fully operational until the final quarter of the financial year. As a consequence of changes to the working patterns a number of posts remain vacant which will not be filled until the new working arrangements are in place.

However as the new arrangements will focus enforcement in the areas where customer activity is greatest and we will be operating with a full complement of staff in 2013 we expect the PCN income to increase in 2013/14 to last year's levels.

Officers believe increase in Pay and Display income can be achieved as a result of increases in usage in car parks, particularly in Warwick which has been adversely affected by infrastructure works and bad weather and changes to the working patterns of the enforcement team which is expected to increase PCN income to be in line with the performance in previous years.

Head of Neighbourhood Services
Warwick District Council

20 Waverley Road
Kenilworth
Warwickshire
CV8 1JN

Chairman
Royal Leamington Spa Town Council
Town Hall
The Parade
Royal Leamington Spa

21st June 2012

Dear Chairman

Internal Audit year ended 31st March 2012

As requested I have completed an examination of the financial statements and cashbook. In doing so I have verified the bank reconciliation and agreed the cashbook entries to the bank statements. I have also agreed expenditure to supporting documentation and to approval by the Councillors in the Minutes. I have reviewed Minutes to ensure the budget is regularly monitored and financial matters are discussed. I have reviewed VAT entries to cash book entries.

General Observations

- I found the Balance Sheet and Income & Expenditure account to be accurate and supported by underlying financial records. The accounting records are in very good order. Bank reconciliations are done on a regular basis and VAT returns are done quarterly.
- The Council has a budget meeting to discuss the acceptance of the budget and reviews the budget on a regular basis.
- The Council lists all expenditure and expenditure is formally approved by the Council.

I would make the following observations:

- I note that a meeting has been arranged to consider the winding up of The Guru Nanak Development Trust. This trust has been inactive for some considerable time and it is worth considering allocating the funds to a specific project in line with the trust.
- It may be worth considering purchasing a simple accounts package. This may well ease the Clerk's financial administration as the program would automate the calculation of the VAT return, Accounts and prepare schedules for cheque payments.

Report No. 6

I would like to thank you for appointing me as your Internal Auditor and enclose my bill for settlement.

Yours sincerely

Louise Best
Cc Mr Nash

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