

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: 25<sup>th</sup> November, 2019

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in the COUNCIL CHAMBER, Town Hall, Parade, Royal Leamington Spa on **MONDAY 2<sup>nd</sup> DECEMBER, 2019 at 6.30 pm or immediately upon the conclusion of the EXTRAORDINARY MEETING OF THE COUNCIL, if later.**

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)

---

## **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 7<sup>TH</sup> October, 2019 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES

(i) BUSINESS RATES REBATE

Town Clerk to report on progress of the appeal lodged with the Valuation Office.

(ii) LILLINGTON SIGNAGE

Councillor Sarah Boad to provide further information in relation to discussions with Warwick District Council.

(iii) RAILWAY BRIDGES – PIGEON CONTROL MEASURES

To consider further information of relevance arising since the last meeting.

6. CLIMATE CHANGE TASK AND FINISH GROUP

To consider the Minutes of the meeting of the Climate Change Task and Finish Group held on 21<sup>st</sup> October (Report No. 6).

7. REVENUE BUDGET 2020/21

To consider the attached Report (Report No. 7)

8. LILLINGTON LIBRARY

To consider the attached Report (Report No. 8)

9. ALLOTMENTS SUB-COMMITTEE

To consider the Minutes of the meeting of the Allotments Sub-Committee held on 11<sup>th</sup> November, including the following recommendations:-

**RESOLVED** to recommend the Policy and Resources Committee that grants are awarded as follows:-

(1) Cliffe Allotments

Purchase of new sheds	£495
-----------------------	------

(2) Old Milverton Allotments

Boundary hedge cutting	£750	
Gravel boards	£300	£1050

(3) Campion Hills Allotments

Site Clearance work	£1,200
---------------------	--------

4) Binswood Allotment Society

Fencing Repairs	£360.
Occasional Tables	£388
Skip Hire	£500 £1248

To also consider the allocation of £1800 to assist Allotment holders with measures to minimise use of chemicals harmful to the environment. Town Clerk to report orally on funding support for a shared scheme of assistance for allotment holders.

(Report No 9)

10. FUTURE HIGH STREET FUND

Town Clerk to report on the Future of the High Street Fund Stakeholder Workshop held on 18<sup>th</sup> November.

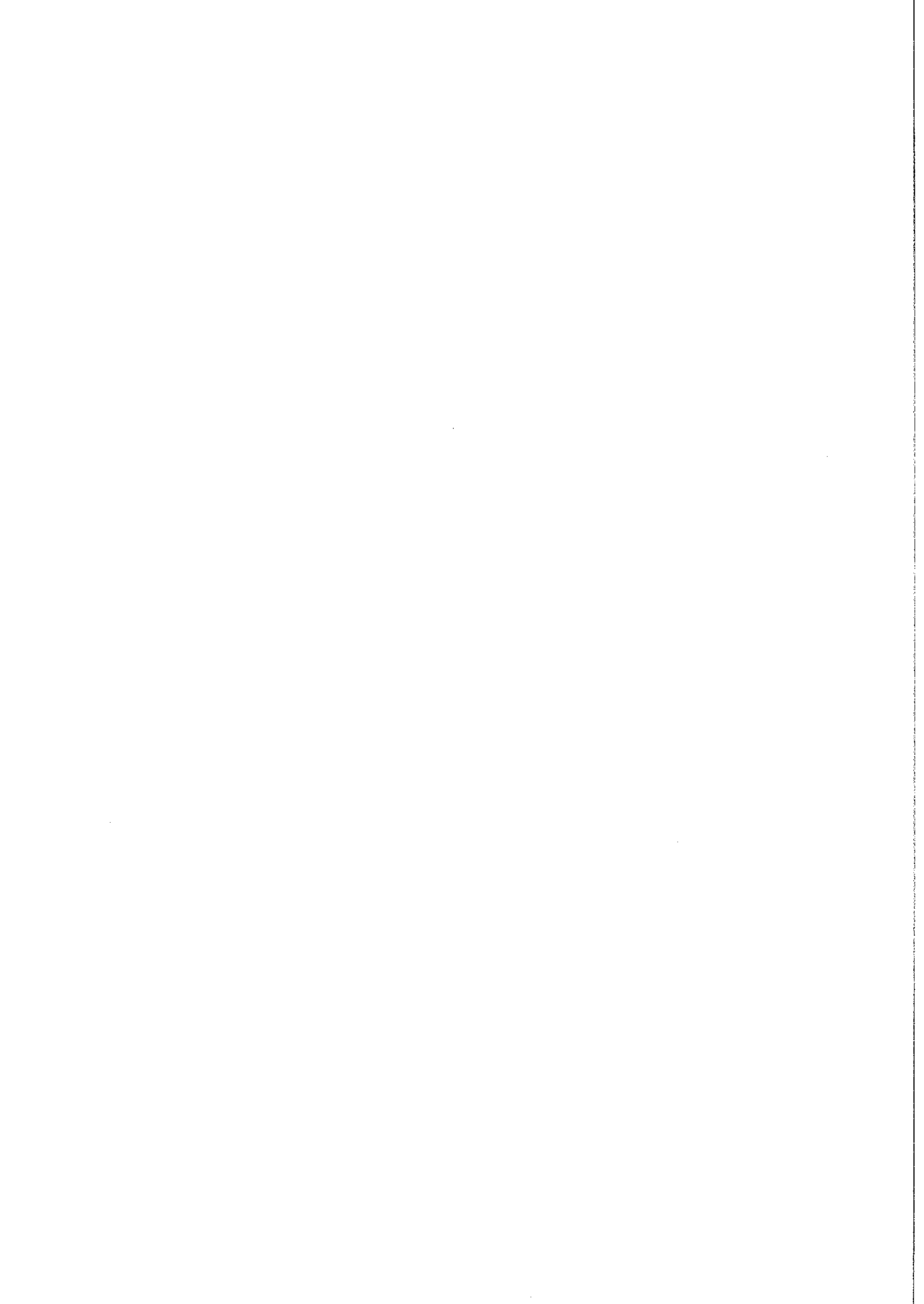
11. BRITISH TELECOM – NOTIFICATION OF PROPOSED REMOVAL OF PUBLIC PAYPHONES

Notification has been received from British Telecom of the proposed removal of public payphones in the following locations:-

Telephone Number	Address	Post Code	Number of calls in last 12 months
01926421551	NR SOUTHWAY PCO1 ST. MARGARETS ROAD LEAMINGTON SPA	CV31 2NX	19
01926422261	PCO PCO1 HILLCREST LEAMINGTON SPA	CV32 7ND	27
01926452750	JUNCTION SHRUBLAND STREET PCO1 BRUNSWICK STREET LEAMINGTON SPA	CV31 2EG	498

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 7<sup>th</sup> OCTOBER, 2019 AT THE TOWN HALL, LEAMINGTON SPA**

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

Councillor McAllister was substituting for Councillor Gifford.

36. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors Bill Gifford.

37. **DECLARATIONS OF INTEREST**

Councillor Alan Boad declared a non-pecuniary interest in car park fees and Charges (Agenda item 5) as a Member of Warwick District Council. As he would be involved in considering the final report on this matter as a District Council he would withdraw from the meeting at that point.

Councillor Alan Boad declared a non-pecuniary interest in Newbold Comyn – Consultation on Options for Future Use (Agenda item 8) as a Member of Warwick District Council.

38. **MINUTES**

Consideration was given to the Minutes of the Meeting held on 9<sup>th</sup> September, 2019 (Report No. 4).

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 19th September are confirmed and signed as a correct record.

39. **MATTERS ARISING FROM THE MINUTES**

(i) **FORMER BT TELEPHONE KIOSK – CLARENDON AVENUE**

The Town Clerk reported that a breakdown of the costs associated with rectifying the damage caused by vandalism of the Kiosk had been requested and would be forwarded to the Insurer's in due course.

(ii) **LILLINGTON SIGNAGE**

The Town Clerk reported a response from Warwickshire County Council in response to the Council's request for permission to erect new location signs on the highway verge at various points in Lillington ward. The County Council considered that these signs were not traffic signs as defined by Section 72 of the Road Traffic Regulation Act. Consequently, for the purpose of minimising street furniture and potential distractions to drivers, the County Council would not grant permission for the erection of the signs requested.

The Chair expressed disappointment that the request had been dismissed without further dialogue and she had sought a meeting with representatives of the Highways Department to discuss this matter.

**RESOLVED** that consideration of this matter is deferred to the next Meeting of the Committee.

(iii) **RAILWAY BRIDGES – PIGEON CONTROL MEASURES**

Reference was made to the continued problems associated with pigeons becoming trapped beneath the railway bridges particularly at High Street and Lower Avenue. Network Rail was responsible for installing wire mesh beneath the bridge supports but this had not been undertaken comprehensively so that pigeons were able to continue nesting. It was understood that the responsibility for managing the Railway Bridge at Lower Avenue was still disputed between Network Rail and Warwick District Council.

Councillor Alty referred to her previous experience of this matter and agreed to look into the powers and responsibilities for managing railway bridges over the public highway.

**RESOLVED** that further consideration is deferred to await a report on responsibilities for managing railway bridges over the public highway.

(iv) **BUSINESS RATES REBATE**

The Town Clerk reported that in accordance with the Committee's previous decision to submit an appeal against the valuation of the Council Offices at the Town Hall, a case acknowledgement had now been received from the Valuation Agency with indication that a decision would be made within 12 weeks.

**RESOLVED** that the Report is noted and that the matter is subject to periodic reports to the Committee.

40. **CAR PARK FEES AND CHARGES 2020**

Consideration was given to a briefing note prepared by Warwick District Council in relation to proposed changes to Car Parking Fees and Charges in 2020/21. A copy is attached to the signed Minutes.

Following consideration of the Report, it was

**RESOLVED** that the following response is made to the proposed changes to Car Parking fees and Charges for 2020/21:

1) Season Ticket Charges

No objection to the proposed increase of 3% with charges remaining the same in the Park and Stride Car Parks.

2) Overnight Charges

The rationale for an increase from £1.00 to £1.50 was not clear and seems to have been selected as the mid-point between the charges applied in Solihull and Stratford. The Committee would wish to see a justification for this increase in terms of managing the demand for parking spaces.

The proposal for consistency across the Town in terms of the time period for overnight parking is strongly supported but it is noted that this does not address the potential for confusion with the on-street parking zones where different tariffs apply. This is most confusing to the general public. There is a clear imperative for there to be a consistent tariff for overnight parking across the Town Centre parking zones.

3) All Day Charge (Over 4hours- 24 Hours)

The Council notes that there was no increase in the “All day Charge” in 2018/19. Whilst the proposed increase for parking over 4 hours of £0.50, results in an all- day charge that is competitive with that in neighbouring Towns, the Council is concerned that this will be detrimental to the vitality of the Town Centre which already has to compete with free parking at the nearby Shires Retail Park.

4) Short- Stay Charges (Under 4 hours)

No objection to the retention of existing charges.

The Council fully endorses the proposals for electric vehicles.

*Note: In accordance with the Code of Conduct, Councillor Alan Boad, having previously declared a non-pecuniary interest, left the meeting and took no part in the discussion and voting.*

41. **CLIMATE CHANGE TASK AND FINISH GROUP**

Consideration was given to the Minutes of the meeting of the Climate Change Task and Finish Group held on 25<sup>th</sup> September (Report No. 7) and the recommendations therein:

**RESOLVED to Recommend the Council** adopts the following measures in support of Plastic Free Leamington and Warwick:-

**OBJECTIVE 1 – Local Governance**

Pass a resolution to support Plastic Free Communities, committing to Plastic free alternatives and supporting plastic free initiatives within the constituency.

**Action:**

1. Town Council to cease use of any form of single use plastics in its premises.
2. To encourage greater use of plastic free initiatives through support for the plastic free campaign and supporting events. This is to be achieved through use of Council Social Media/ Website and other promotional opportunities.
3. Consider appointing a Member of Council to the Plastic Free Steering Group

### **OBJECTIVE 3 – PLASTIC FREE ALLIES**

Gain widespread support spreading the message and establishing the call to arms against Wasteland. Targets will be suggested and will be judged on individual allocation. More evidence provided of Plastic Free being adopted by local community, the increased effectiveness of the campaign.

**Action:** Utilise Social Media and regular contacts with Community Groups to gain support for the 5 Easy Changes:-

1. Buy a reusable water bottle and refill
2. When shopping, take a reusable bag
3. Buy Local and loose where possible
4. Use a reusable Coffee cup
5. Stop using single use plastic straws and cutlery

The achievement of (1) above is to be supported through the Refill Leamington Scheme. The Town Council will also lobby Severn Trent Water to provide public water refill stations.

#### **42. NEWBOLD COMYN – CONSULTATION ON OPTIONS FOR FUTURE USE**

Consideration was given to a Report (Report No. 8) including details of the consultation process by Warwick District Council to determine options for the future use of Newbold Comyn. Members had also been made aware of an alternative proposal being put forward to the District Council by local residents and interested parties that Newbold Comyn is established as a Centre for Health and Well Being.

It was noted that the Town Council had not been formally consulted in relation to the wider stakeholder engagement on this matter and that this oversight had now been rectified. The Committee considered that in view of the importance of Newbold Comyn to leisure and recreation in the town, the Town Council should be considered as a partner on the Member Reference Group. It was noted that the Consultation ends on the 10<sup>th</sup> November which would permit consideration of this matter at the meeting of the full Council on 4<sup>th</sup> November.

### **RESOLVED**

- (i) that consideration of the proposals for Newbold Comyn is deferred to the next Council meeting on 4th November 2019;
- (ii) details of the proposals comprising the District Council consultation are circulated to all Members of Council; and
- (iii) Warwick District Council is requested to consider allocating the Town Council representation on the Member Reference Group.



43. **REPRESENTATION ON WARWICKSHIRE AND WEST MIDLANDS ASSOCIATION OF LOCAL COUNCILS COUNTY COMMITTEE**

The Committee was advised that the Annual General meeting of the Warwickshire & West Midlands Association of Local Councils would take place on 9<sup>th</sup> November at 2.00 pm. The AGM would be preceded by the Annual Conference admission to which was £60 for Members and £30 for Members of the County Committee. The AGM would appoint to the County Committee for the year 2020/21.

**RESOLVED**

(i) Councillor Sarah Boad is appointed as the Town Council's direct nomination to the County Committee for election at the Annual General Meeting; and

(ii) that all Members of Council are circulated with details of the Annual Conference and AGM.

44. **APPLICATION FOR FINANCIAL ASSISTANCE – TED<sup>X</sup> LEAMINGTON**

Consideration was given to a Report (Report No. 10) seeking the Council's financial support for the TED<sup>X</sup> event to be hosted at Warwickshire College, Leamington Spa on 9<sup>th</sup> November. The meeting was attended by Mr Alan Heap, a volunteer organiser of the event.

The Committee was provided with an overview of the origins of TED<sup>X</sup> (Technology, Entertainment and Design) which provides a unique platform for the exchange of ideas through a series of short, powerful talks. Alan explained that the talks were immediately available to a wide audience through various forms of social media and in relation to the planned event at Leamington over 300 guests were anticipated. Admission to the event was £80 per head but all revenue was redirected to meeting the overhead costs. The rules of the licensing body prohibited any form of commercial sponsorship.

It was anticipated that 90 per cent of all ticket sales would be to people living in and around Leamington Spa. Alan emphasised that the reach of these events was global with over 5 million views on the YouTube platform. This provided a unique showcase for the Town.

The Committee noted the positive impact to arise from facilitating the opportunity for people to engage on both entertaining topics but also issues of significant public concern. There was a concern expressed regarding the relatively high cost of admission which for many residents would be prohibitive. An assurance was sought that in the event of the Council providing financial assistance, this could be used to enable the attendance of residents who might otherwise not be able to participate.

**RESOLVED** that a contribution of £500 is made to the TED<sup>X</sup> event on 9<sup>th</sup> November, subject to promoting a number of places to residents of Leamington who might otherwise not be able to participate.

45. **TOWN HALL OPENING – CHRISTMAS AND NEW YEAR**

The Town Clerk sought the Committee's approval for extending the period during which the Council Offices would be closed over the Christmas and New Year period. The Committee noted that in addition to the closure for the Statutory Bank Holiday period, the District Council which manages the Town Hall intended to close the building for a further 4 day period. The Town Council only allowed employees one further additional holiday during the Christmas recess.

**RESOLVED** that the Town Hall Offices are closed for an additional three days over the Christmas and New Year period, with the closure being added to the Annual leave entitlement of employees.

46. **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 £ £40,166.66, including £ £26,517.50.

The meeting commenced at 6.00 pm and ended at 7.50 p.m.

**MINUTES OF A MEETING OF THE CLIMATE CHANGE TASK AND FINISH GROUP  
HELD ON 21<sup>st</sup> OCTOBER 2019 AT THE TOWN HALL, LEAMINGTON SPA**

Present: Councillors Janet Alty, Will Bryce, Mubarik Chowdry, Jennifer McAllister, Susan Rasmussen and Sarah Boad

Katherine Geddes (Democratic Support Officer - KG)

14. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor David Brunson

15. **DECLARATIONS OF INTEREST**

There were no declarations at this time.

16. **GREEN BUSINESS RECOGNITION SCHEME**

Angela Owen was unfortunately unable to attend the meeting as planned and sent apologies as she is unwell. Members sent their best wishes and asked that she be invited to attend the next scheduled meeting.

Action: Town Clerk

17. **MINUTES**

**RESOLVED** that the Minutes of the meeting of the Climate Change Task and Finish Group held on 25<sup>th</sup> September 2019 are confirmed as a correct record, subject to alteration of date for Air Quality Summit under item 11 to 11<sup>th</sup> October, not 11<sup>th</sup> November.

18. **FOLLOW UP ON ACTIONS ARISING**

The following actions arising from the last meeting were discussed:-

Local Planting schemes/Biodiversity

Councillor Bryce confirmed that he had researched the practices employed by Rotherham Borough Council and would circulate details to all Group members. Group members confirmed they had not as yet received these and Cllr Bryce agreed to resend the links to KG to send on to all members.

Action: Cllr Bryce

Allotments

It was noted that the next meeting of the Council's Allotment Sub-Committee was on 11<sup>th</sup> November. Councillor Rasmussen would like to add an item to the agenda for that meeting regarding encouraging allotment users not to use glycosulphates and to use non-peat compost. Councillor Rasmussen to send this item to the Town Clerk by 4<sup>th</sup> November.

Action: Town Clerk (Agenda)/Cllr Rasmussen

Energy Efficiency

Further to the reply received by the Town Clerk from Warwick District Council (WDC) with regard to possible energy conserving measures, the figures for consumption of water at the Town Hall had been sought from Chris Makasis, Estates Manager (WDC), and a response is awaited. An update on how WDC plans to reduce its Carbon output and achieve a positive impact on climate change is also awaited.

The Town Clerk had been in touch with Rachel Jones at Act on Energy about the availability of finance and advice for householders and she had responded with the following points:

- Currently there is very limited funding available for home insulation and energy improvements.
- Funding is being channelled through the Energy Obligation Fund. This is targeted to low income families – those in fuel poverty.
- Act on Energy is working across the County with a variety of authorities and information providers to roll out access to the limited sources of funding available. These tend to be directed at relatively inexpensive solutions such as boiler upgrades. Whilst more environmentally considerate solutions are under consideration, these are expensive alternatives for existing homes - many of which are built to a traditional construction technique that requires additional internal and external insulation.

Rachel had offered to attend a meeting of the Climate Change Task and Finish Group – members accepted this offer and Rachel to be invited to the next meeting.

Action: Town Clerk

Members discussed the energy-saving benefits of dual flush lavatories and the possibility of having these devices fitted to the Town Hall lavatories to improve the rates of water usage. This to be raised with Chris Makasis.

Action: Town Clerk

Discussion also took place around Warwickshire County Council's current focus on incineration of waste using incinerators in Staffordshire and Coventry with the energy being produced being used to heat houses. Councillor Rasmussen raised a query regarding carbon capture and Councillor Boad agreed to check if all the carbon is burnt off during the incineration process.

Action: Councillor Boad

## 19. CLIMATE CHANGE ACTION PLAN

The Action Plan agreed at the last meeting was circulated with the Agenda.

Observations included:

- Under "Leamington in Bloom" Follow up actions – 'Rewilding to be encouraged in appropriate public locations such as grassed areas around blocks of flats'.
- Councillor Andrew Day has stated that a tree will be planted across the District for each resident during this term of office. What sort of trees and can the Town Council have input into the locations for Leamington? Jon Holmes initial contact for this? Town Clerk to investigate in the first instance
- Criteria for review of community grants 2020/21 to include where proposed projects will demonstrate energy efficiency/minimising carbon footprint. Adjust scoring matrix to reflect this. Refer to Cultural & Community Committee 7<sup>th</sup> November 2019. Action: Town Clerk

## 20. CLIMATE CHANGE AS A SOCIAL ISSUE

Climate change impacts and how they can be addressed by Leamington residents was discussed in detail. This included tackling fuel poverty, recycling, changing habits and accessing information.

It was agreed that all members would contribute ideas as to what the town council can do practically to support those in Leamington's super output areas/more deprived

wards make changes and improvements to reduce everyday impacts of climate change, and ideas as to how the town council could most effectively communicate with residents in these areas about this such as attendance at community forums and mother and baby groups.

These ideas to be sent into KG by the next meeting.

Action: All Members

21. **FUTURE MEETINGS**

Wednesday 20<sup>th</sup> November 2019 commencing at 6.30 pm.

Action: All Members to note.

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



**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 2<sup>nd</sup> DECEMBER 2019**

**DRAFT REVENUE BUDGET 2020/21**

1. **PURPOSE OF THE REPORT**

To enable the Committee to consider a draft budget for 2020/21

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 1<sup>st</sup> April. The Council is required to do this by the Council meeting on 13<sup>th</sup> January, 2020.

2.2 As on previous occasions, the Committee is presented with the anticipated expenditure out-turn for the current year indicating any under spending or over spending. In addition, any unforeseen expenditure has, as far as practical, been absorbed within the 2019/20 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 and subsequently.

3. **KEY POINTS FOR 2020/21**

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

3.2 The Council will be aware that this year there will be a significant recharge to this Council for its proportion of the cost of full Council elections and the Lillington by-election held in October. The actual cost of these elections is not yet known as the calculation is conducted by Warwick District Council. However, based on the recharge for the last elections in May 2015, the cost can be accurately assessed as in excess of £60,000 and an appropriate provision has been made in the Council Reserves for this commitment. Therefore no additional burden will arise on the Council's budget this year.

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 2020/21 has not been notified by Warwick District Council and, as a consequence, the tax base figure for 2019 has been used in calculating the Precept at Band "D" in the Appendix.

Any increase in the number of properties comprising the tax base will have a positive impact on the level of the precept and the Council's revenue.

### 3.4 SALARIES

The expenditure on salaries represents a significant proportion of the Town Council's spending. The salary award for 2020/21 is subject to negotiation and will also be influenced by the outcome of the general election. For the purpose of this budget, a 3% increase has been included. The effect of any future revaluation of the employer contribution to the Pension Fund has not been factored into the salary budget.

## 4. BUDGET OPTIONS

4.1 The budget at Appendix 1 contains the following budget options:-

### Victory in Europe Celebrations

The Cultural and Community Committee has considered possible budget options and has agreed to request the inclusion of a provision to contribute to the costs of the VE Day celebrations that will take place on a public holiday on 8<sup>th</sup> May, 2020. Local Fundraising by Warwick District Remembers has already contributed half of the estimated cost of £10,000 toward the cost of a community event at the Pump Room Gardens. A suggested contribution of £3,000 has therefore been recommended. A costed breakdown of the expenditure and income involved in this event will be reported to the Committee at the meeting.

### Lillington Signage

The Committee will be aware that the Town Council has agreed to accept responsibility for the future maintenance of new road signage at Lillington. Whilst initially reluctant to provide the necessary agreements for these signs, Warwickshire County Council has indicated informally that it will not object to the proposal. The exact capital cost of the signage is not known at this stage but an initial estimate of £2500 was submitted to the Council with the initial proposal. Lillington History Group has indicated that it will seek funding from a number of sources including County Council locally delegated budgets and the Community Forum. A contribution by the Town Council of £1,000 is therefore proposed.

### Community Grants

The Cultural and Community Committee is presently conducting a review into the conditions that apply to applications for assistance from the Community Grant Fund. It is recognised that the Fund is very popular with local voluntary and not for profit groups. Both the total budget and the maximum available per application, have remained constant over many years. The Committee has therefore requested further information on numbers of applications, including those rejected, over a three year



period to assist consideration of a possible increase in the Community Grant Fund. A further report detailing this information will be made available at the meeting.

### Tree Planting and Maintenance

The Council has supported very actively a joint programme of planting new trees along the highway with Warwickshire County Council over many years. This has delivered a significant renewal of the tree population. In addition, to assist the County Council with its maintenance responsibilities, a matter for which it is legally responsible, the Town Council has supplemented the budget with a further £10,000 for essential works to maintain the tree population. At present, the budget provision for supporting this project remains the same as 2019/20.

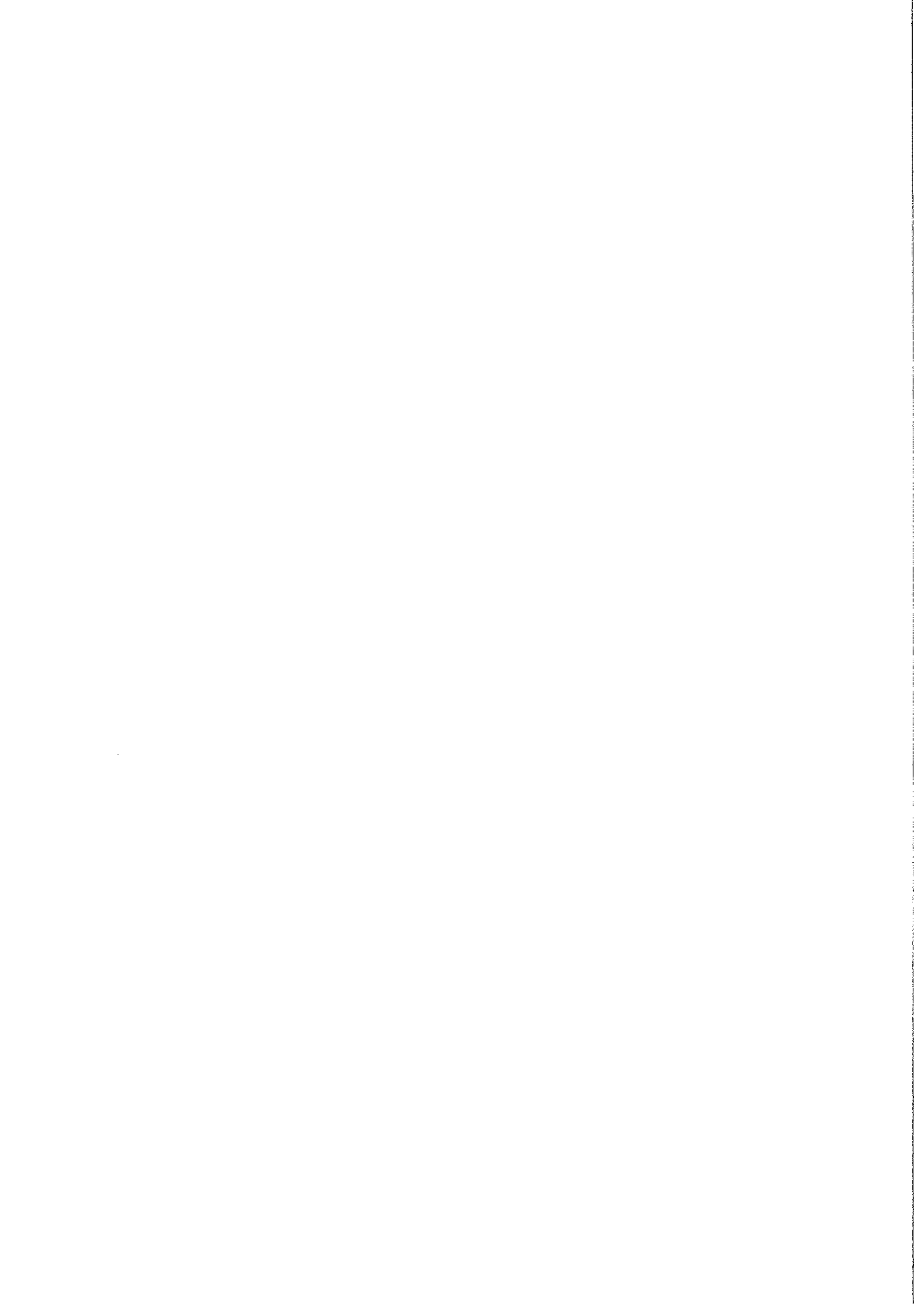
The Cultural and Community Committee is currently seeking further information on the delivery of the tree planting and renewal programme and an invitation has been extended to the Arboriculture Area Manager to attend the next meeting with details of proposed tree planting locations to enable the Committee to develop a list of priority sites for planting in 2020.

### Further Options

With regard to further budget options, the Committee is invited to determine any additional new items of expenditure.

## 5. CONCLUSION

- 5.1 The Committee is asked to note the expenditure 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 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 13<sup>th</sup> January.



DRAFT BUDGET 2019/2020	Expenditure		projected		Notes	
	2019/20	01/11/19	Out-turn 19/20	under/over spend		
					2020/21	
<b>1. Member Allowances</b>	18000	12,339	18,000	0	18000	
<b>2. Employee Salaries</b>	150520	91,098	154,200	-3680	157,700	3% allowance for 2020 salary settlement
<b>3. Mayoral Transport</b>						
Uniform	300	0	300	0	300	
Fuel	450	182	350	100	450	
Sundries	100	0	50	50	50	
Garage Rental	425	276	470	-45	500	
Lease Charges	3027	1766	3,027	0	3027	
<b>4. Civic Expenses</b>						
Regalia Maintenance	350	0	0	350	350	
Town Hall Mayoral Roll Board	390	0	390	0	390	
Mayoral Photograph	325	240	240	85	325	
Civic Service	350	0	350	0	250	
Remembrance Service	1200	225	1,200	0	1400	
Annual Parish Meeting	350	198	200	150	250	
Civic Regalia - Purchase	500	0	0	500	2400	
Civic Dinner	1300	0	1,300	0	1500	Proposed increase to assist with meeting increasing hire costs
Civic Visits	400	313	500	-100	500	
Contingency	300	0	0	300	0	
<b>5. Administrative Expenses</b>						
Insurance	2300	0	2,341	-41	2350	
Office Stationery	550	250	500	50	550	
W.A.L.C. Membership	2433	2430	2,430	3	2500	
Audit fees	1100	1070	1,070	30	1100	
Office equipment renewal	800	0	800	0	500	
Photocopying	600	307	600	0	650	
Postage	900	469	800	100	900	
Staff training	500	0	0	500	300	
Member training	1000	490	1,000	0	500	
Web Site hosting	500	323	500	0	600	
Council Meetings - Room Hire	900	565	900	0	1000	
Minute Binding etc	200	0	200	0	200	
Payroll Agency	1300	633	1,300	0	1300	
BACS	270	124	270	0	270	
I.T. equipment repair and support	250	180	250	0	1,250	New PC purchase
Staff recruitment - consultancy support	750	0	0	750	1500	See report
<b>6. Property and Asset Maintenance</b>						
Town Hall - Annual Rent	8623	6461	8,658	-35	8870	2% allowance for RPI
Town Hall - Maintenance Charge (inc. NNDR)	9980	6285	10,200	-220	9980	
Telephones & Broadband	400	267	400	0	450	
Telephone Kiosk - Clarendon Avenue	0	0	0	0	2600	see report
War Memorial	400	0	0	400	0	

DRAFT BUDGET 2019/2020	Expenditure		projected		Notes
	2019/20	01/11/19	Out-turn 19/20	under/over spend	
					2020/21
<b>7. Mayor's Award</b>	200	281	281	-81	300
<b>8. Twinning (not LITS)</b>	800	1,065	1,065	-265	400
<b>9. Grants and Section 137 expenditure</b>					
Citizens Advice Bureau	20000	20,000	20,000	0	20000
Christmas Lighting	20000	20,000	20,000	0	20000
Learnington in Bloom	2500	2148	2,250	250	3,000
Learnington International Twinning Society (LITS)	3000	3000	3,000	0	3000
Community Grants	45000	26191	45,000	0	45000
Blue Plaques	400	495	495	-95	900
Tree Planting and Maintenance	16500	0	16,500	0	16500
Street Furniture (inc. Grit Bins)	200	0	0	200	0
Music in the Park	2500	0	0	2500	0
Guided Walks - History Group	500	460	460	40	500
District Shopmobility Scheme	26000	13000	26,000	0	26000
Social Cohesion Fund	10015	2734	10,234	-219	10015
Neighbourhood Development Plan	2000	542	1,000	1000	2000
<b>10. Elections</b>	18000	0	18,000	0	18000
<b>11. Allotments</b>	5800	1676	5,800	0	5800
<b>12 Budget Options</b>					
Lillington Highway Signage					1000
VE Day celebrations					3,000
<b>TOTALS</b>	<b>385,458</b>				<b>400,177</b>
<b>Less Projected Income</b>	2,500		less projected income	3,200	
<b>Underspend/Overspend</b>	<b>5,082</b>		Underspend	<b>2,577</b>	
Budget requirement before reserves		<b>377,876</b>	Budget requirement before reserves		<b>394,400</b>
Less Contribution from reserves		0	Less Contribution from reserves (if any)		0
<b>Total budget requirement from Precept</b>		<b>377,876</b>	<b>Total budget requirement from Precept</b>		<b>394,400</b>
<b>Projected Precept at Band D</b>		<b>£22.04</b>	<b>Projected Precept at Band D</b>		<b>£23.01</b>
<b>Budget as % of 18/19</b>		<b>98.67%</b>	<b>Budget as Percentage of 2019/20</b>		<b>104.37%</b>
<b>% Precept increase</b>		<b>104.51%</b>	<b>Precept as % of 2019/20</b>		<b>104.40%</b>
<b>Reserves (Balances) at April 2018</b>		<b>£218,375</b>	<b>Reserves (Balances) at April 2019</b>		<b>£218,833</b>
			<b>Allocations against reserves</b>		
			TedX Conference		£500
			Elections		£66,000
			<b>Adjusted Reserves at 31/03/2020</b>		<b>£152,333</b>
					Full elections May 2019 and by election Lillington ward

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO BE HELD ON 2nd DECEMBER 2019**

**LILLINGTON LIBRARY 2019**

This report covers activity and usage from 1<sup>st</sup> April -31<sup>st</sup> Oct 2019.

**Introduction**

In October 2011 Warwickshire County Council Cabinet agreed a reduction in opening hours at Lillington Library from 37.5 hours to 20 hours. As a result of a revised staffing model delivered in partnership with WDC it was possible to increase the opening hours to 30 hours.

The Town Council of Royal Leamington Spa resolved to provide funding to increase the opening hours by a further 3 hours for the period April – September 2012, bringing the total to 33 hours. This was extended to March 2013 later on in the year and has subsequently been annually extended. From April 2016 the funding was reduced to 2 hours. The funding for 2 hours enabled us to maintain the extended opening on Monday but reduce it on Thursday.

In July 2018 Warwick District Council withdrew the One Stop Shop Service from Lillington Library. Additional funding from Warwickshire County Council enabled the building to remain open for 30 hours with One Stop Shop staff being replaced by Library staff. This provides a consistent service offer across all the opening hours but did mean that local residents now have to travel to Riverside House or Shire Hall to access council services. It has impacted on visitor numbers to the library but has enabled us to provide more events across the week which bring customers in for other reasons.

WCC continues to be grateful for the support of the Town Council and the local elected member, Cllr Sarah Boad.

The current (Nov 2019) hours are:

Mon	9:30 – 12:30, 13:30 – 18:00(1.5hrs funded by LTC 16:30-18:00)
Tue	9:30 – 12:30, 13:30 – 17:30
Wed	Closed
Thu	9:30 – 12:30, 13:30 – 18:00 (0.5hr funded by LTC 17:30-18:00)
Fri	9:30 – 12:30, 13:30 – 17:30
Sat	9:30 – 12:30
Sun	Closed

**What we have been doing:**

Since late September staff have been delivering the Concessionary Travel service from the Library, making this service available in the local area. All WCC libraries now deliver this service but it is too early to say how far this has been taken up in local communities.

Rhyme Time - Mondays 10:30 - 11:00. Songs and rhymes for 0-2 year olds and parents and carers.

Games and Gossip - Tuesdays 14:00 - 15:30. Board games fun with Scrabble, Monopoly, chess and draughts.

Story Stomp - Thursdays 10:30 - 11:00. Fun session for 2-4 year olds and their parents and carers to follow on from Rhyme Time.

Lego Club - Saturdays 10:30 - 11:30. Creative themed sessions for children to build and create with Lego

Chatterbooks – Last Friday of the month 16:00-17:00. Encouraging children aged 8-11 to take pleasure in reading with book talks, games and crafts.

Creative Chatters – Thursdays 13:30-15:00. Do your own craft eg knitting, crochet, sewing.

Job Club – Monday every week.

Food Bank Vouchers – pick up location

Warwickshire Libraries continue to focus on health and wellbeing and social isolation as areas where we can make a difference. Activities where people can meet others and build up informal relationships can aid well being and lessen feelings of isolation. Activities aimed at younger children help with their socialisation, improve communication skills and give parents an opportunity to make contact with other parents as part of a support network.

This year's Summer Reading Challenge worked well- the topic was Space Chase so more boys than usual engaged with the programme over the summer. In total 62 children took part and the Library put on holiday events using Let's Make equipment eg 3D pens, Chrome Books. The young SRC volunteer made a great difference to some of these events. Children have attended animation sessions and learnt how to programme Lego. Cllr Sarah Boad attended the presentation event in September.

Public computer use remains free for library customers. The computers were replaced in 2019 to improve access speeds.

Our events and activities offer continues to be strong with more than 168 events or activities being run which was attended by over 2127 people to the end of Sept.

Scaffolding across the front of the building earlier in the year did lead to an escalation of anti social behaviour which impacted on the library and childrens/youth centre. There was particular concern that this would increase during the period over the summer when the

## Report No. 8

youth club was closed for 2 weeks but this did not affect the library to any great degree. There is still a core of anti social behaviour from local youths which does tend to increase during all holidays which impacts on the library and other surrounding services.

This report brings the usage data up to date to end October, 2019

### **Next Steps**

The Service will continue with the on-going programme of promoting the additional hours at Lillington Library until 31st March 2020.

The Library Service will continue to monitor usage during the extended hours of opening and will report back to Leamington Town Council annually, should funding be extended.

We will continue to focus on the needs of the local community by providing a range of events and activities to support the aims and objectives of WCC, especially around health, wellbeing and social isolation.

The funding from the Town Council is for the staffing of the library, sufficient to pay to keep the library open for 2 hours. If funding is not granted then the Library Service will inform customers that from Monday 1 April 2020 the additional 2 hours will cease and the library opening hours will be reduced.

Tracey Baker

Customer Services Manager (Face to Face), South  
Warwickshire Direct & Libraries, Resources Directorate  
Warwickshire County Council

**APPENDIX ONE**

Lillington Library data:

<b>Visits</b>	<b>Mon 4:30-6</b>	<b>Thu 5-7</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
Apr-Dec 2014	609	481	6,080	5,916	10%	8%
Apr-Dec 2015	545	304	6,890	5,149	8%	6%
<b>Visits</b>	<b>Mon 4:30-6</b>	<b>**Thu 5:30-6</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
**Apr-Oct 2016	585	140	6,469	4,295	9%	3%
**Apr-Oct 2017	555	140	5,487	3,698	10%	4%
**Apr-Oct 2018	318	84	4,938	3,450	6%	2%
**Apr-Oct 2019	294	64	5,140	3,824	6%	2%

<b>*Issues</b>	<b>Mon 4:30-6</b>	<b>Thu 5-7</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
Apr-Dec 2014	2,317	1,619	11,288	13,606	21%	12%
Apr-Dec 2015	2,574	1,644	13,712	15,417	19%	11%
<b>*Issues</b>	<b>Mon 4:30-6</b>	<b>**Thu 5:30-6</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
**Apr-Oct 2016	1,439	424	11,850	11,473	12%	4%
**Apr-Oct 2017	1,687	477	11,789	11,076	14%	4%
**Apr-Oct 2018	1,090	277	8,734	8,015	12%	3%
**Apr-Oct 2019	1,225	287	11,386	11,746	11%	2.5%

<b>PN Sessions</b>	<b>Mon 4:30-6</b>	<b>Thu 5-7</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
Apr-Dec 2014	195	150	742	1,067	26%	14%
Apr-Dec 2015	119	104	626	910	19%	11%
<b>PN Sessions</b>	<b>Mon 4:30-6</b>	<b>**Thu 5:30-6</b>	<b>Mon all day</b>	<b>Thu all day</b>	<b>% of total Mon</b>	<b>% of total Thu</b>
**Apr-Oct 2016	86	18	624	627	14%	3%
**Apr-Oct 2017	75	19	529	647	14%	3%
**Apr-Oct 2018	60	11	550	562	11%	2%
**Apr-Oct 2019	48	10	504	559	9%	2%

\*Virtual transactions (issues) have not been included - we focused only on transactions where a customer has come into the library.

\*\*Difference in hours for Thursdays for data for 2016/17 onwards, as number of extra hours was reduced from Learnington Town Council.



**MINUTES OF A MEETING OF THE ALLOTMENTS SUB COMMITTEE HELD ON 11<sup>TH</sup> NOVEMBER, 2019 AT THE TOWN HALL, LEAMINGTON SPA**

Present: Councillors Susan Rasmussen (Chair), David Brunson, Sarah Boad and Nick Wilkins.

Name	Allotment Association
Stuart Vinney	Cliffe Allotment Association
Martin Hurst	Binswood Allotment Society
Tristan Stephens	Binswood Allotment Society
Jane Malone	Campion Hills Allotments
Dave Limmer	Campion Hills Allotments
Ian Fletcher	Old Milverton Allotment Association
Brian Southam	Old Milverton Allotment Association

1. **ELECTION OF CHAIR**

**RESOLVED** that Councillor S. Rasmussen is appointed Chair of the Allotments Sub-Committee for 2019/20.

2. **APOLOGIES**

Apologies for absence were received from Mike Jones, (Campion Hills) and Kristen Gasser (Binswood).

3. **DECLARATIONS OF INTEREST**

In accordance with the Council's Code of Conduct, Councillor Rasmussen declared a pecuniary interest in the funding applications as an Allotment holder at Binswood Allotments.

4. **MINUTES**

**RESOLVED** that the Minutes of the Meeting of the Allotments Sub-Committee held on 19<sup>th</sup> November, 2018 are confirmed and signed as a correct record.

5. **PROGRESS REPORTS**

The following activities had taken place during the year and were reported as follows:-

Cliffe Allotment Association

The Council grant in 2018 had been applied for the purchase of new sheds and hedge trimming. Work had been undertaken to facilitate the provision of a community orchard – this was also beneficial in managing the drainage of part of the site. Lettings over the year had been consistent with 8 new tenants. There were only 2 people awaiting allocation of a plot.

Old Milverton Allotment Association

The site consists of 38 plots of which 27 are presently let as full plots and 11 as half plots. There are 10 people on the waiting list. The grant from the Council had been used to address erosion of the culvert embankment which had been threatening several plots. This had been supplemented with a significant grant from the District Council Flood Alleviation Scheme. Arising from the over estimation of granite stones needed for the alleviation scheme, it had been possible to reallocate £218 of unused funding to hedge cutting works and the renovation of a rotavator.

Campion Hills Allotment Association

A working party had been composed to undertake the plot clearance that had been funded with a grant from the Town Council in 2018. It was intended to utilise the newly created area for cultivating a communal orchard. Plot holders were encouraged to collect rainwater to minimise metered consumption. The site had been subject to incidents of forced entry and vandalism which was being managed through the introduction of CCTV cameras.

The site comprised 103 full plots with 25 let as half plots and 8 as mini-plots. Many new tenants found managing a full size plot too physically demanding which had led to a demand for more half plots. 31 plots were currently subject to discussion with the tenants as to the continuation of their tenancy. The presence of mature trees presented a challenge to the continued cultivation of 12 plots which were presently deemed unusable.

Binswood Allotment Society

There was presently only one vacant plot and no waiting list. Vacancies were generally re-let almost immediately. The site comprised 153 plots with 36 half plots. An increasing number of tenants were now women. There had been a successful programme of social events throughout the year including a Community Art exhibition. The Society celebrates its centenary in 2020 and was planning on replacing the Community hut. Additional land for plots may be created through the demolition of a redundant pig sty.

6. **FUNDING APPLICATIONS**

Consideration was given to applications for funding from the 2019/20 Allotment budget. Following consideration of the respective bids for funding it was

**RESOLVED** to recommend the Policy and Resources Committee that grants are awarded as follows:-

(1) Cliffe Allotments

Purchase of new sheds	£495
-----------------------	------

(2)	<u>Old Milverton Allotments</u>		
	Boundary hedge cutting	£750	
	Gravel boards	£300	£1050
(3)	<u>Campion Hills Allotments</u>		
	Site Clearance work		£1,200
4)	<u>Binswood Allotment Society</u>		
	Fencing Repairs	£360.	
	Occasional Tables	£388	
	Skip Hire	£500	£1248

*Note: Councillor Rasmussen, having earlier declared a pecuniary interest as a plot holder at Binswood Allotments, left the meeting and took no part in the discussion and voting on the above item.*

## 7. MANAGEMENT PRACTICES

The Chair referred to the decision of the Town Council to declare a climate emergency in July and the consideration now being given to measures that would encourage people to embrace activities that were carbon neutral in their impact on the climate. In terms of Allotments, she referred to the opportunities to encourage biodiversity and use environmentally friendly solutions to assist cultivation.

The Allotment Association representatives were invited to discuss possible solutions that can be implemented relatively easily and at minimum cost. Among the various options outlined were:-

- Shredding/ pulping of tree/hedge cuttings
- Use of sustainable weed suppressants
- On site composting
- Water harvesting
- Creating pollinator friendly environments

It was noted that the budget allocated to assist projects at Allotments was under spent by £1800; this was a potential funding source to assist Allotments with encouraging environmentally sustainable practices among their Members.

**RESOLVED** that the Allotment Associations are invited to submit proposals for funding assistance in respect of encouraging environmentally sustainable practices.

8. **OTHER BUSINESS ARISING**

A question was raised in relation to competitions among the membership of Allotment Associations. Generally, there was little enthusiasm for competitions among members, though the idea could be raised and considered at forthcoming meetings. In relation to surplus produce, all the Associations presently donated items in various ways. The contact details of local Food Banks, Homeless Charities and the Canal side Food Co-operative would be obtained and circulated to the Secretary of each Association by the Town Clerk.

Ian Fletcher of Old Milverton Association referred to the restitution of damage to boundary hedging caused by contractors working for Warwickshire County Council in 2018. Whilst a new fence had been erected to provide some security, the planting of a new hedge that had been promised by the County Council had not materialised. It was agreed that a further letter would be sent by the Town Clerk on this matter.

The meeting commenced at 6.00 pm. and ended at 6.55 pm