

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/

Date: 4th December, 2018

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **MONDAY 10TH DECEMBER, 2018 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, Judith Clarke, Hayley Grainger, David Greenwood, Daniel Howe, John Knight and Ann Morrison.

(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 as a correct record the Minutes of the Meeting held on 13th November, 2018 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES

(I) STAGECOACH PROPOSED SERVICE CHANGES -
KENILWORTH/LEAMINGTON/STRATFORD AREA

Town Clerk to report orally on the response of Stagecoach to the Committee's observations.

6. BUDGET 2019/20

To consider budget out-turn for 2018/19 and budget options for 2019/20

(Report No 6)

7. CREATIVE QUARTER

To consider matters arising from the published proposals by Complex Development Projects relating to the creative quarter and asset redevelopment in the Town Centre an Old Town. The proposals can be viewed on the CDP website <https://www.leamingtoncreativequarter.co.uk/public-consultation/>

8. LEAMINGTON GATEWAY PROJECT

Town Clerk to Report on the outcome of the bid for external funding for the redevelopment of the Leamington Railway Station passenger interchange and subway improvements.

9. TOWN HALL AND ACCOMMODATION REVIEW

To consider progress in the light of the consultation in respect of the Creative Quarter.

10. CHRISTMAS LIGHTING PROJECT

Town Clerk to report on arrangements for the letting of a new contract for the provision of physical illuminations and associated works.

11. ALLOTMENT SUB-COMMITTEE- 19th NOVEMBER

To consider and approve the following recommendation:-

RESOLVED that the following grant applications are approved:

(1) Cliffe Allotments

Purchase of new sheds	£523.50	
Hedge cutting	£400	<u>£923.50</u>

(2) Old Milverton Allotments

Boundary hedge cutting -	£700	
Water course erosion repairs	£1,000	<u>£1,700</u>

(3) Campion Hills Allotments

Plot clearance work (skip hire) £1496 .

(4) Binswood Allotment Society

Boundary treatment works £600

New Security Gate £900 £1500

12. 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 13th NOVEMBER, 2018 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA

Present: Councillors Ann Morrison (Chair), Janet Alty, Sarah Boad, Judith Clarke, Daniel Howe, Hayley Grainger, David Greenwood and John Knight.

The Chairman agreed to bring forward Agenda item 9 (Warwickshire Minerals Plan Consultation) to permit discussion immediately after confirmation of the Minutes.

35. **DECLARATIONS OF INTEREST**

Councillor Boad declared a non-pecuniary interest in Warwickshire Minerals Plan Consultation as a member of Warwickshire County Council.

36. **PUBLIC FORUM**

There were no representations from the public.

37. **MINUTES**

RESOLVED that the Minutes of the Meeting of the Policy and Resources Committee held on 8th October, 2018 are confirmed and signed as a correct record.

38. **MATTERS ARISING FROM THE MINUTES**

Councillor Greenwood referred to the success of events held to mark the centenary of the end of the First World War on 11th November, which had helped to bring people of the Town together to mark this important occasion. He considered that the success of both the Annual Remembrance Service and the Lighting of the Beacon in the evening, followed by a firework display, had been very well received and this reflected extremely well on the Town Council. The Committee endorsed his observations.

39. **WARWICKSHIRE MINERALS PLAN CONSULTATION**

The Committee was advised that, following earlier consultation on the preparation of the Warwickshire Minerals Plan, Warwickshire County Council has now approved the publication of the Plan. This was open to public consultation for a period from 31st October – 12th December 2018. The Plan and consultation portal was available via the County Council website.

The Town Council had considered the initial draft Plan on the 9th January 2017. It had noted that only two extraction sites were sited in proximity to Leamington Spa. The site at Bourton on Dunsmore which remained in the final Plan had raised concerns in relation to the potential loss of flood plain but assurances had been given that this would be appropriately managed by a detailed flood risk assessment covering both the site and elsewhere and the provision of safeguards to the risk of pollution of the River Leam. The only other site with proximity to Leamington was at Wasperton near Barford which was also identified for sand and gravel extraction.

The Committee noted that the Plan referred to the process of Underground Coal Gasification (UCG) which remained a controversial process with potentially harmful consequences for the environment. It was therefore felt that the Minerals Plan should be strengthened by an explicit policy to refuse applications for UCG.

RESOLVED that the following observations are made to the Warwickshire Minerals Plan (public consultation) 2018:

(i) that no objection is made to the identification of sites for mineral extraction subject to appropriate appraisal and safeguards of any risk to the River Leam through the impact on the water table;

(ii) that the Plan makes explicit provision for a Policy for the exclusion of applications for approval for the production of energy through the process of Underground Coal Gasification.

40. **STAGECOACH PROPOSED SERVICE CHANGES -
KENILWORTH/LEAMINGTON/STRATFORD AREA**

Consideration was given a Report (Report 7) setting out proposed changes to several bus routes currently operated by Stagecoach throughout Warwickshire including those serving Leamington Spa. The Committee was also advised of the observations and concerns on this matter raised by Councillor Amanda Stevens.

The Committee was advised that these services were operated under commercial considerations by the Bus Company and therefore no public subsidy applied. In such circumstances, the County Council had no powers to intervene to prevent the proposed changes though in instances where a service would cease to be provided, it would consider seeking tenders from other operators to bridge the gap in provision.

The Committee expressed disappointment at this decision by the Bus Company which would have an adverse impact on many people who depended on the 67 and 68 services to get to many local facilities including Tachbrook Park, Leamington Shires Retail Centre, the Rehabilitation Hospital and local learning and educational support centres at Lillington. The Committee also regretted the short term nature of the decision given the wider concerns around traffic congestion in and around Leamington and Warwick.

RESOLVED that the following observations are made to Stagecoach in relation to the proposed revision of bus services In Leamington Spa:-

(i) The Council is alarmed at the impact of the intended changes to bus services which will impact on users of the 67 and 68 services particularly. The removal of the service to locations such as Warwick Technology Park, Leamington Rehabilitation Hospital and Shires Retail Park will affect people who depend on these services. This will also have a negative impact on levels of traffic congestion on the road network around Europa Way and Tachbrook Park Drive which is contrary to the County Council's wider objective of promoting more sustainable transport options. The changes to services to Lillington will have a detrimental impact of members of the public seeking access to sheltered accommodation, centres for adults with learning disabilities, adult educational centres and respite homes.

(ii) in view of the impact of these changes to services, a representative of Stagecoach is invited to attend the next meeting of the Town Council to explain the business rationale and the Company's future strategy for providing bus services within Warwick District.

41. **BUDGET 2019/20**

Consideration was given to a Report (Report 8) advising the Committee on the key considerations for preparing a draft budget for 2019/20.

The Town Clerk advised that a draft budget would be produced for consideration by the Committee at its meeting on 10th December.

RESOLVED that the Report is received.

Councillor Sarah Boad left the meeting after conclusion of this item of business.

42. **TOWN HALL ACCOMMODATION WORKING GROUP**

Councillor Morrison briefly outlined the findings arising from her and Councillor Clarke's attendance at the seminar at Brackley Town Hall.

The seminar had provided a unique insight into the steps necessary to enhance a listed building and obtain external grant funding. However Brackley Town Hall was not strictly comparable with Leamington Town Hall as it was a considerably smaller building that provided for limited civic activities and permanent office accommodation. It was evident that the renovation project had been informed by access to significant professional advice and that this would also be the case in relation to any future project that might be developed at Leamington Town Hall. The option of visiting Hebden Bridge to assess multi-use options was worthy of further consideration.

It was recognised that the future of the Town Hall was linked fundamentally to the ambitions of the owner –Warwick District Council. It was therefore necessary to establish a clear understanding with the District Council of the scope for alternative proposals especially as work was now being undertaken by the Council's Development partner (Complex Development Projects) on a report for use of several key assets in the Town.

RESOLVED that

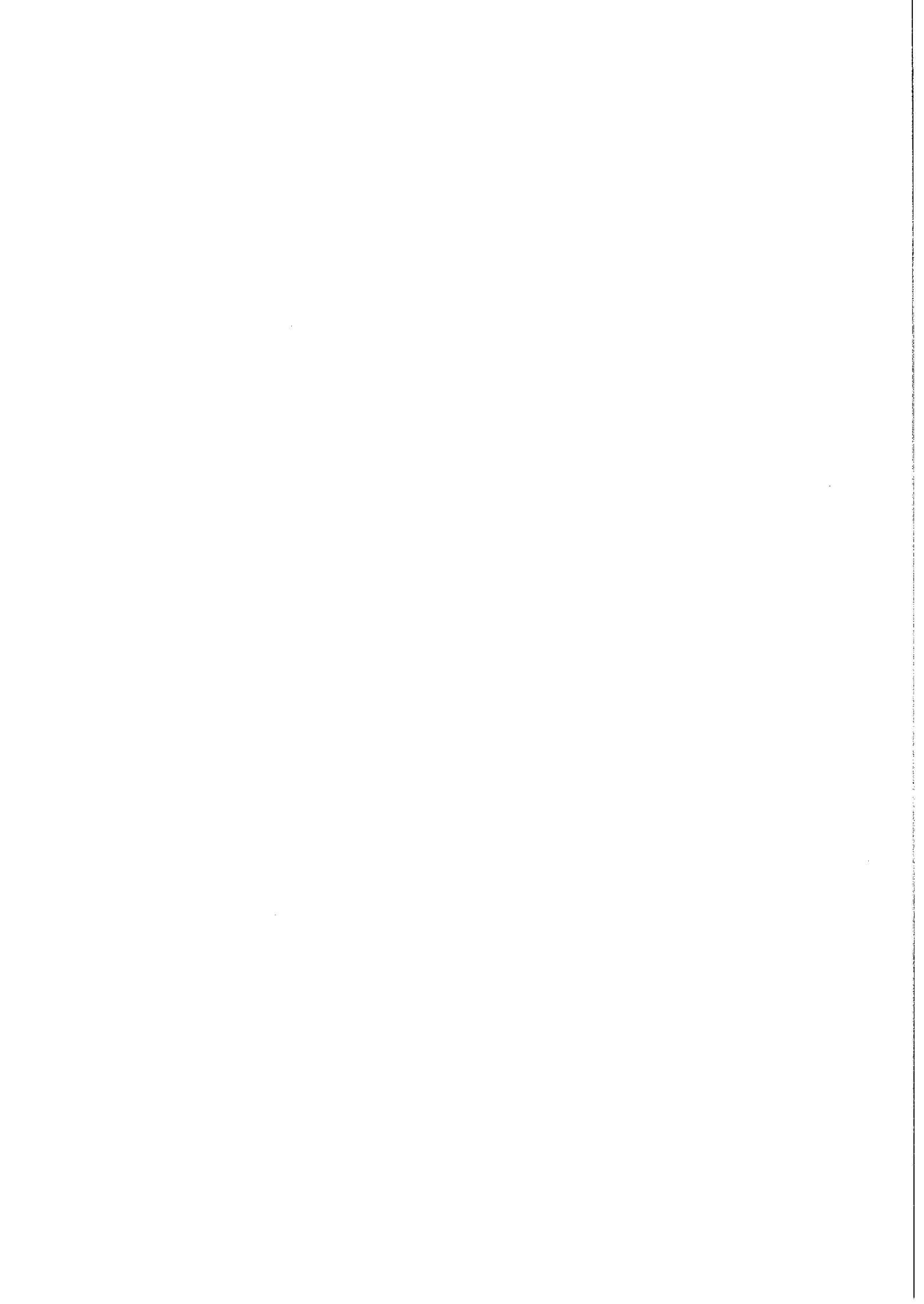
- (i) the Report in relation to the seminar at Brackley Town Hall is noted and Councillors Clarke and Morrison thanked for their attendance;
- (ii) a further invitation is extended to Complex Development Projects to meet with the Town Council, possibly at the meeting of the Policy and Resources Committee to be held on 8th January 2019.

43. **ACCOUNTS**

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

RESOLVED that the schedule of accounts in the sum of £2,374.39, including Section 137 expenditure of £454.75 is approved.

The meeting commenced at 6.00 pm and ended at 7.55 pm.



REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 10th DECEMBER 2018

DRAFT REVENUE BUDGET 2019/20

1. **PURPOSE OF THE REPORT**

To enable the Committee to consider a draft budget for 2019/20

2. **INTRODUCTION**

2.1 The Council is required to set its budget by early January. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1st April. The Council is required to do this by the Council meeting on 14th January, 2019.

2.2 As on previous occasions, the Committee is presented with and an anticipated out-turn on the current year indicating under spending or over spending. In addition, any unforeseen expenditure has, as far as practical, been absorbed within the 2018/19 budget. Where additional projects or items have fallen outside this contingency, they are identified to be met from the Council's reserves.

2.3 The proposed draft budget is set out at Appendix 1. This will be subject to review by the respective groups on the Council prior to the meeting.

3. **KEY POINTS FOR 2019/20**

3.1 As in previous years, the budget has been prepared on the basis of nil growth with the exception of allowances for known inflationary increases (salaries being the most significant).

3.2 2019 will be a year of full Council elections and therefore the planned withdrawal of £60,000 from the Council reserves will be necessary. There is some uncertainty on the precise size of this item due to the introduction of new Ward boundaries but the estimate in the budget is considered prudent for the reasons outlined in my last report.

3.3 **TAX BASE**

This is the number of properties used to calculate the Council Tax at Band "D" for each Parish or Town Area and is the basis that will be used to calculate the revenue that will be raised via the precept on the Council Tax. The figure for this Council for 2019/20 is 17,141.24. The comparable tax base for 2018/19 is 16,407.84. This will have a positive impact on the level of the precept or the Council's revenue.

3.4 COUNCIL TAX SUPPORT GRANT

The Committee will be aware that over several years it has benefitted from a subsidy paid by the District Council to compensate for the reduction in the tax base as a consequence of the payments under the former Council Tax support scheme. The cessation of funding from central government has meant that this subsidy has been progressively withdrawn and now disappears from the Council's accounts in 2019/20. The financial impact on the budget is a net reduction of £11,416 which equates to an increase in the precept of £0.66.

3.5 RESERVES

The Council presently benefits from robust reserves - £218,375 at 1st April, 2018. The reserves will be reduced by the following items:-

Election costs (see 3.2 above)	£60,000	
New Planters -Town Hall	£2950	
Renovation of redundant telephone kiosk	£2500	<u>£65,450</u>
Revised Balances 2019/20	<u>£152,925</u>	

Expenditure on the World War 1 anniversary events and the increased salary costs to support additional opening hours at Lillington Library have been off-set against the underspending elsewhere in the 2018/19 budget.

3.6 SALARIES

The expenditure on salaries presently represents a significant proportion of the Town Council's spending. The salary award in 2019/20 is not at present known but a 2% increase would be prudent. The full effect of the increase together with the impact of the increase to the employer rate of pension contribution has been factored into the revised salary budget.

4. BUDGET OPTIONS

4.1 The budget at Appendix 1 does not introduce any budget options. It will be for the Committee to determine any new items of expenditure and to budget for these accordingly.

4.2 The allowance previously allocated to Youth initiatives (£4500) has been removed. It has proved difficult to allocate this funding and many applicants delivering services with an impact on young people prefer submitting bids to the Community Grant Fund. If the Committee prefers to maintain some additional assistance for youth projects this could be achieved through the Community Grant Fund. It should also be noted that Hybrid Arts, a beneficiary of this fund in the past has now ceased trading.

- 4.3 The Committee will be aware that the budgetary allowance for Christmas Lighting relates to funding support for the revenue costs of the scheme. The annual costs of the Christmas lighting project are significant and the Council's contribution of £15,000 annually contributes approximately 35% per cent of the costs associated with the costs of maintenance, storage and erection. This grant, itself static since 2011, makes no allowance for the costs associated with the renewal of lighting. Whilst this element of the scheme is largely funded by BID Leamington, through trader contributions, the lighting scheme in Old Town falls outside the BID area and investment in new stock has been restricted to that provided by the Town Council.

The contract for Christmas lighting for the period to 2023 is presently being prepared and the Town Clerk will report on the contract award process later in the meeting. However for budgetary purposes the following should be noted:-

Christmas Lights Budget

Capital costs of new lighting within BID area - £18,000 per year

Maintenance costs – BID area - £25,000 per year

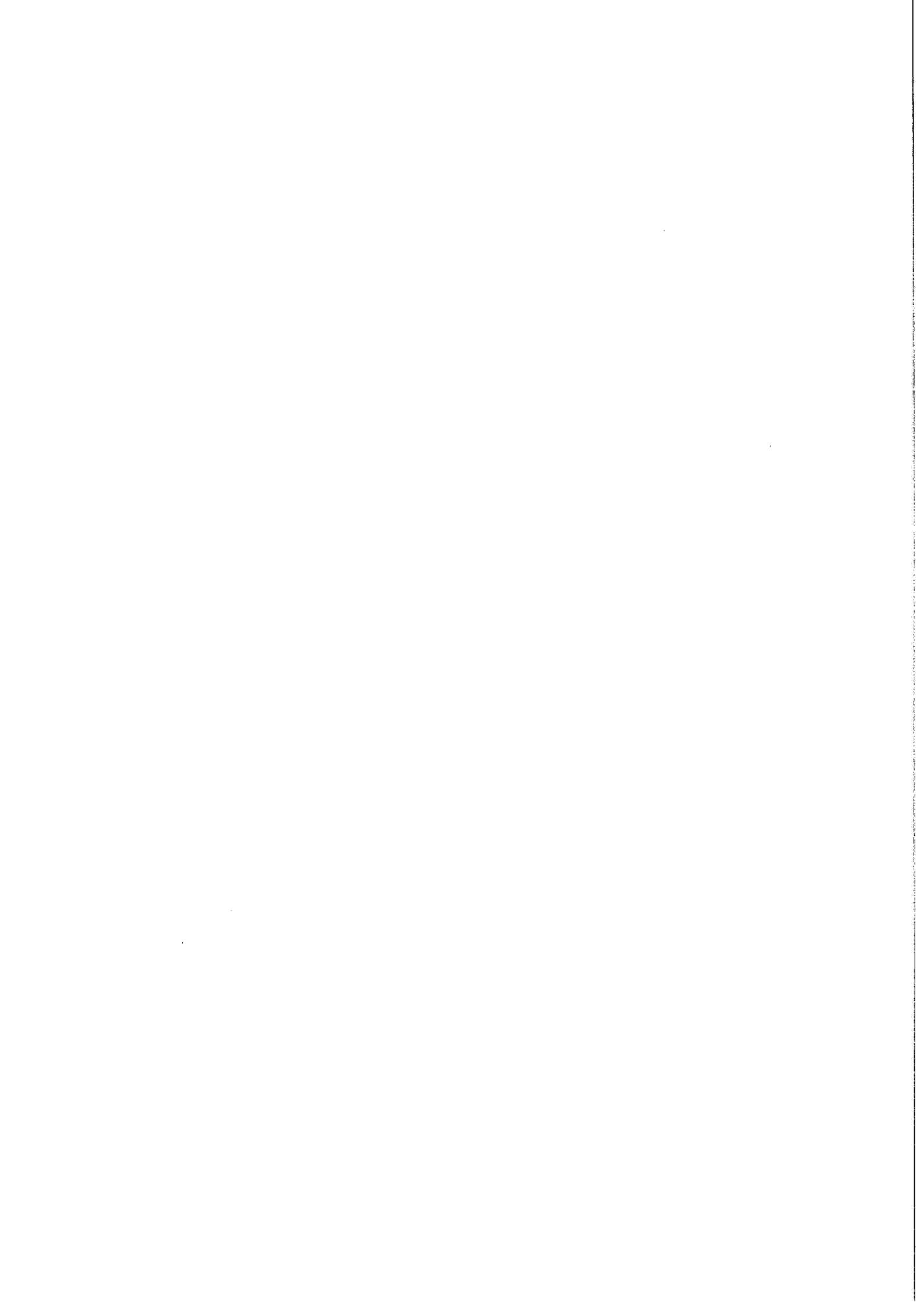
Maintenance costs – Old Town area £16,000 per year

Total annual cost £59,000

The Committee may therefore wish to consider an increased contribution to Christmas lighting to take effect from 2019 for the duration of the new five year contract.

5. CONCLUSION

- 5.1 The Committee is asked to note the out-turn in terms of the current year's budget as set out in the Appendix to this report. The Council's finances remain sound and whilst the cost of elections in May 2019 will diminish the level of reserves, these have been purposefully supplemented over a four year period to meet the anticipated costs of the electoral cycle.
- 5.2 The budget for Christmas Lighting has remained unchanged since 2011/12 and the Committee may wish to consider an increase in grant to support the other funding partner contributions. The Committee is invited to consider other options for inclusion in the budget and any revisions it may wish to make for items already included.
- 5.3 The final budget will be recommended for consideration by the Council at the meeting on 14th January.



DRAFT BUDGET 2019/2020	Expenditure		projected		Notes	
	2018/19	01/11/18	Out-turn 18/19	under/over spend		
	2018/19	01/11/18	Out-turn 18/19	2019/20		
1. Member Allowances	18000	12,555	17,800	200	18000	
2. Employee Salaries	146180	86,212	146,180	0	150,520	Pay settlement assumed at 2% - Employer pension contribution 24%
3. Mayoral Transport						
Uniform	300	0	300	0	300	
Fuel	450	182	400	50	450	
Sundries	100	200	200	-100	100	
Garage Rental	380	242	415	-35	425	
Lease Charges	3412	2715	3,978	-566	3027	Payment of initial rental agreement at start of new lease
4. Civic Expenses						
Regalia Maintenance	350	290	350	0	350	
Town Hall Mayoral Roll Board	120	115	115	5	390	
Mayoral Photograph	300	314	314	-14	325	
Civic Service	500	0	500	0	350	
Remembrance Service	1200	365	1,200	0	1200	
Annual Parish Meeting	500	277	277	223	350	
Civic Regalia - Purchase	500	0	500	0	500	
Civic Dinner	1300	108	1,300	0	1300	
Civic Visits	400	516	516	-116	400	VC Memorial Ceremony
Contingency	300	332	400	-100	300	
5. Administrative Expenses						
Insurance	2300	0	2,300	0	2300	Fixed until March 2020
Office Stationery	550	125	350	200	550	
W.A.L.C. Membership	2175	2400	2,400	-225	2433	
Audit fees	1100	1070	1,070	30	1100	
Office equipment renewal	200	0	200	0	800	
Photocopying	600	248	500	100	600	
Postage	1050	400	900	150	900	
Staff training	500	250	300	200	500	
Member training	250	0	0	250	1000	Elections May 2019
Web Site hosting	400	180	400	0	500	
Council Meetings accom & catering	850	740	900	-50	900	
Minute Binding etc	200	0	200	0	200	
Payroll Agency	1300	790	1,250	50	1300	
BACS	270	96	270	0	270	
I.T. repair and support	250	758	758	-508	250	GDPR upgrades to website
Staff recruitment - advertising	300	0	0	300	750	Possible new appointment
6. Property and Asset Maintenance						
Town Hall - Annual Rent	8372	6257	8,389	-17	8623	
Town Hall - Maintenance Charge (inc. NNDR)	8500	6134	9,984	-1484	9980	NNDR revluation due 2019
Telephones & Broadband	400	227	400	0	400	
Telephone Kiosk - Clarendon Avenue	2500	0	0	2500	0	Relocation deferred - added to reserves
War Memorial	400	375	375	25	400	

DRAFT BUDGET 2019/2020	Expenditure		projected under/over spend		Notes
	2018/19	01/11/18	Out-turn 18/18	2019/20	
7. Mayor's Award	200	171	171	29	200
8. Twinning (not LITS)	400	36	400	0	800 2019 Sceaux Anniversary
9. Grants and Section 137 expenditure					
Citizens Advice Bureau	20000	20,000	20,000	0	20000
Christmas Lighting	15000	0	15,000	0	15000 See budget Report
Leamington in Bloom	2500	1757	2,000	500	2500
Leamington International Twinning Society (LITS)	3000	3000	3,000	0	3000
Community Grants	40000	25617	40,000	0	40000
Blue Plaques	850	0	600	250	400 Blue Plaque scheme revised in 2019
Youth Initiative	4500	0	0	4500	0 See report
Tree Planting and Maintenance	16500	16500	16,500	0	16500
Street Furniture (inc. Grit Bins)	200	0	200	0	200
Music in the Park	2500	0	2,500	0	2500
Guided Walks - History Group	400	353	353	47	500
District Shopmobility Scheme	26000	19500	26,000	0	26000
Social Cohesion Fund	9594	2306	9,806	-212	10015 (Children's centres -£7500) & Lillington Library -£2306 - increase in subsidy costs for additional library hours
Neighbourhood Development Plan	2000	853	2,000	0	2000
World War 1 Centenary - Beacon Lighting	2500	3195	3,600	-1100	0
10. Elections	18000	0	18,000	0	18000
11. Allotments	5800	1700	5,800	0	5800
TOTALS	376,703				375,458
Less Projected Income	2,500	less projected income		2,500	
Overspend	-8,776	Underspend		5,082	
Budget requirement before reserves		382,979	Budget requirement before reserves		367,876
Less Contribution from reserves		10,000	Less Contribution from reserves (if any)		0 to be agreed
less grant from WDC		11416			
Total budget requirement from Precept		361,563	Total budget requirement from Precept		367,876
Projected Precept at Band D		£22.04	Projected Precept at Band D		£21.46
Budget as % of 17/18		103.72%	Budget as Percentage of 2018/19		96.06%
% Precept increase		8.39%	Precept as % of 2018/19		97.38%
Reserves (Balances) at April 2017		£212,223	Reserves (Balances) at April 2018		£218,375
			Allocations against reserves		
			Town Hall Planters		£2,975
			Telephone kiosk renovation		£2,500
			Elections		£60,000
			Adjusted Reserves		£152,900