



**THE TOWN COUNCIL**  
OF  
**ROYAL LEAMINGTON SPA**  
TOWN HALL, THE PARADE,  
ROYAL LEAMINGTON SPA  
WARWICKSHIRE CV32 4AT  
T: 01926 450 906  
E: [clerk@leamingtonspatowncouncil.gov.uk](mailto:clerk@leamingtonspatowncouncil.gov.uk)  
[www.leamingtonspatowncouncil.gov.uk](http://www.leamingtonspatowncouncil.gov.uk)

STEPHEN MARKS  
Clerk to the Town Council

Our Ref: SM/P&R

Date: 10 December 2020

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held on **WEDNESDAY 16<sup>th</sup> DECEMBER 2020 commencing at 6.00 pm.**

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

**Join Zoom Meeting**

<https://us02web.zoom.us/j/88502401798?pwd=OFhHcmVWeEdzaVJYMCt3TFdKSXhJUT09>

**Meeting ID: 885 0240 1798**  
**Passcode: 362852**

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

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

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

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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**

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

4. MINUTES

To consider and approve as a correct record the Minutes of the Meeting held on 19<sup>th</sup> November, 2020 (Report No.4) pp3-5

5. MATTERS ARISING FROM THE MINUTES

6. HEALTH & WELLBEING STRATEGY CONSULTATION

To consider the attached Report (Report No 6) pp6-8

7. WDC PARKING CHARGES PROPOSALS

To consider the attached Report (Report No.7) pp9-12

8. I.T. & COMMUNICATIONS

To receive a verbal update from the Town Clerk

9. BUDGET MONITORING 2020/21

To consider the attached report No 9. p13

10. REVENUE BUDGET 2021/22

To consider the attached report No 10. pp14-19

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 19<sup>th</sup> NOVEMBER, 2020**

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

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

Officers: Stephen Marks, Town Clerk

**46. APOLOGIES FOR ABSENCE**

None

**47. DECLARATIONS OF INTEREST**

Councillor S Boad declared a non-pecuniary interest as a member of Warwickshire County Council.

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

**48. PUBLIC FORUM**

There were no representations from Members of the public.

**49. MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 8<sup>th</sup> October 2020 (Report No.4) are confirmed as a correct record.

**50. MATTERS ARISING FROM THE MINUTES**

Banking arrangements were discussed and it was noted that there had been a decision to explore an ethical banking option. Agreed to explore further next year.

The Town Clerk confirmed that the response to Warwickshire Fire & Rescue Service's consultation had been submitted.

**RESOLVED** that the Warwickshire Fire & Rescue service be invited to attend a future meeting.

IT - The Town Clerk confirmed the purchase of one new laptop and related software had taken place.

**51. Strategic Objectives**

This item had been included to provide context to the discussion ref budgets. It was noted that the actions to deliver the objectives had been considered further at the meeting of Policy & Resources Committee on 2<sup>nd</sup> March 2020.

It was noted that it had been very difficult to implement many of the actions, given the pandemic situation.

It was agreed that the objectives would be used as a basis for consideration of the budget.

52. **Community Infrastructure Levy**

The meeting considered the report on Community Infrastructure Levy (CIL). It was noted that walking / cycling could be a key element of our approach.

**RESOLVED** that a task and finish group be established, made up of one Councillor from each political group, to consider further the Town Council's use of CIL. Meeting to take place in the new year and report back to the committee in due course.

53. **Allotments**

The meeting considered the report on allotments, including the minutes of the allotment sub-committee meeting of 12<sup>th</sup> October 2020.

**RESOLVED** that the minutes of the allotment sub-committee meeting on the 12<sup>th</sup> October 2020 be noted.

**RESOLVED** that grants are awarded to Allotment Associations in 2020/21 as follows:

- (i) Binswood Allotment Society - To help improve recycled, rainwater provision, linked to the development of an environmental strategy.  
£1700
- (ii) Champion Hills Allotments - To have an east to west pathway so to maintain the network of paths more easily. £1,100
- (iii) Old Milverton Allotments - Perimeter hedge cutting and purchase of new strimmer. £1068.75
- (iv) Cliffe Allotments - Replacement of heavy gateposts and 2 x new sheds £1435.

It was noted that several members of the committee would like to visit the allotment sites when the circumstances allowed.

54. **Budget monitoring**

The meeting considered Report no. 9 Budget Monitoring.

The committee agreed that further budgets for tree planting could be considered by Full Council.

The committee noted the update in relation to Children's Centre services and the Town Council funding and was supportive of the payment being made to Barnardo's, as previously considered and approved by the Town Council when setting the budget.

The committee supported the proposal that the Town Clerk bring forward more proposals relating to IT / Communications improvements.

**RESOLVED** that a donation should be made to the Royal British Legion from the balance of the budget for the Remembrance Event, which unfortunately had not taken place in the usual format and scale due to the Covid pandemic situation.

55. **Revenue Budget 2021/22**

The meeting considered the report on Revenue Budget 2021/22 including the first draft of the budget and the supporting information provided. A number of aspects of the draft budget were discussed and a number of proposals made:

It was agreed that consideration should be given to utilising underspends from the current year to replenish reserves, subject to any other use for the underspend being agreed in the current financial year, rather than automatically being carried forward.

Planters – It was noted that the Town Council had agreed to take on the upkeep of a number of planters and it was suggested a budget of £500 be included for this purpose.

Community grants – agreed to wait until the deadline for the final round of community grants is reached to inform the budget for next year.

Suggested reduce HR consultancy support budget to £500.

Town Clerk to clarify further the likely insurance costs, changes to building costs etc

Website – consider possible budget for renewal of website.

Town Clerk to identify any additional budgets required for operational reasons and provide supporting information.

Remove VE celebration budget as it was only required as a one-off.

Amend the Lillington signage budget to cover maintenance.

**RESOLVED**

(i) That the draft budget be amended in accordance with the specific proposals and issues discussed.

(ii) That the revised draft budget is circulated to committee members, including the group leaders, to enable further consideration by the respective groups.

(iii) That a further draft is considered by Policy & Resources committee at its meeting on 16<sup>th</sup> December 2020, to enable it to make a recommendation to the meeting of the Town Council in January 2021.

56. **Payments**

**RESOLVED** that the schedule of payments is approved.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> DECEMBER 2020**

**DRAFT WARWICKSHIRE HEALTH AND WELLBEING STRATEGY 2020-2025 CONSULTATION**

1. **Purpose of the Report**

To consider the current consultation in relation to the draft Warwickshire Health and Wellbeing Strategy 2020-25.

2. **Introduction**

- 2.1 The Warwickshire Health and Wellbeing Board is comprised of a range of partner organisations, including health and care organisations, local authorities, NHS and wider partners. The Board has drafted a revised Health and Wellbeing Strategy for the period 2020-2025 and is currently undertaking a consultation exercise that runs to 5<sup>th</sup> January 2021.

3. **Draft Strategy Content**

The full draft of the Health and Wellbeing Strategy can be found at <https://ask.warwickshire.gov.uk/insights-service/health-and-wellbeing-strategy/> However, a brief extract from the introduction to the strategy is attached as Appendix A.

- 3.1 Strategic Ambitions – the strategy identifies 3 long term strategic objectives for Warwickshire:

- Healthy People
- Strong Communities
- Effective Services

- 3.2 Priority areas – the draft strategy identifies 3 priority areas to focus on over the next 2 years:

- Help our children and young people have the best start in life
- Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities
- Reduce inequalities in health outcomes and the wider determinants of health

4. **Survey**

The formal survey can be found online at [Living Well in Warwickshire - Health and Wellbeing Strategy 2020-25 - Warwickshire County Council - Citizen Space](#)

However, a word version will be circulated separately. The committee may wish to consider the questions posed in the survey or any other comments it wishes to make.

5. **Recommendations**

The committee is invited to consider the consultation on the draft Health and Wellbeing Strategy and identify any comments / response it wishes to make

## Agenda item No. 06 – Appendix A

### Extract from draft Health and Wellbeing Strategy

#### 1. Introduction – What is the Health and Wellbeing Strategy

The Health and Wellbeing Strategy is Warwickshire's high-level plan for reducing health inequalities and improving health and wellbeing for our residents. The Strategy is owned by Warwickshire's Health and Wellbeing Board, a collaborative partnership bringing together senior leaders from the county, borough and district councils, the third sector represented by Warwickshire Community and Voluntary Action (WCAVA), Healthwatch Warwickshire, Clinical Commissioning Groups (CCG), NHS trusts, Warwickshire Fire Service and the Police & Crime Commissioner.

The 2020-2025 Strategy is informed by data and engagement evidence from our Joint Strategic Needs Assessment (JSNA) and learning from our 2014-2020 Health and Wellbeing Strategy, as well as drawing on national research and good practice. We are undertaking engagement and consultation with stakeholders, communities and the public on our proposals and this feedback will be reflected in the final Strategy. The Strategy responds to the rapidly changing context for health and social care by setting out a five-year vision for health and wellbeing in Warwickshire. It will be used by local health and care partners to inform plans for commissioning services and shape how we will work together to meet health needs and address the wider determinants of health.

Our long-term strategic ambitions for Warwickshire are:

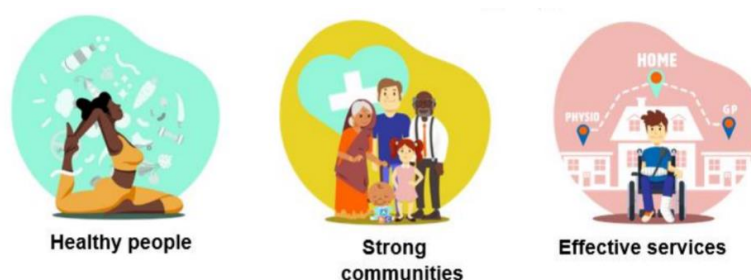


Figure 1: Coventry and Warwickshire's Strategic ambitions (HCP, 2019)

These ambitions are aligned to our shared vision for health and wellbeing across Coventry and Warwickshire's Health and Care Partnership (HCP). Together we want to do everything in our power to enable everyone to pursue a happy, healthy life by putting people at the heart of everything we do.

*“One Health & Care Partnership, Two Health and Wellbeing Boards, Four Places, Three Outcomes”*

In order to deliver our ambitions, the Health and Wellbeing Board has agreed three priority areas to focus on over the next two years. These emerged as priorities within the findings from the JSNA and the Covid-19 health impact assessment (HIA).

- **Help our children and young people have the best start in life**
- **Help people improve their mental health and wellbeing, particularly around prevention and early intervention in our communities**

- **Reduce inequalities in health outcomes and the wider determinants of health**

After two years, we hope to see improvements in outcomes related to these priorities. We will then use our latest JSNA data to decide if these should remain our priorities for a further two-year period, or if we need to focus our attention on other areas to achieve our long-term strategic ambitions. We are shaping our priorities at 'place' – North, Rugby and South. Each place has a Health and Wellbeing Partnership and a Health and Care Executive to lead on the implementation of the Strategy, making sure local action plans are tailored to the local context.



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> DECEMBER 2020**

**WDC CAR PARKING CHARGES PROPOSAL**

1. **Purpose of the Report**

To consider proposed changes to car parking fees and to identify any feedback to Warwick District Council.

2. **Introduction / overview**

2.1 Warwick District Council has written to the Town Council with its draft proposals in relation to car parking charges for the 2021/22 financial year. The initial deadline for responses was 11<sup>th</sup> December, but WDC officers have now indicated that feedback can be provided by 18<sup>th</sup> December.

3. **Summary of proposals**

The proposals are contained in a stakeholder briefing note provided by WDC, which is attached as Appendix A to this report. In summary, they include:

3.1 Short stay - Proposal for a 10% increase in short stay town centre car parks in Leamington Spa / Warwick for stays longer than 30 minutes. (but no change to 'Park & Stride' car parks including Leamington Old Town.)

3.2 Long stay car parks – Proposed increases for long stay car park charges from Monday to Saturday, with the exception of Leamington Old Town (Park & Stride) car park.

3.3 Sunday charges – proposal to leave Sunday charges at 2020 prices, but to introduce Sunday charges at car parks that are currently free.

3.4 Season tickets – proposal not to increase charges and to allow season tickets to be shared amongst car sharers.

3.5 Electric vehicle permits – proposal to limit length of stay in charge point spaces to 4 hours. Proposal to amend eligible car parks.

3.6 Overnight charges - No increase for overnight charges proposed.

3.7 Proposal to introduce charging at Newbold Comyn car park. (free for 2 hours)

4. **Recommendation**

The committee is invited to consider the car parking charges proposals and agree any feedback to Warwick District Council.

**Briefing note for Stakeholders – Re Parking charges 2021/22**

**Linear charging**

Last year we proposed phasing out linear charging as it is outdated and not available on card payments or in St Peters MSCP. Propose to remove it for 2021/22. Cashless payments now make up more than 30% of all parking transactions. Linear charging was really meant for cash payments as machines don't give change. Looking at machine usage most payments are made in 30 min increments.

**Short Stay Proposals**

Propose a 10% increase on town centre car parks in **Leamington Spa/Warwick** over 30 min stays as follows:

Tariff	Current charge	Proposed charge
30 minutes	50p	50p
1 hour	£1.00	£1.10
1 hour 30 mins	£1.50	£1.65
2 hours	£2.00	£2.20
2 hours 30 mins	£2.50	£2.75
3 hours	£3.00	£3.30
3 hours 30 mins	£3.50	£3.85
4 hours	£4.00	£4.40

Please note: No change to 'Park & Stride' car parks (i.e. Leamington Old Town, Hampton Rd in Warwick).

However, consider max stay 4 hours in all car parks for consistency (i.e. New Street and West Gate in Warwick are currently 3 hours) propose to ask Warwick Town Centre Stakeholders for their views.

**Kenilworth** – Work still to be done to align with other towns. A stepped increased was done last year, propose for 2021/22 the following, end column shows that despite 25% increases on some tariffs, the tariffs have a way to go to be aligned with the other towns.

Tariff	Current charge	Proposed charge	Difference compared to Warwick and L/Spa
30 minutes	0.40	<b>0.50</b>	<b>Aligned</b>
1 hour	0.80	<b>1.00</b>	<b>-10p</b>
1 hour 15	1.00	<b>Remove</b>	<b>N/A</b>
1 hour 30 mins	1.30	<b>1.50</b>	<b>-15p</b>
2 hours	1.50	<b>1.80</b>	<b>-40p</b>
2 hours 30 mins	1.80	<b>2.00</b>	<b>-75p</b>
3 hours	2.00	<b>2.50</b>	<b>-80p</b>
3 hours 30 mins	2.30	<b>2.80</b>	<b>-£1.05</b>
4 hours	2.50	<b>3.00</b>	<b>-£1.40</b>

## Briefing note for Stakeholders – Re Parking charges 2021/22

### Long stay > 4 hours (up to 24 hours)

Current and proposed charges, leave Sundays at 2020 prices to encourage visitors and potentially reduce traffic on Saturdays.

Town /car park	Current charge	Proposed charge Monday - Saturday
Leamington Spa (St Peters, Rosefield, Adelaide Bridge)	£5.00	<b>£6.00</b>
Covent Garden MSCP	£3.50	<b>£4.50</b>
Old Town (Park & Stride)	£4.50	<b>No increase to support reduction of cars in town centre.</b>
Kenilworth	£4.50	<b>£5.50</b>
Warwick (St Nics, Myton fields, The Butts, Priory Rd, Castle Lane, West Rock, Linen Street, Vittle Drive)	£5.00	<b>£6.00</b>
Warwick Park & Stride (Hampton Rd)	£1.00	<b>No increase due to park stride</b>

### Aligning Sunday charges

No increase on existing charges, leave Sunday at 2020 prices, but introduce charges where it is currently free:

Town /car park	Current All day	Proposed charges (30 mins – All day)
Rosefield Street, Adelaide Bridge, Upper Grove Street	FREE	50p - £5.00
Old Town (Park & Stride)	FREE	50p - £4.50
Kenilworth (Abbey Fields*, Abbey End, Square West) *First 2 hrs free	FREE	50p - £4.50
Priory Road, Vittle Drive	FREE	£50p £5.00

### Season tickets – Make them ‘greener’.

No increase proposed as demand as fallen due to COVID, consider the following:

Allow a season ticket to be more flexible shared amongst staff who work together and car share, this

is environmentally friendly and is still only allows 1 car to park at any one time. (Have had this request from a couple of season ticket holders and is no different to our staff passes allowing more than one vehicle to be registered). Other councils do this.

These will move from being paper issued to ‘virtual’ parking sessions issued by RingGo, same principle as parking for 1 hour, users will be able to purchase longer periods.

## Briefing note for Stakeholders – Re Parking charges 2021/22

### EV Permits

Are valid until 31.7.21, over 500 permits issued so far.

From 1.8.21 suggest amendments to the current T&Cs will be needed; propose the following

- remove/limit the number of short stay car parks to avoid overstays in town centre car parks
- Offer free unlimited parking in selected under-utilised car parks and in Park & Stride car parks (supports the high levels of air pollution in Old Town)

Limit stays for EV to 4 hours in our charge point spaces to allow more turnover and benefit more EV users (requires amendment to parking order). Users wouldn't need to leave the car park but would be required to move their cars.

### Station Approach

Currently only short stay until 31.12.21 due to an agreement with Chiltern. But prepare parking order to allow season tickets/long stay parking in line with Old Town charges. Also need to consider this will get used as a commuter car park, so could potentially charge a premium for parking before 0900.

### Overnight charges

Increased from £1.00 to £1.50 in January 2019, therefore propose no increase in 2021/22.

### Introducing charges at existing car parks

**Newbold Comyn – 2 hours free** (for sport/leisure activities) and then £2 all day (only 1 free session every 23 hours)

Report No. 09: 2020/21 Budget Monitoring - April 2020 - Nov 2020						
Cost Centre	Budget 2020/21	Expenditure at 30.11.20	Adjustment for 2019/20 expenditure	Balance of budget remaining £	% of budget unspent at 30/11/2020	Notes
	£	£	£		%	
Allowances	18000	11710	4446	10736	60	
Salaries	157700	106411	3085	54374	34	
Mayoral Transport	4327	2368		1959	45	
Civic Expenses	7365	427		6938	94	Significant underspend due to Covid restrictions
Administrative Expenses	15470	9198	-2179	4093	26	
Buildings and Charges	27440	16046		11394	42	
Twining and Friendship	400	0	-50	350	88	
Neighbourhood Plan	2000	3616	1866	250	13	Remaining Neighbourhood Plan expenditure to be claimed from Groundwork
Annual Award	300	0		300	100	
Grants and Section 137 Expenditure	160600	85229	-1320	74051	46	Some underspends due to pandemic effects.
Allotments	5800	2980	928	3748	65	Grant awards to be confirmed
Elections	18000	52314	-52314	18000	100	This is an annual provision to meet Lillington by-election cost (2019) yet to be invoiced)
less Income	3200	4974	0	762	24	Income increased by receipt of insurance payment
<b>Total exc V.A.T.</b>	<b>414202</b>	<b>285326</b>		<b>185430</b>	<b>45</b>	
<b>Community Infrastructure Levy</b>	<b>Date Paid</b>	<b>Amount</b>	<b>Balance</b>			
	08.10.19	4452				
	08.04.20	7500				
	18.11.20	11454	<b>23406</b>			

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 16<sup>th</sup> DECEMBER 2020**

**DRAFT REVENUE BUDGET 2021/22**

1. **Purpose of the Report**

To provide a revised draft of the budget for 2021/22, to enable further consideration by the committee and to enable a recommendation to be made to the meeting of Council on 14<sup>th</sup> January 2021.

2. **Introduction**

- 2.1 The Town Council is required to set its budget by early January. This is to enable Warwick District Council (WDC) 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. Warwick District Council has now written to the Town Council asking that it advises WDC of the town council precept (as a lump sum amount) by Friday 15<sup>th</sup> January 2021. The Town Council is scheduled to meet on 14<sup>th</sup> January 2020 and will need to agree its budget and thus the town council precept amount on that date.

3. **Key points for 2021/22**

- 3.1 As agreed at the meeting of Policy & Resources committee on 19<sup>th</sup> November 2020, a number of revisions to the budget have been made in this next iteration. This is primarily to remove items that were intended to require 'one-off' investment in 2020/21, identify any necessary budget increases to reflect likely inflationary costs and operational needs and to include any new items to be considered for 2021/22.

3.2 **Tax Base**

Since the meeting of this committee on 19<sup>th</sup> November, Warwick District Council has written to each town and parish council indicating the number of properties used to calculate the Council Tax for the 2021/22 financial year. For the Leamington Spa town area this figure is 17,221.67, which is a small increase from 17,065.58 in 2020/21. This change is reflected in the draft budget which is at **Appendix A**.

3.3 **Salaries**

The expenditure on salaries represents a significant proportion of the Town Council's spending. A revised salary budget has been included in this version of the draft budget. This reflects the salaries of existing personnel and their positions on the relevant salary scales. It also reflects the indications from central government through the recent Spending Review that 'pay rises in the public sector will be restrained and targeted in 2021-22', with pay rises to be 'paused' for many public sector staff including local government, subject to some caveats / exceptions.

### 3.4 Underspends

As agreed at the meeting of 19<sup>th</sup> November, likely underspend for the current year have been identified to inform consideration of next years budget, but will not automatically be carried forward.

## 4. Budget options / proposals

- 4.1 A number of additional / revised sums have been included in the draft budget for 2021/22 based on the requirement for resources to complete actions previously agreed or as a result of likely identified operational costs. Supporting information to explain these amounts is attached as **Appendix B**.
- 4.2 The committee is invited to identify and consider any additional budget items it would like to add.

## 5. Recommendations

- 5.1 The Committee is invited to consider further the draft budget for 2021/22, along with the supporting information provided.
- 5.2 The Committee is invited to identify any further budget proposals for inclusion in the budget for 2021/22.
- 5.3 The Committee is asked to recommend a proposed budget for consideration by the Town Council at its meeting on 14<sup>th</sup> January 2021.

## Report No. 10 – Appendix A draft revenue budget v3

DRAFT BUDGET 2020/2021							Notes
	2020/21	Expenditure 30/10/20	Out-turn 20/21	projected under / over spend (-)	2021/22		(see accompanying commentary for more detail)
<b>1. Member Allowances</b>	18000	11,710	18,000	0	18000		
<b>2. Employee Salaries</b>	157700	93,125	157,700	0	153,000		See commentary
<b>3. Mayoral Transport</b>							
Uniform	300	0	300	0	300		
Fuel	450	0	150	300	450		
Sundries	50	10	50	0	50		
Garage Rental	500	297	510	-10	565		
Lease Charges	3027	1766	3,027	0	3027		Lease due to expire during 2021/22 - see commentary
<b>4. Civic Expenses</b>							
Regalia Maintenance	350	192	192	158	350		
Town Hall Mayoral Roll Board	390	0	390	0	390		
Mayoral Photograph	325	0	325	0	325		
Civic Service	250	0	0	250	250		
Remembrance Service	1400	25	1,400	0	1400		
Annual Parish Meeting	250	0	0	250	250		
Civic Regalia - Purchase	2400	0	0	0	1000		Reduced provision
Civic Dinner	1500	170	170	1330	1500		
Civic Visits	500	0	0	500	500		
Contingency	0	0	0	0	0		Suggest delete
<b>5. Administrative Expenses</b>							
Insurance	2350	2,414	2,414	-64	2414		Insurance costs fixed for 3 yrs
Office Stationery	550	0	500	50	550		
W.A.L.C. Membership	2500	2484	2,484	16	2550		
Audit fees	1100	240	1,240	-140	1350		
Office equipment renewal	500	0	350	150	500		
Photocopying & Printing	650	135	300	350	650		
Postage	900	0	800	100	900		
Staff training & memberships	300	0	0	300	1300		Inc. CiLCA training for new Town Clerk
Member training	500	80	500	0	500		
Web Site hosting	600	414	552	48	700		
Council Meetings - Room Hire	1000	314	600	400	1000		
Minute Binding etc	200	0	200	0	200		
Payroll Agency	1300	625	1,300	0	1400		
BACS & Electronic banking	270	113	270	0	900		Extra costs for electronic banking.
I.T. equipment repair and support	1250	123	1,250	0	1,250		
Mobile phone costs					325		
Software costs					750		Zoom / MS office etc
Accountancy software?					1,000		See commentary
Website redesign?					4,000		
Staff recruitment - consultancy support	1500	2500	2,500	-1000	500		Reduced.
<b>6. Property and Asset Maintenance</b>							
Town Hall - Annual Rent	8870	6589	8,786	84	9050		2% allowance
Town Hall - Maintenance Charge (inc. NDR)	15520	8507	15,520	0	15,520		Waiting to hear from WDC
Telephones & Broadband	450	251	450	0	500		
Telephone Kiosk - Clarendon Avenue	2600	0	0	2600	500		Reduced
War Memorial	0	0	0	0	0		
Lillington Highway Signage	1500	2,369	2,369	-869	500		Reduced - allowance for maintenance



<b>7. Mayor's Award</b>	300		0	300	0	300	
<b>8. Twinning (not LITS)</b>	400		0	0	400	400	
<b>9. Grants and Section 137 expenditure</b>							
Citizens Advice Bureau	20000		20,000	20,000	0	20000	
Christmas Lighting	20000		1,540	20,000	0	20000	
Leamington in Bloom	3000		1910	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000		0	0	3000	3000	
Community Grants	55000		29754	55,000	0	45000	Review - reserves used in 2020/21
Blue Plaques	1800		0	495	1305	1800	
Tree Planting and Maintenance	16500		16500	16,500	0	16500	
Guided Walks - History Group	500		500	500	0	500	
District Shopmobility Scheme	26000		13000	26,000	0	26000	
Social Cohesion Fund	10300		0	7,500	2800	10300	(Children's' centres -£7500) & Lillington Library -£ 2800
Neighbourhood Development Plan	2000			1,000	1000	2000	Referendum - Marketing/publicity costs
<a href="#">Commonwealth games / city of culture?</a>							
<b>10. Elections</b>	18000		0	18,000	0	18000	
<b>11. Allotments</b>	5800		925	5,800	0	5800	
<b>12 Budget Options</b>					0		
<b>Planter maintenance</b>						500	
<b>VE Day celebrations</b>	3000		20	20	2980	0	Suggest delete
<b>TOTALS</b>	<b>417,402</b>			<b>Underspend/Overspend</b>	16288	<b>403,266</b>	
<b>Less Projected Income</b>	3,200		less projected income		2,000		Reduced to reflect interest rates
<b>Underspend/Overspend</b>	<b>3,427</b>		Carry forward				
Budget requirement before reserves		<b>410,775</b>	Budget requirement before reserves			<b>401,266</b>	
Less Contribution from reserves		10,000	Less Contribution from reserves (if any)				
<b>Total budget requirement from Precept</b>		<b>400,775</b>	<b>Total budget requirement from Precept</b>			<b>401,266</b>	
<b>Projected Precept at Band D</b>		<b>£23.48</b>	<b>Projected Precept at Band D</b>			<b>£23.30</b>	
<b>Budget as % of 19/20</b>		<b>108.71%</b>	<b>Budget as Percentage of 2020/21</b>			<b>97.69%</b>	
<b>% Precept increase</b>		<b>106.55%</b>	<b>Precept as % of 2020/21</b>			<b>99.23%</b>	
<b>Reserves (Balances) at April 2019</b>		<b>£218,833</b>	<b>Reserves (Balances) at April 2020</b>			<b>£142,333</b>	
			<b>Allocations against reserves</b>				
			<b>Adjusted Reserves</b>			<b>£142,333</b>	

## **Item No. 10 – Appendix B – Commentary on draft budget**

The commentary below provides supporting / explanatory information for any notable changes to last year's budget contained in the draft budget v3, dated 10Dec20. Changes in the budget spreadsheet are shown in blue for ease of identification. The numbering in the text below reflects the numbers used for budget headings in the budget spreadsheet, for ease of reference.

Commentary / Supporting Information:

### **2. Employee Salaries**

You will note that the draft budget allocation for salaries shows a reduction from 2020/21. This is based on further calculations and reflects a number of factors:

- Salary of new Town Clerk at a lower point in the salary band compared to predecessor.
- No essential car user allowance for new Town Clerk.
- Anticipate very limited % salary increases / possible pay freeze for 2021/22.

### **3. Mayoral Transport**

- Garage Rental - Increase allowed for garage rental costs, based on informal advice from WDC ref possible costs for 2021/22.
- Lease charges - Current 3 year lease for mayoral car expires in September. Any changes to the lease at the end of this period may have financial implications. The Town Clerk has made contact with the supplier to identify what the options will be at the end of the lease agreement.

### **4. Civic Expenses**

- Significant reduction in the budget line for 'Civic Regalia – Purchase' from £2400 (2020/21) to £1000 for 2021/22, as it is understood this was a significant increase, presumably for one off purchase.

### **5. Administrative expenses**

- Insurance – costs fixed for 3 yrs from 2020/21.
- WALC (& NALC) membership – increase for anticipated rise in costs
- Audit fees - increase for anticipated rise in costs
- Staff training & memberships – increase relating to new Town Clerk, notably Certificate in Local Council Administration (CiLCA) training and registration fees.
- BACS & Electronic Banking – increase for likely costs associated with move to electronic banking arrangements.
- Mobile phone costs – proposed budget for mobile phone costs. (Proposal for mobile phone approved by P&R committee Oct 2020 and further proposal to be submitted to P&R / Council.)
- Software costs – new ways of working during the current year have resulted in adoption of new software for which there will be ongoing licensing costs – notably Zoom (for meetings), Microsoft sharepoint (cloud hosting of files) and Microsoft Office 365. Virus software also incurs regular costs.
- Website redesign – the possibility of a redesign of the Town Council's website has been raised. An indicative cost has been identified with further clarification of likely cost being sought.
- Staff recruitment – consultancy support – this item was identified in 2020/21 specifically to support the appointment of a new Town Clerk. This has been reduced significantly, retaining a small budget for any further specialist advice required.

Please note – the Town Clerk has identified a possible need for investment in accountancy software in order to meet the requirements of the ‘Making Tax Digital’ initiative. Further research is being done and information sought.

#### **6. Property and Asset Maintenance**

- Indicative increases in relation to the Town Council offices in the Town Hall. Clarification on aspects of this have been requested from Warwick District Council.
- Telephone Kiosk – Clarendon Avenue. A reduced amount for maintenance is included.
- Lillington Highway Signage – Moved to property and asset maintenance and a reduced amount of £500 included for maintenance costs.

#### **9. Grants and Section 137 expenditure**

- The Council may wish to consider if it would like to make any provision for initiatives related to events such as the City of Culture / Commonwealth Games, or for projects that may emerge during the year.
- Community grants – an update will be provided once we know the scale of applications received in the final round of this year’s grant applications.

#### **12 Budget Options**

- VE Day Celebrations – suggest delete
- Planter maintenance – responsibility taken on during the year.

**Income** – projected income has been reduced to reflect interest rates.