

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/P&R

Date: 27th January 2022

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **THURSDAY 03rd FEBRUARY 2022** in the Council Chamber at Leamington Spa Town Hall, Parade, CV32 4AT, 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 pp3-6
To consider and approve as a correct record the Minutes of the Meeting held on 15th December 2021 (Report No.4)
5. MATTERS ARISING FROM THE MINUTES
6. BUS SERVICE IMPROVEMENT PLAN CONSULTATION pp7-17
To consider the current consultation in relation to the Warwickshire Bus Service Improvement Plan (Report No. 6).
7. POLICY REVIEW pp18-21
To consider report No. 7 relating to the Town Council's suite of policies.
8. INSURANCE p22
To consider the Town Council's insurance arrangements for the coming year.
9. BUDGET / FINANCE MONITORING pp23-27
To undertake routine monitoring through consideration of report No. 9.
10. TELEPHONE BOX p28
To consider a request for minor alterations to a red telephone box.
11. PAYMENTS p29
To consider and approve a schedule of payments arising.

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 15th DECEMBER 2021

Present: Councillors, Sarah Boad (Chair), Alan Boad, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, Louisa Radice, Susan Rasmussen and Nick Wilkins

Officers: Stephen Marks, Town Clerk

57. Apologies for Absence

Apologies were received from Cllr J McGhee. (Cllr Wilkins substituting)

58. Declarations of Interest

Councillor Gifford declared a non pecuniary interest as a member of Warwickshire County Council and Warwick District Council.

Councillor A Boad declared a non pecuniary interest as a member of Warwick District Council.

59. Public Forum

There were no representations from members of the public.

60. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 18th November (Report No.4) are confirmed as a correct record.

61. Matters Arising from the Minutes

Tennis facilities – WDC made a decision regarding management of tennis facilities at their December cabinet meeting.

One world link – contact has been made with One World Link and they are suggesting using the funding offered by the Town Council for tree planting initiatives in Bo. They would also like to explore a letter / plaque / certificate from Leamington Spa to acknowledge the 40 year relationship and suggested a message from the Mayor. The Committee were supportive of this approach.

All Saints Regeneration Project – Town Clerk had provided a letter of support.

62. Projects

The committee considered report number 6, regarding possible funding for projects.

Anti-spiking project

Jon Barnett, Community Safety Officer at Warwick District Council introduced the proposed anti-spiking project. This was a project intended to address the increasingly concerning matter of spiking (e.g. of peoples drinks) in bars and clubs. It was part of a wider initiative around safety in the night time economy being developed by the Community Safety Partnership.

Jon Barnett advised that £1905 funding would enable purchase of approximately 15,000 Stop Topps to protect peoples drinks from spiking and that Warwickshire Police would match fund the same amount. Various aspects of the initiative were discussed. Jon Barnett noted that the Town Council would be fully recognised / acknowledged for any contribution.

Resolved that a £1905 contribution be made to the anti-spiking project.

Commonwealth Games Street Dressing

The committee considered further the matter of street dressing, following its deliberations at previous meetings. Cllr Wilkins advised that the site visit had gone well and an initial proposal for street dressing from Christchurch Gardens down the parade through Bath Street and to the railway bridge had been discussed. Commonwealth Games representatives would draw up a proposal.

There was discussion regarding the suitable amount of funding contribution from the Town Council. It was noted that £4k was available from the projects budget for 2021/22 and consideration could be given to use of anticipated underspends, subject to approval from the full Town Council.

Resolved that £4k from the 2021/22 projects budget be used as a contribution to the Commonwealth Games Street Dressing.

Resolved that it be recommended to the Town Council that a total £12k contribution be made to Commonwealth Games Street Dressing in Leamington Spa, made up of £4k from the 2021/22 projects budget and an additional £8k from anticipated underspends in other budget areas.

63. **Accounting Software**

The committee considered report number 7 regarding benefits of using dedicated accounting software.

Resolved

- i) That the purchase and implementation of accounting software is agreed.
- ii) That AdvantEdge is agreed as the preferred accounting software / system.

64. **Draft Budget 2022/23**

The committee considered report number 8 regarding a draft budget for 2022/23, following its discussions at its previous meeting.

It was noted that WDC had recently advised that the tax base had reduced from 17,221.67 to 17,000.07, meaning that the precept costs would be spread across a slightly smaller number of properties.

As the allocation (£10k) for the Queen's Jubilee was a one off, it was proposed that this be met from balances / reserves, thus minimising the increase in Council Tax.

It was agreed that the cost of civic regalia would be investigated to determine if any savings could be made.

Resolved that it be recommended to the Town Council that the draft budget for 2022/23 (with the agreed amendment) be adopted.

65. **Mayoral Protocol**

The committee considered report number 9 which proposed a draft Mayoral Protocol document. The committee supported the documents. There was discussion regarding the wording regarding the civic service and appointment of a chaplain.

Action: Town Clerk to revise the wording based on the discussion.

Resolved:

- i) That the committee supports the draft Mayoral Protocol subject to the minor amendments discussed.
- ii) That it is recommended to the Town Council that a Mayoral Protocol is adopted.

66. **Community Forums**

The chair raised the issue of Community Forums. In the past community forums for north and south Leamington had met and were supported by WDC / WCC officers. In addition the Town Council had supported the Safer Town Centre Forum. It was felt that these could be restarted, probably in virtual meeting format.

Resolved:

- i) That contact is made with WDC and WCC to request the re-establishment of the North and South Leamington Community Forums, with support from their officers.
- ii) That the Town Council seeks to re-establish the Town Centre Community Safety Forum, subject to engagement from relevant partner organisations.

67. **Railway underpass**

The committee considered report number 11. Following a presentation to the Town Council's Cultural & Community Committee in relation to arts projects, the District Councils Projects & Development Manager / Creative Compact Manager had approached the Town Council to see if the Council would like to be involved in the next stages of a project to install art in the railway underpass.

Resolved – that the Town Council be involved in supporting the next stages of the project.

68. **Payments**

Resolved that the following payments be approved.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 03rd FEBRUARY 2022

WCC BUS SERVICE CONSULTATION

1. **Purpose of the Report**

To consider Warwickshire County Council's current consultation in relation to the Warwickshire Bus Service Improvement Plan (BSIP), which was published in November 2021. Full information can be found at

<https://ask.warwickshire.gov.uk/insights-service/warwickshire-bus-travel/>

2. **Background**

- 2.1 Warwickshire County Council (WCC) has recently undertaken consultation in relation to Bus Service Provision in the County.

Between July and September 2021 WCC asked stakeholders for their views on the improvements that need to be made to local bus services in Warwickshire. These helped to shape the BSIP. The BSIP sets out desired improvements to the bus network in response to the National Bus Strategy which, subject to funding, will encourage more use of bus travel.

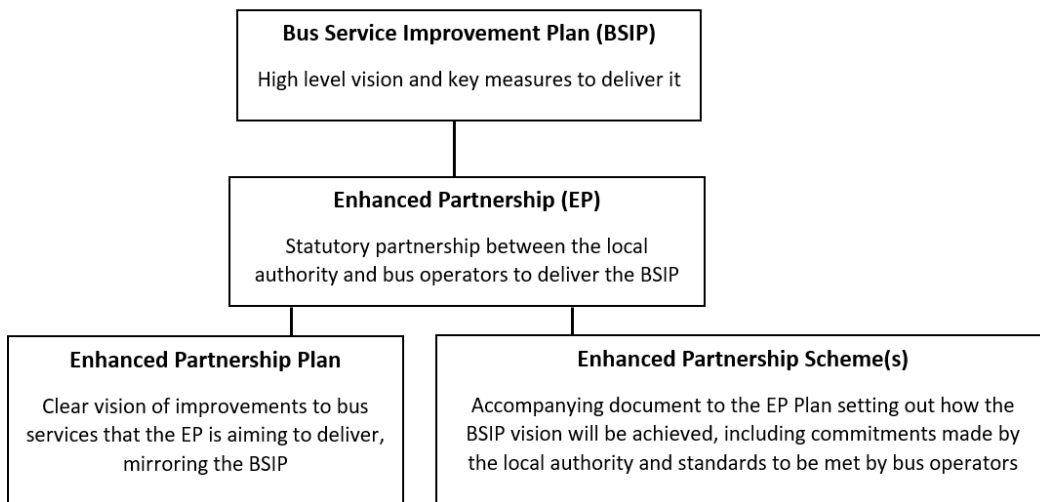
The Town Council's Policy & Resources Committee considered the consultation at its meeting on 09th September 2021 and agreed a response which is attached at Appendix 1 for information.

WCC is now undertaking further consultation on the Bus Service Improvement Plan and associated documents.

3. **The Bus Service Improvement Plan and Supporting Documents / Structures**

To help deliver the vision for bus travel in Warwickshire and in accordance with the requirements of central government, the Council and bus operators have jointly prepared an Enhanced Partnership (EP) Plan and an Enhanced Partnership Scheme.

Overview of National Bus Strategy requirements for local transport authorities



- 3.1 **Enhanced Partnership Plan** – Part of the wider Bus Service Improvement Plan is an Enhanced Partnership Plan. This sets out the overall vision and objectives to improve bus services.

The objectives are to:

- Provide more frequent buses.
- Enable bus services to become faster and more reliable.
- Offer ticketing solutions and fares which are cheaper for the user.
- Provide a more comprehensive network.
- Make the bus network easier to understand.
- Make the bus network easier to use.
- Provide a network which is better integrated.

- 3.2 **Enhanced Partnership Scheme** – The Enhanced Partnership Scheme is the mechanism for delivering specific measures / improvements and is a legally binding commitment between WCC and Bus Operators. It includes the following measures:

- Implementing a Demand Responsive Transport (DRT) service.
- Setting ground rules for information provision.
- Developing a marketing campaign to encourage people to use the bus network.
- Investigating how bus reliability can be improved through enforcing parking restrictions and greater partnership working.
- Repositioning the bus as a priority transport mode in new housing developments and utilising income from developers in the most appropriate way.
- Maintaining the bus network until a network review is undertaken.
- Implementing a bus passenger charter.
- Undertaking feasibility studies into schemes to encourage users to reduce private car use and increase their use of bus services, such as Red Routes, Workplace Parking Levy and Road User Charging.

4. **Current Consultation**

The current consultation seeks comment on the more detailed proposals contained in the Enhanced Partnership Plan and Enhanced Partnership Scheme. The survey questions are summarised in Appendix 2. More detailed documentation is available at <https://ask.warwickshire.gov.uk/insights-service/warwickshire-bus-travel/> and the Enhanced Partnership Plan and Enhanced Partnership Scheme documents will be circulated separately.

5. **Recommendations**

- i) That the committee considers the information provided in the report regarding the Bus Service Improvement Plan and associated documents – including the Enhanced Partnership Plan and Enhanced Partnership Scheme.
- ii) That the Council identifies any responses / comments it wishes to make in response to the survey questions identified in Appendix 2, or any general comments.

Appendix 1 – Royal Leamington Spa Town Council response to WCC Bus Service Consultation September 2021.

1. Faster, more reliable services are required.
2. More comprehensive services are required – to enable a genuine shift from current non bus users.
3. Better integration of bus services is required (i.e. better connections between services)
4. Greener buses should be introduced – electric or other zero emission buses.
5. Much better bus journey information is necessary (including real time information at bus stops).
6. Cheaper fares are required to achieve a genuine shift in bus usage. Fares are too expensive, particularly for families.
7. Better accessibility to services is required – particularly for those who have mobility issues.
8. We would like consideration to be given to creating a clear bus / transport hub or focal point in Leamington Spa to assist the use and take up of bus services.
9. We note that in many cases private bus service provision has not resulted in a high-quality service. WCC is asked to consider delivering some bus services directly, to help achieve a higher quality service.

Appendix 2 – Survey questions

The key questions from the survey have been identified below:

Enhanced Partnership Plan

The vision laid out in the Enhanced Partnership Plan to improve local bus travel in Warwickshire is:

"Bus services in Warwickshire will better meet the aspirations of local communities by becoming more frequent, more reliable, and better integrated with other travel options. New ticket options, marketing campaigns, promotional fares and supportive local policies will help to drive growth in local bus patronage. Along with emerging technologies and clearer information about bus schedules, all elements will help to reduce and simplify the cost of bus travel while sustaining a comprehensive network of bus services across the county."

3 To what extent do you agree with the vision to improve local bus travel in Warwickshire as laid out in the Enhanced Partnership Plan? *(Required)*

Please select only one item

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

If you disagree or strongly disagree please explain why?

Please refer to the information provided on the Enhanced Partnership Plan and Scheme.

4 Are you happy that the processes and governance is adequate for delivering the Enhanced Partnership Plan?

Please select only one item

- Yes
- No
- Partly
- Not sure / Don't know

Please use the space below to highlight any concerns about governance/processes

Enhanced Partnership Plan

The Enhanced Partnership Plan sets out the objectives to improve travel by bus, which were defined as a result of the public and stakeholder engagement earlier this year. These objectives, and the list of measures planned in order to meet these objectives, are set out overleaf.

Objective	Planned Measures
Provide more frequent buses	Deliver more frequent bus services to key employment sites.
	Improve bus service frequencies in the evenings and on Sundays.
Enable bus services to become faster and more reliable	Enforce bus clearways across the county.
	Provide bus priority at key locations on the local highway to reduce bus journey times, initially concentrating on: <ul style="list-style-type: none"> • Stratford • Warwick • Leamington • Kenilworth • Nuneaton • Bedworth • Coventry
	Work with district and borough Councils to review parking supply and charges.
	Deliver the Nuneaton bus bridge, to reduce delays into the town centre.
Offer ticketing solutions and fares which are cheaper for the user	Maintain the existing subsidised bus network in Warwickshire.
	Deliver a multi operator bus ticket.
	Promote a jobseeker support scheme providing discounted bus travel for those struggling to access employment.
Provide a more comprehensive network	Support services to maintain the pre-Covid Warwickshire Bus Network.
	Pilot an app-based Demand Responsive Transport service for rural settlements.

Objective	Planned Measures
	Use funding accessed via significant new housing and commercial sites to improve the Warwickshire bus network including prioritising bus movement within new development sites.
Make the bus network easier to understand	Phased delivery of real-time information along key corridors.
	Establish a one-stop gateway for access to information.
	Coordinate and minimise timetable changes.
	Improve roadside / in-street route and timetable information, including digital displays.

Make the bus network easier to use	Fit 'next stop' audio-visual information systems to buses.
	Produce a guide encouraging people to use bus services.
	Phased roll-out of 'Tap-on / Tap-off' technology on key corridors.
	Align bus ticket options to simplify existing fares.
	Adopt a passenger charter across all bus operator networks.
	Introduce Super Stops at key bus stop locations. (Super-stops are large on-street bus stops with elongated bus stop lay-bys and waiting facilities including real time passenger information).
Provide a network which is better integrated	Integrate bus services and timetables to maximise scope for multi-modal connections (i.e., improving bus journeys and waiting facilities at bus interchange points adjacent to rail stations).
	Pilot rural mobility hubs in targeted locations identified through a full review of the network.
	Hold an annual Warwickshire bus conference to enable bus passengers to provide bus operators with valuable insight and feedback on how their bus services and the Warwickshire bus network can be further improved.

5 To what extent do you agree that the planned measures in the Enhanced Partnership Plan meet the vision and objectives for improving bus travel in Warwickshire?

	Strongly agree	Agree	Neither agree or disagree	Disagree	Strongly disagree	Don't know
Planned measures to provide more frequent buses						

Planned measures to enable faster, more reliable buses						
Planned measures to make fares cheaper and easier						
Planned measures to provide a more comprehensive bus network						
Planned measures to make the bus network easier to understand						
Planned measures to make the bus network easier to use						
Planned measures to provide a better integrated network						

6 Overall, to what extent do you agree that the draft Enhanced Partnership Plan will improve local bus travel in Warwickshire, assuming all measures can be delivered? (Required)

Please select only one item

- Strongly agree
- Agree
- Neither agree or disagree
- Disagree
- Strongly disagree
- Don't know

If you disagree or strongly disagree please explain why?

7 Do you have any further comments on the Enhanced Partnership Plan?

Enhanced Partnership Scheme

The first Enhanced Partnership (EP) Scheme provides a starting point on which to develop the partnership and improve bus travel. The DfT have advised that this should be based on 'business as usual measures'. Please refer to the information provided on the Enhanced Partnership Plan and Scheme.

8 Are there any measures within the first Scheme that don't fit with the vision and objectives in the Enhanced Partnership Plan? Please select any measures you feel do not fit:

- Implementing a Demand Responsive Transport (DRT) service.
- Setting ground rules for information provision.
- Developing a marketing campaign to encourage people to use the bus network.
- Investigating how bus reliability can be improved. through enforcing parking restrictions and greater partnership working.
- Repositioning the bus as a priority transport mode in new housing developments and utilising income from developers in the most appropriate way.
- Maintaining the bus network until a network review is undertaken.
- Implementing a bus passenger charter.
- Undertaking feasibility studies into schemes to encourage users to reduce private car use and increase their use of bus services, such as Red Routes, Workplace Parking Levy and Road User Charging.

If you have selected any measures, please explain why:

9 Are there any issues or impacts from the proposed measures that we need to consider?

Please tell us here if you think there are any groups of people who may be negatively impacted. This could be for any reason, but you may wish to consider age, gender, ethnicity, faith / religion, disability or any other protected characteristic.*

**The Equality Act protects people from discrimination on the basis of 'protected characteristics'. The protected characteristics are: age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership*

10 Do you have any other comments on our proposed first Scheme?

Further comments

If you have any further comments on the Enhanced Partnership Plan or the first Enhanced Partnership Scheme please provide these below.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 03rd FEBRUARY 2022

POLICY REVIEW

1. Purpose of the Report

To consider the Town Council's suite of policy documentation and identify the need for new policies or the review of existing policies.

2. Background

- 2.1 In order to assist with the smooth and effective running of the Town Council it is important that an up to date portfolio of policy / procedural documents is created and maintained. The purpose of such policies and procedures is to provide a clear framework/process for how the Town Council will approach or deal with a range of operational matters, enabling procedures to be clearly understood by any interested parties and enabling their smooth implementation when required.

Some of these policies and procedures will be statutory (i.e. required by law), whereas some will simply be good practice intended to enable the effective operation of the Town Council's activities.

It is good practice to review policies and procedures regularly to ensure they remain appropriate, up to date and in line with relevant good practice.

2.2 Policy / process content

In many cases the policies and procedures will be based on templates produced by recognised bodies involved in Local Government and specifically the Town / Parish Council sector. This helps ensure that good practice is followed while still enabling local amendments to reflect the Town Council's individual circumstances or needs.

The policy / procedural documents also contribute to transparency and good customer service by clearly identifying how different matters will be dealt with by the Town Council.

3. Table of Policy / Procedural Documents

- 3.1 A table of policies / procedures has been created and is attached as Appendix 1. It is intended that this list will form the basis of the Town Council's management / review of its policies and procedures, to ensure they are clearly identifiable and can be kept under review and up to date.

It is also intended that, where appropriate, policies and procedures will be in the public domain and accessible to anyone who is interested – for example through publishing them on the Town Council's website.

The list / table identifies:

- Policies that the Town Council is required to have.
- Policies that it is good practice for the Town Council to have.
- Whether the Town Council has a policy / procedure in place covering the topic identified.
- When the policy / procedure was last formally review / adopted.

The policies list identified is not intended to be exhaustive (others may be required at certain times and in certain circumstances) but is intended to identify key / core policies and procedures.

3.2 Principles for policy development / review.

Policies and procedures will be developed on the following basis:

- Follow / be based on good practice templates from appropriate / reliable sources.
- Be amended to reflect local circumstances / arrangements where appropriate.
- To use plain language, avoiding jargon where possible.
- To be as brief / concise as possible while still providing all key information.
- Be clearly dated to show when they were adopted / updated / reviewed.

4. **Recommendations:**

- i) That the committee notes and considers the information contained in the report.
- ii) That a rolling programme of policy creation / review is undertaken to ensure the Town Council maintains a comprehensive and up to date suite of policy and procedure documents to assist the smooth operation of its activities.

Appendix 1 – Table of Policies / Procedures / Documents

Policy / procedure / document	Requirement (Essential / good practice / desirable / optional)	Policy / procedure in Place.	Date of creation / last review.
Standing Orders	Essential	Y	May 2015 (minor changes Nov 2021)
Financial Regulations	Essential	Y	Jan 2015 (minor changes Nov 2021)
Code of Conduct	Essential	Y	2017
Register of interests	Essential	Y	Ongoing updates
Corporate Objectives	Good practice	Y	2021
Committees Terms of Reference	Expected	Y	2015?
Data protection / information security policies	Essential	N	
Health & Safety Policy	Expected (Legally required if more than 5 staff.)	Y	2003
Employer's Liability Insurance	Essential	Y	2021-22
Public Liability Insurance	Expected	Y	2021-22
Risk register / assessment	Essential	Y	March 2021
Asset register	Essential	Y	March 2021
Scheme of Member allowances	Good practice	Y	2018
Publication scheme	Essential	Y	?
Calendar of Meetings	Good practice	Y	2021-22
Complaints policy / procedure	Good practice	Y	2003
Vexatious complaints policy / procedure.	Good practice	N	
Equality & Diversity	Good practice	Y	Sep2020
Mayoral Protocol	Good practice	Y	2022
Protocol for reps on external bodies.	Good practice	Y	2021
Community engagement policy	Good practice	N	
Press & Public Relations Policy	Good practice	Y	Sept 2018
Social media policy	Good practice	Y	Sept 2020
Current budget & precept	Essential	Y	2021-22 (22-23 approved)
List of payments above X	Essential	N	
Grant making policy / criteria	Contained within grant application forms.	Y	2021
Reserves Policy	Good practice	N	
Investment policy	Good practice	N	
Cllr vacancy / co-option policy	Good practice	N	

Scheme of delegation	Good practice	Y	Jan 2022
Safeguarding Policy	Good practice	N	
Environmental Policy	Good practice	N	
HR / Staff management			
Employment contracts	Essential	Y	
Leave policy	Good practice	N	
Grievance & Disciplinary Procedure	Good practice	Y	Feb 2005?
IT / communications policy	Good practice	N	
Bullying / harassment policy (dignity at work)	Good practice	N	
Member / officer relations policy.	Good practice	N	
Sickness & Absence policy	Good practice	N	
Training policy	Good practice	N	
Retirement policy	Good practice	N	
Staff appraisal policy	Good practice	N	
Lone working	Good practice	N	

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 03rd FEBRUARY 2022

INSURANCE POLICY RENEWAL

1. Purpose of the Report

To consider the renewal of the Town Council's insurance.

2. Background

2.1 At a meeting of the Policy & Resources Committee on 03rd February 2020, the committee considered the renewal of the Town Council's insurance policy and:

RESOLVED that the Council's insurance policy is renewed in the sum of £2413 with Zurich Insurance Plc for a period of three years commencing 25th March, 2020.

This arrangement included a 'fixed discount'.

3. Renewal

3.1 The Town Council has now received its renewal documentation for the year from 25th March 2022 to 24th March 2023. The actual price for the year beginning 25th March 2022 is £2,459.97.

3.2 When the Town Council entered into this multi-year arrangement the levels of cover were considered appropriate to the Council's risks. It is not felt that the council's risks have changed substantially since then.

3.3 The policy continues to provide the following levels of cover:

Public Liability	£15 million
Employers' Liability	£10 million
Libel & Slander	£1 Million
Fidelity (fraud) Guarantee (employees & members)	£500,000
Personal Accident	£500,000

4. Recommendation

That the Council's insurance policy be renewed in accordance with the three year arrangement previously approved.

REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 03rd FEBRUARY 2022

BUDGET / FINANCE MONITORING

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 Nov 2021 and Dec 2021, periods eight and nine of the 2021/22 financial year.

2.3 Attached at appendix B is a summary of expenditure against budget to the end of December 2021.

3. **Expenditure to date**

3.1 Although there are likely to be some modest underspends at the end of the current year due largely to ongoing Covid disruptions, these are relatively minor.

3.2 At the meeting of 13th January 2022, the Town Council agreed the use of some underspends as part of its contribution to the Commonwealth Games Street Dressing. Any further proposals for use of underspends will be brought to the Town Council at its meeting in March 2022.

3.3 Once again the Civic Dinner has not gone ahead. Given that this is a key opportunity for the Mayor to raise funds for their charity, the Town Council may wish to consider if the £1,500 budget available to subsidise the Civic Dinner should be allocated to the Mayor's charity fund.

4. **Internal financial controls**

At its meeting on 07th July 2021, the committee considered the matter of routine financial checks and on 09th September identified Cllr Chowdry to undertake such checks. These would provide a further element to the Town Council's financial processes and were in line with good practice in terms of financial controls. Cllr Chowdry attended the Town Hall office on 06th December 2021 and reviewed various financial records. A further date has been set to continue these regular checks.

5. **Electronic payments**

In accordance with the recommendations made by the Policy & Resources Committee on 07th October 2021 and approval of the Town Council at its meeting on 11th November 2021, payments are now being made electronically and this is the default approach..

As agreed, payments still go through the usual approval processes and once the payments are made the Town Clerk advises the bank signatories who are able to log on and check that payments are in accordance with the approvals.

6. **Recommendation**

That the committee notes the information provided regarding budget / financial processes and makes any comments.

Appendix A – transactions Nov and Dec 21

Summary of Transactions					
Nov-21					
Cheque No	Payee	Details	Amount	VAT	Total
	Bank of Scotland	Interest accrued	-0.41		-0.41
	Warwick District Council	Business rates - parlour	162.00		162.00
	Warwick District Council	Business rates - offices	536.00		536.00
	Campion Hills Allots Assoc	Allotment rental -	-1340.00		-1340.00
	Old Milverton Allots Assoc	Allotment rental -	-330.00		-330.00
	Public sector deposit bond	Interest accrued	-1.64		-1.64
	Warwick District Council	Garage rental	46.73	9.34	56.07
	D Heydon	Leamington in Bloom Calendars sale	-6.00		-6.00
	Okapi Technology	Software costs - Oct	19.20	3.84	23.04
	HSBC	Bank charges	15.81	0.00	15.81
	Binswood Allots Society	Allotment rental -	-1525.00		-1525.00
	SD Worx	Pay summary - Oct	25.11	5.02	30.13
106806	Warwick District Council (chq payable to P	Christmas Lights contribution	20000.00	0.00	20000.00
106807	Shrubland Street Primary School	Leam in Bloom green grant	200.00	0.00	200.00
106808	WCC Briar Hill Infant School	Leam in Bloom green grant	200.00	0.00	200.00
106809	St Margarets CofE Junior School	Leam in Bloom green grant	200.00	0.00	200.00
106810	St Josephs Catholic Primary School	Leam in Bloom green grant	200.00	0.00	200.00
106811	Clapham Terrace Community Primary Scho	Leam in Bloom green grant	200.00	0.00	200.00
106812	MTYE (Music To Your Ears)	Event listing / promotion	17.50	0.00	17.50
106813	Rollason Fencing	Cliffe Allotments grant	535.00	0.00	535.00
106814	Campion Hills Allots Assoc	Allotment grant claim	1100.00	0.00	1100.00
106815	A Goodey	expenses re-imburement civic event	69.25	0.00	69.25
106816	Citizen's Advice South Warwickshire	Grant payment - 2021/22	20000.00	0.00	20000.00
106817	Barnardo's	Grant payment ref childrens centre services	7500.00	0.00	7500.00
106818	Warks County Council	Lillington library contribution / grant	1754.00	0.00	1754.00
106819	cheque cancelled		0.00		0.00
106820	Warwick District Mobility Ltd	Grant payment - 3rd quarter	6500.00	0.00	6500.00
106821	Identity Studio Ltd	Neighbourhood Plan web domain	18.00	3.60	21.60
	Tesco Mobile	Mobile contract 1 - Nov21	8.33	1.67	10.00
	Tesco Mobile	Mobile contract 2 - Nov21	15.83	3.17	19.00
	WALC	refund - training	-5.00	0.00	-5.00
	Toyota & Lexus Fleet Financial Services	Car leasing charges	252.25	50.45	302.70
106822	Shipston Town Council	Deputy Mayor attendance - event	50.00	0.00	50.00
		Audio visual services Remembrance Sunday	260.00	52.00	312.00
106823	Simpson Sound and Vision Ltd		260.00	52.00	312.00
	Cliffe Allotments Association	Allotment rental -	-400.00	0.00	-400.00
	Warwickshire County Pension Fund	Pension contributions Oct21	2463.68	0.00	2463.68
	Employees	Payroll - Nov21	6954.31		6954.31
	Entanet International Ltd	Broadband charges	19.99	4.00	23.99
	HMRC	Tax + NI Oct21 (Cllrs+employees)	3849.12		3849.12
	Bank of Scotland	Interest accrued	-0.38		-0.38
		Expenditure	73172.11	133.09	73305.2
		Income	-3608.43	0	-3608.43

Appendix B

Budget monitoring 2021/22 - to end Dec 21						
Cost Centre	Budget 2021/22	Expenditure at 31/12/21	Adjustment for 2020/21 expenditure	Balance of budget remaining £	% of budget unspent at 31/12/21	Notes
	£	£	£		%	
Allowances	18000	13302	4334	9032	50	
Salaries	153000	111678	5733	47055	31	
Mayoral Transport	4392	2781	0	1611	37	
Civic Expenses	5965	768	0	5197	87	
Administrative Expenses	22739	8414	-2427	11898	52	
Property and Assets	26570	23849	6034	8755	33	
Mayors Award	300	0	0	300	100	
Twinning (not LITS)	400	0	0	400	100	
Grants and Power of General Compet	159100	95304	-893	62903	40	Further community and other grant contributions to be made
Elections	18000	11690	0	6310	35	By election (2019) costs paid.
Allotments	5800	2865	-3780	-845	-15	Allotment income to be invoiced
less income	2000	21	0	1979	99	
Total exc V.A.T.	412266	270630	9001	150637	37	
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 03rd FEBRUARY 2022

TELEPHONE BOX REQUEST

1. **Purpose of the Report**

To consider a request in relation to one of the red telephone boxes on Clarendon Avenue.

2. **Background**

- 2.1 The Town Council owns two former BT Telephone Boxes on Clarendon Avenue. One currently contains a defibrillator and the other is used as an on street art gallery for local schools and is being managed by the Friends of Christchurch Gardens. In due course it is anticipated that all schools in Leamington will be approached to see if they wish to participate

3. **Request**

- 3.1 The Friends of Christchurch Gardens have enquired whether the wording across the top of the phone box could be changed from "TELEPHONE" to "ART BOX".

This would make it clearer that there is no working telephone within the phone box and that the box is being used to showcase artwork from local schools.

- 3.2 WDC has advised that any such alterations would require a Listed Building Consent as the telephone box is a listed structure and altering the wording would be an external change. It is understood that there is no cost for a Listed Building Consent application, which could be done by Town Council officers. This process was undertaken when the wording on the other phone box was changed to 'Defibrillator'. It is intended that any new wording would be the same font and size as the current wording.

- 3.3 Detailed costings will be sought but the cost in 2017 when the wording on the other telephone box was changed was £120 plus VAT. Budget is available in relation to the Telephone Kiosks.

4. **Recommendation**

- i) That the committee considers the request for changes to be made to the red telephone box.
- ii) That the amendments to the wording on the telephone box are considered and if supported are approved, subject to the necessary consents being obtained and acceptable costings.

