

**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](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

ROBERT NASH ACIS DMS  
Clerk to the Town Council

Our Ref: RN/

Date: 28<sup>th</sup> January, 2020

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Room 5, Town Hall, Parade, Royal Leamington Spa on **MONDAY 3<sup>rd</sup> FEBRUARY, 2020 at 6.00 pm.**

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 – Agenda for information only)

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## **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 as a correct record the Minutes of the Meeting held on 6<sup>TH</sup> January, 2020 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES

(i) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

Town Clerk to report on the complaint made to Network Rail.

6. CLIMATE CHANGE TASK AND FINISH GROUP

To consider the Minutes of the meeting of the Climate Change Task and Finish Group held on 9<sup>th</sup> January, 2020 (Report No. 6).

7. TOWN COUNCIL OBJECTIVES 2019-20

To consider the Council's Current Objectives (Report No 7).

The Committee will consider relevant measures to monitor the achievement of those objectives within its remit. Suggested performance measures will be circulated for consideration prior to the meeting.

8. BUDGET MONITORING REPORT

To consider the attached Report (Report No. 8)

9. INSURANCE POLICY RENEWAL

To consider the premium for renewal for the Council's Insurance Policy for 2020/21.

10. CURRENT ACCOUNT BANKING ARRANGEMENTS

To consider the attached Report (**report No. 10 to follow**)

11. 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 6<sup>th</sup> JANUARY 2020 AT THE TOWN HALL, LEAMINGTON SPA**

Present: Councillors Sarah Boad (Chair), Janet Alty, Alan Boad, Julija Boulton, Will Bryce, Mubarik Chowdry, Judith Clarke, Bill Gifford, and Louisa Radice.

57. **APOLOGIES**

An apology for absence was received from Councillor Susan Rasmussen.

58. **DECLARATIONS OF INTEREST**

Councillors Sarah Boad and Bill Gifford declared non pecuniary interests in Lillington Library (Agenda item 5 (i)) as members of Warwickshire County Council.

Councillor Alan Boad declared a non -pecuniary interest in Climate Change Task and Finish Group (Agenda item 6) as a Director of Act on Energy.

59. **MINUTES**

Consideration was given to the Minutes of the Meeting held on 2<sup>nd</sup> December, 2019 (Report No. 4).

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 2nd December, 2019 are confirmed and signed as a correct record.

60. **MATTERS ARISING FROM THE MINUTES**

(i) **LILLINGTON SIGNAGE**

The Town Clerk reported that since the last meeting, Warwickshire County Council had granted approval for works in the highway verge to provide up to five new name signs indicating "Welcome to Lillington" The County Council had also indicated that the estimate cost of these works would be £2,200. In answer to a question, the Clerk confirmed that the ongoing costs of maintaining the signs and insurance against third party loss would be the responsibility of the Town Council.

The Chair referred to the fact that as the estimated cost of this work was lower than anticipated and appropriate adjustment had been made in the Council's budget estimates for 2020/21 to be considered later. She confirmed that Lillington History Society had pledged to raise £500 and would seek further contributions from members toward the cost.

**RESOLVED** that the Report is noted.

(ii) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

The Town Clerk reported that Network Rail had responded to the Town Council's further complaint regarding pigeons roosting under the Lower Avenue Railway bridge leading to fouling of the footpath beneath. The Complaint had been acknowledged on the 11<sup>th</sup> December and referred to the relevant liabilities team but no further response had been received. Reference was once again made to drawing this matter to the attention of the Officer responsible for the District Council's bid for funding to support preparations for the Commonwealth Games Bowls Tournament.

**RESOLVED** that a further reminder is sent to Network Rail to emphasise the importance of resolving this matter and the matter is further drawn to the attention of the Commonwealth Games Project Officer.

61. CLIMATE CHANGE TASK AND FINISH GROUP

Councillor Alty introduced the Minutes of the meeting of the Climate Change Task and Finish Group held on 20<sup>th</sup> November, 2019 (Report No. 6).

It was noted that the progress undertaken by the Task and Finish Group had now been inserted into an Action Plan and this was in the process of being revised as further actions were agreed and progressed. Reference was made to the recommendation that all Councillors should be asked to consider actions that could be taken by the Council to encourage residents to reduce their carbon footprint. There was recognition that this was a complex issue and that actions taken by individuals were not to be viewed in a competitive sense with those of others. The societal challenge was to strive toward lower consumption of products that required the sacrifice of resources.

**RESOLVED** that the Minutes of the meeting of the Climate Change Task and Finish Group held on 20<sup>th</sup> November, 2019 are received and actions therein noted.

62. REVENUE BUDGET 2020/21

Consideration was given to a Report (Report No. 7), regarding the anticipated expenditure within the budget for 2019/20 and the proposed budget for 2020/21.

The Town Clerk circulated a revised budget incorporating proposals put forward by the Liberal Democrat Group.

Lillington Highway Signage

As discussed earlier the Town Council's contribution to this proposal had been reduced to £1,500 in view of the lower than anticipated costs.

### Community Grants

The current budget of £45,000 is to be increased to £55,000 to enable applications to come forward to address social isolation within communities. The Cultural and Community Committee had asked that this additional funding not be ring fenced in order to maintain flexibility in the use of the budget. It was suggested that the outcomes from this additional provision are monitored at the end of the year.

### Blue Plaques

This budget had been increased by £900 to £1,800 in recognition of the additional programme of plaque provision anticipated in 2020/21.

In addition, the Town Clerk reported that it was necessary to increase the budget for building maintenance in view of the Town Council's obligation to meet part of the costs associated with repair of the roof of the Town Hall. Estimates obtained from Warwick District Council indicated that over a three year period, the Town Council could expect to contribute an additional £20,000. An additional provision of £6,600 had been made on the anticipated expenditure for 2019/20.

### All Saints Church – Labyrinth Project

Following discussion at the last meeting of the Committee, Councillor Alty had prepared a proposal to support a one-off contribution by the Town Council to provide a granite labyrinth on land adjacent to All Saints Church.

The Committee was circulated with a briefing paper indicating that the project was being managed by a small working party led by a local resident who is a retired landscape architect. At present a small funding contribution had been made the Cadbury Trust and local donations though more significant funding streams were presently being explored. The Labyrinth was considered to be an effective way of contributing to community well-being and would be a unique feature in the region that would attract visitors to the Town.

The Committee endorsed the objectives of the proposal but considered that at present it had not demonstrated how it would be funded in view of the high costs associated with construction. Concerns were also expressed regarding the timetable for implementation which were uncertain and the necessary approvals such as planning permission that were essential if the project was to proceed.

### **RESOLVED**

- (i) that the Council is recommended to approve the draft Revenue Budget Report (Report No. 7) as amended in the sum of £400,775
- (ii) that the sum of £10,000 is drawn from reserves;
- (iii) that the Cultural and Committee is requested to consider a possible financial contribution for the Labyrinth Project, subject to submission of the business case including details of anticipated expenditure, income and timetable.

63. **FUTURE HIGH STREET FUND**

Consideration was given to the meeting notes of a Stakeholder Workshop held on 18<sup>th</sup> November attended by Councillor Rasmussen and the Town Clerk. The Expression of Interest submitted by Warwick District Council was not among the first 14 successful bids accepted for funding assistance. However, the District Council was continuing to work on developing a proposal for the Town Centre that satisfies the High Street Fund key themes:-

- Investment in physical infrastructure;
- Acquisition and assembly of land including to support new housing, workspaces and public realm;
- Improvements to transport access, traffic flow and circulation in the area;
- Supporting change of use including (where appropriate) housing delivery and densification; and
- Supporting adaptation of the high street in response to changing technology

It was considered that a project addressing transport and movement of people represented the most relevant option for Leamington Town Centre.

A further workshop would be held with Stakeholders to confirm the details of the final project bid.

**RESOLVED** that the Report is noted and that details of future stakeholder engagement are circulated to Members of the Council.

64. **COMMUNITY INFRASTRUCTURE LEVY**

Consideration was given to a Report (Report No.9) concerning the allocation of funds to the Town Council under the Community Infrastructure Levy (CIL).

It was noted that the initial CIL payment of £4,452 was of modest proportions and therefore this would need to be accumulated along with other future payments in order to contribute to the cost of a project that meets the requirements of the CIL Regulations. There was recognition that this may involve the Council in pooling this contribution with other Councils and funders.

**RESOLVED**

(i) that receipt of the CIL Payment of £4,452 is noted and the action of the Town Clerk in recording this in the Council's accounts is noted; and

(ii) that a further report is made in relation to potential use of the CIL funding as additional payments are made.

65. **ACCOUNTS**

A schedule of accounts of accounts arising for payment was circulated and a copy is attached to the signed Minutes.

**RESOLVED** that the schedule of accounts in the sum of £18411.33, including £75.60 under Section 137 of the Local Government Act 1972, is approved.

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





**MINUTES OF A MEETING OF THE CLIMATE CHANGE TASK AND FINISH GROUP  
HELD ON 9<sup>th</sup> JANUARY 2020 AT THE TOWN HALL, LEAMINGTON SPA**

Present: Councillors Janet Alty, David Brunson, Will Bryce, Mubarik Chowdry, Jennifer McAllister, Louisa Radice.

Angela Owen. Robert Nash (Town Clerk)

30. **APOLOGY FOR ABSENCE**

An apology for absence was received from Susan Rasmussen.

31. **DECLARATIONS OF INTEREST**

There were no declarations at this time.

32. **ACT ON ENERGY – HOME ENERGY ISSUES**

The Chair welcomed Richard Milward from Act on Energy to the meeting.

Richard outlined the objectives of Act on Energy which works with central and local government and social landlords across Warwickshire, Worcestershire, Coventry and Solihull to achieve their energy efficiency, sustainable energy and affordable warmth objectives. The charity engages with householders to support them through their energy journey offering a full home energy support service and free, impartial advice. Act on Energy is a non-profit organisation and a registered environmental charity based in Warwickshire.

Richard explained some of the initiatives currently being managed by Act on Energy such as "Warm and Well in Warwickshire". This programme was targeted to those with a serious health condition and in receipt of benefits and was aimed at assisting with the replacement of domestic central heating boilers.

Warwick District Council was also operating its own insulation scheme for its housing tenants to assist with insulation measures which was based on more flexible eligibility criteria. Act on Energy also conducted whole home energy audits to access funding from the warm home discount scheme.

It was noted that whilst the above initiatives had the principal objective of addressing fuel poverty, it was the case that instituting energy saving measures helped to lower the carbon footprint of those residents benefiting.

During discussion, it was acknowledged that those people most in need of help were the often the ones most difficult to reach. Richard asked if the Town Council was able to assist in this regard and mention was made of the opportunities afforded at member ward surgeries. It was also emphasised that the direct mailing of annual house rent reviews afforded an opportunity to circulate details of available energy assistance. Drop-in advice centres were also being explored via local Doctors' surgeries as there was a key link to the social prescribing role of the NHS. Councillor Alty raised the possibility of a similar initiative being trialled at the Sikh Temple - she would contact Richard with details if this is an option.

Richard was thanked for his attendance and left the Meeting.

33. **MINUTES**

**RESOLVED** that the Minutes of the meeting of the Climate Change Task and Finish Group, held on 20<sup>th</sup> November, 2019 are confirmed as a correct record.

34. **FOLLOW UP ON ACTIONS ARISING**

Reference was made to the discussions at the last meeting to promote climate change as a social issue which was distinct from asking individuals to sign up to individual changes in their behaviour. Will referred to the Council communications Group meeting shortly which would be well placed to discuss this matter in the context of overcoming the barriers to communication mentioned earlier in the meeting.

35. **CLIMATE CHANGE ACTION PLAN**

The Action Plan had been circulated, having been updated since the last meeting by Robert.

David had undertaken to obtain some cost analysis of the options for a limited provision of “electric” bicycles. This matter had been further considered at the meeting of the Shopmobility Trustees on the 7<sup>th</sup> January. Having considered the matter further however, it was the view of the Trustees that hiring of electric cycles was an additional trading activity that did not satisfy the objectives of the Registered Charity. Therefore, if this matter was to be pursued, it would need further consideration by the Town Council. Action: Robert

Angela referred to the objectives in the Action Plan relating to utilising social media to support the objectives of Plastic Free Leamington. Reference was made to the establishment of publicly accessible water fountains to help reduce single use plastic which would support the statements of support set out in the Action Plan. Angela agreed to circulate the Group with website details of the various projects now being partnered by the Refill Campaign. Action: Angela

**(see addendum of links to relevant websites over page)**

36. **NEXT MEETING**

It was noted that the Group had been meeting over a period of five months, having originally been tasked by the Council to develop proposals within six months of establishment. It was agreed that good progress had been made and that the Group should look to finalise work by March 2020.

Date of next meeting: **Monday 10<sup>th</sup> February, 2020 commencing at 6.30 pm.**

Action: All Members to note.

The meeting commenced at 6.30 pm and ended at 7.50 pm.

Dear Robert,

As requested, information/inspiration relating to:

Pocket Rewilding :

<https://www.missionmilly.com/power-together>

Water Fountains:

Refill have partnered with City to Sea & Sustain to create the 50 Fountains Challenge. Below is a link to the Fountain Toolkit - everything you need to know on how to set up fountains in your town:

[https://www.sustainweb.org/publications/drinking\\_water\\_fountains/](https://www.sustainweb.org/publications/drinking_water_fountains/)

Refill:

<https://refill.org.uk/>

<https://refill.org.uk/refill-leamington/>

<https://www.citytosea.org.uk/>

Clean Up Britain are partnered with City to Sea.

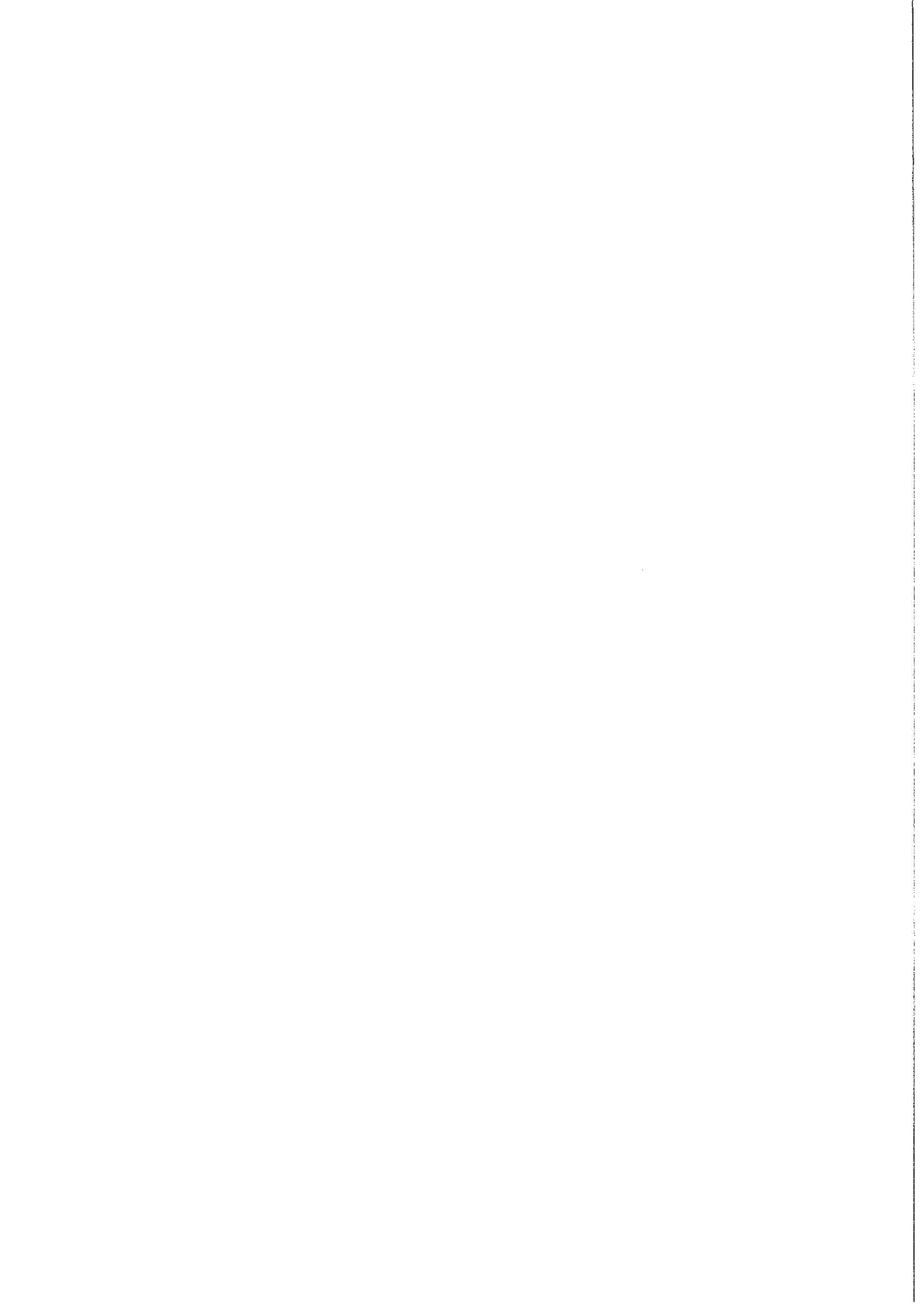
[www.itsnowornever.org.uk](http://www.itsnowornever.org.uk)

Facebook: @streetactivistsleam

Twitter: @NowOrNever\_UK

I suggest that all members of the group & colleagues, if they haven't already done so, spend some time acquainting themselves with these organisations , join the relevant social media feeds and get to know the campaigns already running. There is a lot of work / information sharing going on already outside of Town/District and County Councils.

Angela Owen



## Report No. 7

### **ROYAL LEAMINGTON SPA TOWN COUNCIL** **OBJECTIVES FOR 2019/20**

Royal Leamington Spa Town Council recognises the unique features of the Town and strives to maintain and improve it as an attractive place in which to live, work and visit. It is our aim to work hard for our thriving, lively and lovely Town.

Specifically we want:

**• To ensure that all Council expenditure is consistent with the objectives set out in this Statement.**

We will do this:

- through rigorously examining all applications for grants and funding;
- through a good working relationship between the auditor and the Responsible Financial Officer ; and
- by closely scrutinising all expenditure and income.

**1. To develop collaborative working arrangements with Warwickshire County Council (WCC) and Warwick District Council (WDC), especially in relation to Town Centre development and planning in particularly deprived neighbourhoods.**

We will do this:

- by working with the District Council Town Centre Management team to ensure the views of this Council are heard;
- through working with BID Leamington, the Royal Leamington Spa Chamber of Trade and other organisations such as the Leamington Society,
- by maintaining the special character of Leamington Town Centre as a place for residence, employment, tourism and recreation;
- by working with others as appropriate to keep a vibrant town centre;
- by taking pride in Leamington's parks and open spaces through working with WDC and voluntary organisations
- by closely monitoring any Creative Quarter action plan and any proposals for the buildings in the area.

**2. To respond to WDC's Local Plan**

We will do this:

- by finalising the Neighbourhood Plan
- by holding a successful referendum
- by then monitor planning decisions made by the District Council to ensure they comply with the plan.
- by drawing up an action plan for the delivery of the Neighbourhood Plan's objectives
- by considering carefully how to spend the Community Infrastructure Levy
- by producing a cycling / walking strategy
- by considering and compiling a list of potential Assets of Community Value in Leamington Spa to be submitted to the District Council for consideration
- by monitoring the progress and application of the Local Plan through planning applications received

### **3. To Promote the Rich Culture of Royal Leamington Spa**

#### We will do this:

- through our support to music and the arts, both performing and visual;
- through our support to the Blue Plaque Scheme;
- by promoting cultural links and understanding through our Twin Town agreements and friendship links;
- by considering how the Town Council will work to promote the Commonwealth Games, Coventry's City of Culture and other cultural and sporting events in the town including how the history of Leamington can be promoted to visitors. To do this in partnership with local cultural organisations:
- by considering bringing back a 'Lights of Leamington' project to coincide with the City of Culture celebrations on a one-off basis working in partnership with Warwick District Council and other relevant organisations.

### **4. To promote equality for all, and particularly in the more socially deprived area in the Town.**

#### We will do this:

- by working with WDC and WCC to ensure sufficient awareness of existing services such as one-stop shops, employment and training clubs and courses;
- by continued support of South Warwickshire Citizen's Advice and other third sector organisations;
- by promoting and encouraging community involvement in the cultural diversity of the town.;
- by supporting Warwick District Shopmobility, and advising on its long-term financial viability; and
- by encouraging the growth of business in Leamington.
- by promoting health and wellbeing to all our residents
- by working with partners to support youth work
- by reviewing the grants scheme criteria to make sure it is funding organisations that meet Town Council objectives, including evidence of environmental considerations
- by utilising the index of multiple deprivation for super output areas

### **5. To Improve the Environment.**

#### We will do this:

- by setting up a working group which will report back within 6 months on the Climate Emergency
- by working to improve air quality by working with the District and County Councils
- by working to eliminate the use of single use plastics by the Town Council
- by working with Leamington in Bloom and the District Council to make the planting in the town more sustainable
- by working with appropriate partners to support and promote the 'refill' app to encourage the refilling of water bottles / use of refillable beverage cups
- by ensuring that Christmas lights are low energy and recyclable
- by investigating taking over 'green spaces' listed in the Neighbourhood Plan by exploring options with the District Council
- by encouraging 'Friends of' groups in our parks
- by encouraging and supporting pedestrians, users of public transport and cyclists;
- by seeking practical and economical alternatives to short car journeys,
- through our street tree planting programme;
- through our support for gardens and open space projects in Leamington Spa; and
- through our active support of Allotment Societies and those wishing to establish new allotment sites.

- by asking the allotments committee to look at introducing prizes for the best allotment in appropriate categories and to encourage biodiversity through encouraging the use of biodegradable weed-killer.

## **6. To raise awareness of the role of the Town Council.**

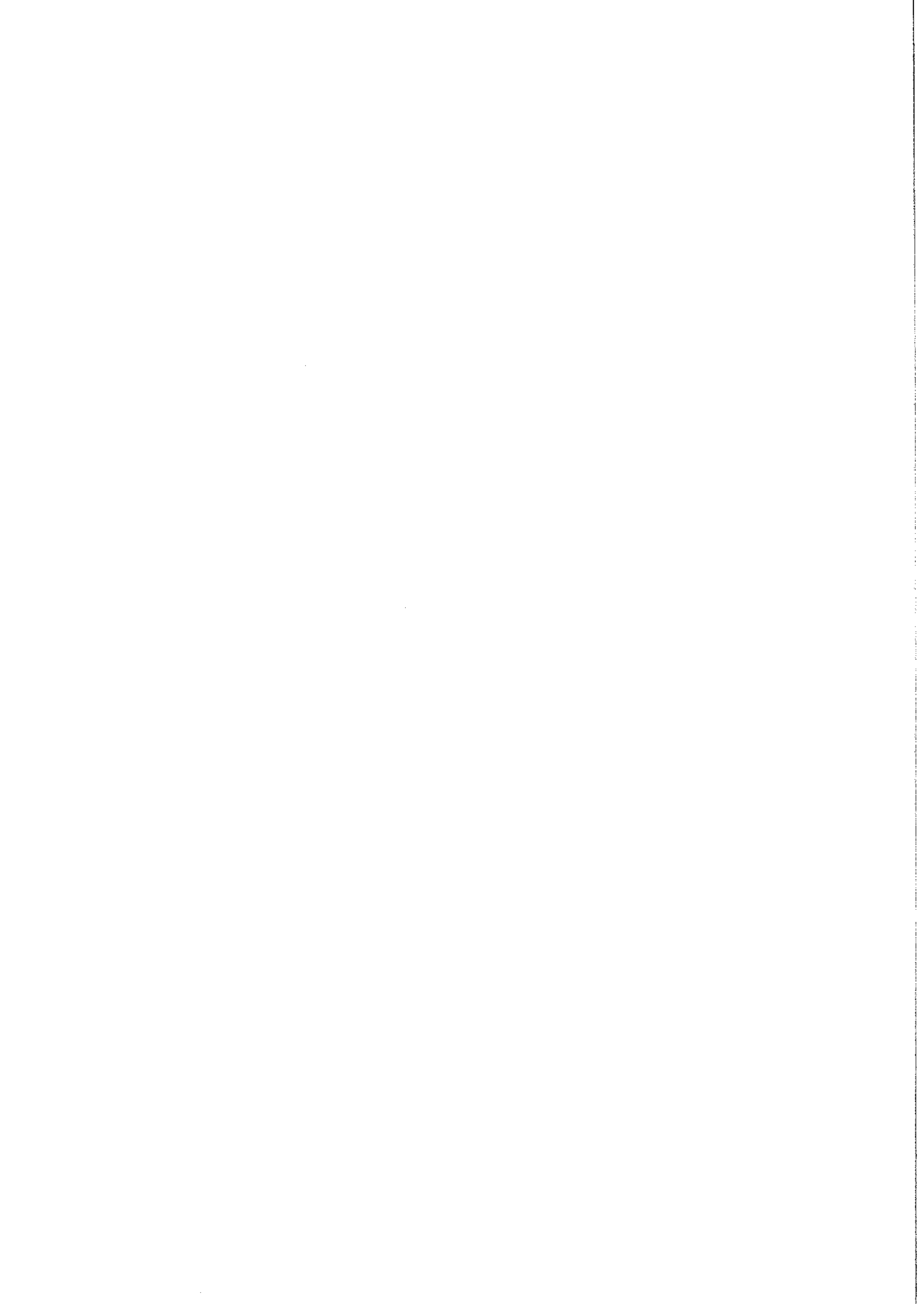
### We will do this:

- through the offices of the Mayor and Deputy Mayor;
- by engaging with the event management officers of WDC in planning events in Leamington, including officially acknowledging significant historical anniversaries;
- by supporting and promoting community initiative and voluntary action through our Culture and Community Committee;
- by motivating and managing our staff complement with best management practice and financial procedures.
- by regularly updating our website and social media presence, using them to publicise mayoral activities, and to promote projects, events and services we support or fund;
- by engaging with residents and other interested parties through direct contact and social media to ascertain their views;
- by maintaining a link with local press;
- by ensuring that our role as a funding partner is acknowledged by principal authorities in their publicity; and
- by working with WDC's Tourist Information service and Leamington BID to promote the Town to visitors including via accurate information signage .
- by using social media to inform residents re services and activities affecting the town
- by asking the Communications working group to look at the Council's social media and website and consider any improvements required, including a review and update of the Council's communications strategy

### ACTION:

1. Once this document has been agreed, the appropriate council committees and working groups will be asked to look at the areas appropriate to them and draw up SMART objectives and an action plan.
2. This document will be reviewed annually

***Approved by the Council 16<sup>th</sup> September 2019***





## 2019/20 Budget Monitoring - April 2019 - December 2019

Cost Centre	Budget 2019/20	Expenditure at 31.12.19	Adjustment for 2018/19 expenditure	Balance of budget remaining £	% of budget unspent at 31/12/19	Notes
	£	£	£	£	%	
Allowances	18000	13276	4446	9170	51	3rd Quarter due January
Salaries	150520	116525	3057	37052	25	
Mayoral Transport	4302	2845	0	1457	34	
Civic Expenses	5465	2705	410	3170	58	Civic Dinner Subsidy (£1300) to be paid
Administrative Expenses	14353	7893	-2150	4310	30	
Buildings and Charges	19403	14426	0	4977	26	
Twinning and Friendship	800	1215	120	-295	-37	Costs of Town Hall Hire for Twinning ceremony
Neighbourhood Plan Annual Award	2000	4448	56	-2392	-120	Neighbourhood Plan Grant o/s
	200	280	0	-80	-40	
Grants and Section 137 Expenditure	146615	120405	7392	33602	23	Final Community Grants to be awarded January 2020
Allotments	5800	3938	0	1862	32	
Elections	18000	0	0	18000	100	Budgetary provision added to Council reserves
less Income	2500	1811	0	689	28	
<b>Total exc V.A.T.</b>	<b>382958</b>	<b>286145</b>		<b>110144</b>	<b>29</b>	

