



**THE TOWN COUNCIL**  
**OF**  
**ROYAL LEAMINGTON SPA**  
TOWN HALL, THE PARADE,  
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**ROBERT NASH ACIS DMS**  
Clerk to the Town Council

Our Ref: RN/

Your Ref:

23<sup>rd</sup> October, 2014

Dear Councillor,

A meeting of the **POLICY AND RESOURCES COMMITTEE** will be held in Meeting Room 5A, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 30<sup>th</sup> OCTOBER , 2014 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

**CLERK TO THE TOWN COUNCIL**

To Councillors: Mrs S.E. Boad, J. Clarke, W.L. Gifford, D.A. Greenwood, J. Knight, S. Lytton, A. Morrison and A. Wilkinson

(All other Members of the Town Council – Agenda for information only)

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### **AGENDA**

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST**

Members of the Committee are invited to declare any interest they may have in items identified for discussion at the Meeting.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders.

4. **MINUTES**

To consider and approve the Minutes of the Meeting held on 2<sup>ND</sup> October 2014 (Report No. 4)

5. **MATTERS ARISING FROM THE MINUTES**

(i) **Application for Sex establishment licence**

To consider the replies to correspondence with Warwick District Council

Town Clerk to report on outstanding request for itemised expenditure in relation to the above Project.

(iii) Town Centre Partnership Team

To consider progress since the last meeting of the Committee.

6. COMMUNICATIONS WORKING GROUP

To receive and approve the Minutes of the Meeting of the Communications Working Group held on 14<sup>th</sup> October 2014 and recommendation therein (report No 6)

7. TOWN COUNCIL OBJECTIVES

Councillor Morrison to report on recent discussions with the leader of Warwick District Council and Assistant Chief Executive.

8. MAYORAL VEHICLE LEASE RENEWAL

To consider the attached Report (Report No.8)

9. WARWICKSHIRE PENSION FUND ANNUAL GENERAL MEETING

Councillor Greenwood to raise matters in relation to his attendance at the Annual General Meeting.

10. ACCOUNTS

To approve a schedule of accounts arising for payment

11. EXCLUSION OF PRESS AND PUBLIC

***“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be excluded from the Meeting and they are instructed to withdraw”.***

12. TOWN HALL RATING LIABILITY

To consider matters arising in relation to the recharging of Business rates and service charges at the Town Hall. Town Clerk to report orally.

**MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 2<sup>nd</sup> OCTOBER 2014 AT THE TOWN HALL, ROYAL LEAMINGTON SPA**

Present: Councillors Ann Morrison (Chair), Sarah Boad, Judith Clarke, Bill Gifford, John Knight, Simon Lytton, Yvonne Moore (substituting for Cllr Greenwood) and Alan Wilkinson.

An apology for absence was received from Councillor David Greenwood.

Also in attendance: David Butler, Business Manager (Town Centres)

There were no Members of the public in attendance.

**35. DECLARATIONS OF INTEREST**

The following interests were declared in accordance with the Council's Code of Conduct:-

<b>Councillor</b>	<b>Item of business</b>	<b>Nature of Interest</b>	<b>Prejudicial</b>
Bill Gifford	Town Hall – rating liability	Member of Warwick District Council	Non –pecuniary
Bill Gifford	New Electoral Arrangements	Member of Warwickshire County Council	Non –pecuniary
Sarah Boad	Town Centre Partnership Team	Member of Warwickshire County Council	Non –pecuniary
Sarah Boad	New Electoral Arrangements	Member of Warwickshire County Council	Non –pecuniary
Alan Wilkinson	Town Hall – rating liability	Member of Warwick District Council	Non –pecuniary

**36. MINUTES**

The Minutes of the Meeting of the Policy and Resources Committee held on 4<sup>th</sup> September, 2014, having been circulated, were considered.

**RESOLVED** that the Minutes of the Meeting of the Policy and Resources Committee held on 4<sup>th</sup> September 2014 are confirmed and signed as a correct record.

**37. MATTERS ARISING FROM THE MINUTES**

(i) Town Hall Rating Liability (Minute 30)

The Town clerk reported that in response to the Committee's resolution at the last meeting, Warwick District Council had formally responded indicating that the Council would be credited with the overpayments made as a consequence of the introduction of new billing arrangements for the payment of business rates. Initially the District Council had suggested that the preferred course of action to resolve the inaccurate calculation of the floor space occupied by the Town Council at the Town Hall was the submission of an appeal to the Valuation Office. The Town

Clerk had indicated that this could be potentially time consuming and avoided if the District Council was to advise the Valuation Office directly. A response to this request was awaited.

With regard to the Council's current liability for the payment of maintenance and service charges, it was intended that this matter would be discussed at a meeting with the Deputy Chief Executive on 9<sup>th</sup> October.

### **RESOLVED**

- (i) that the Report of the Town Clerk is noted; and
- (ii) that a report is made to the next meeting on the outcome of further discussions with the Deputy Chief Executive.

#### (ii) Application for Sex Establishment Licence (Minute 33)

Consideration was given to a report (Report No 5) concerning the submission of an objection to the above application.

The Committee was advised that a meeting of the Regulatory Committee of Warwick District Council had taken place earlier in the day at which the application for renewal of the sex establishment licence at 6a High Street, Leamington Spa had been approved.

The Town Council had not received notification of the meeting to which, as an objector, it was entitled and the letter of objection had not been included within the Report but had been allegedly circulated at the meeting. It was noted that the Regulatory Manager had commented that the licensing authority was restricted to notifying the application publicly via the website therefore direct consultation with the Town Council was not undertaken.

The Committee expressed concern at the manner in which the Council's objection to the application had been managed and endorsed further discussion with the Leader of Warwick District Council.

**RESOLVED** that the process for consultation and managing objections to Licensing applications is raised in discussion with the Leader of Warwick District Council.

### **38. PORTAS TEAM UPDATE**

David Butler advised the Committee of progress in relation to the Portas Team which had been put in place following the successful Portas Pilot in 2012. A number of topic specific groups had been formed with a view to generating themes that were consistent with the Portas objective of increasing footfall in the Old Town retail area. Approximately £30,000 of the original Portas funding currently remained unallocated. A particular success had been the generation of interest in small pop up business ventures such as Chrome Yellow, Coffee Box and Dombey and Daughter with some existing ventures such as Green Geek relocating to the area. David confirmed that the District Council was currently compiling a response to a request under the Freedom of Information Act that when complete, would fully itemise expenditure on this Project.

**RESOLVED**

- (i) that the report is noted; and
- (ii) that the Town Clerk formally requests a copy of the response of the District Council to the Freedom of Information request

**39. TOWN CENTRE PARTNERSHIP TEAM**

Consideration was given to a report (Report No.8) regarding the dissolution of the Town Centre Partnership Team.

David Butler explained that the decision to disband the Team had been made in response to the feedback from the business community and other partners which had suggested that meetings of the Partnership were duplicating work undertaken by other bodies such as BID Leamington, Chamber of Trade and the Portas Team. Following meetings with the representatives of local business, there was general agreement that the Partnership Team should be dissolved and alternative and existing forums explored.

Concern was expressed at the length of time that had elapsed since the final meeting of the Team and the absence of consultation with other partners before the decision to dissolve the Team was taken. The assertion that much of the work of the Team can be undertaken by existing bodies was challenged on the ground that these were not uniquely placed to consider the development and promotion of the Leamington retail offering as a whole. It was felt that the dissolution of the Town Team could lead to a fragmented approach with the existing bodies unable to bridge the different issues that exist between the two distinct sectors of retail activity in the Town.

It was acknowledged that if a successor body to the Partnership were to be formed this would need to have a remit to address practical matters and the strategic issues of importance to the business community. It was agreed that such a group should include inter alia representatives of BID Leamington, the Local Chamber of Trade, Business and local Councils. In view of the decision to disband the Partnership, assurance was sought on the future use of the £6,000 currently provided by the Town Council as a contribution to this project. David Butler confirmed that the funding was presently being applied to support the Backspace project which was building upon the Town's connection with the gaming industry.

**RESOLVED**

- (i) that the Chief Executive of the District Council is advised of the potential review of funding currently committed by the Town Council to projects connected with the betterment of the Town Centre and its environment;
- (ii) that initially, the Town Clerk explore with Officers of the District Council opportunities to establish a Business Forum to succeed the Town Centre Partnership and report to the next meeting.

**40. TOWN COUNCIL OBJECTIVES**

Consideration was given to a report (Report No.6) that encompassed the Town Council's previously agreed Objectives for 2014/15. An action plan was appended to the Report for the Committee's consideration.

The Committee considered the action plan helpful to monitoring the achievement of objectives though it was recognised that some elements were signposts of intent rather than specific actions. It was agreed that the objectives allocated to each Committee should now be absorbed into the relevant Terms of Reference and key dates included where actions were time specific. Certain supporting policies, such as the District Council policy on Houses in Multiple Occupation, should be absorbed into a document available for inspection by Members at meetings.

**RESOLVED**

- (i) that the Report is approved; and
- (ii) that the action plan is amended in accordance with the above observations and the Committee Terms of Reference updated accordingly.

**41. NEW ELECTORAL ARRANGEMENTS**

Consideration was given to a Report (Report No. 7) setting out the recommendations of the Local Government Boundary Commission with regard to changes to electoral arrangements in Warwickshire.

The Committee was dismayed to see that as a consequence of changes to arrangements for new County Council divisions, the Town of Leamington would be divided into 13 Wards of varying sizes and electorates. This would result in a different pattern of Wards for Parish elections to that for District elections and would confuse voters and complicate canvassing at times of elections. The new Parish Wards proposed by the Commission were also anomalous having little or no relevance to communities or the pattern of life in the Town. Due to disparity in the size of the respective electorates, there would be considerable electoral inequality. The rationale of the Commission in terms of the division of Parish wards within the County Divisions was questioned.

**RESOLVED** that the Boundary Commission for England is advised that:

- (i) this Council supports electoral boundaries that are co-terminus with those of the Ward boundaries of Warwick District Council;
- (ii) that the current proposals are unsatisfactory from the perspective of voter equality, transparency and community representation; and
- (iii) that the rationale for dividing Parish Wards between County Divisions or District Wards is clarified.

**42. TRANSITION TOWN LEAMINGTON**

The Town Clerk reported that the Secretary of Transition Town Leamington had submitted a claim for expenses incurred in support of the Project, including the cost of hosting both extraordinary meetings held on 23<sup>rd</sup> and 30<sup>th</sup> June 2014. Minutes of the latter meeting had been posted on the Transition Town website and it appeared that the organisation was operating in accordance with its Constitution.

**RESOLVED** that Transition Town Leamington is reimbursed the sum of £420 in respect of expenses and liabilities incurred.

**43. STREET NAMING PROPOSAL**

Consideration was given to proposals for the naming of a new residential development at Chesterton Gardens, St Fremund Way, Sydenham. The developer had suggested a theme that reflected the proximity of the adjacent nature reserve and varieties of butterfly. The preferred names were Emperor Boulevard, Admiral Way, Peacock Close, Marbled Close and Brimstone End.

**RESOLVED** that no objection is raised to the proposed naming of streets at Chesterton Gardens, St Fremund Way, Leamington Spa.

**44. WARWICKSHIRE AND WEST MIDLANDS ASSOCIATION OF LOCAL COUNCILS**

The Town Clerk reported arrangements for the Annual General Meeting of the Association on 4<sup>th</sup> November 2014. There was no proposal put to the Meeting for a resolution to be debated by the Association.

**RESOLVED** that the attendance Councillor Yvonne Moore as this Council's representative at the Annual General Meeting of the Association of Local Councils is approved.

**45. ACCOUNTS**

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

**RESOLVED** that the schedule of accounts and payments in the sum of £6682.70 under Section 137 of the Local Government Act 1972 are approved for payment.

The meeting commenced at 6.00 pm and ended at 7.45 pm

Chairman .....

Date .....





**MINUTES OF A MEETING OF THE COMMUNICATIONS WORKING GROUP HELD ON 14<sup>TH</sup> OCTOBER 2014 AT THE TOWN HALL, PARADE, LEAMINGTON SPA**

Present: Councillors J. Clarke, W.Gifford, S.Lytton and A. Stevens.

1. **APOLOGIES**

Apologies for absence were received from Councillor J. Knight

2. **PUBLICITY – NEWS ITEM**

The Town Clerk circulated a discussion paper which outlined the proposal from the Editor of the Courier with regard to a regular news item devoted to the Town Council. It had initially been suggested that the item would appear once a month and be of approximately 300 words.

The format of the article was discussed with general agreement that it should be written under the name of the Mayor in view of the “first citizen” and non-political status of the Post. It provided a good opportunity to explain both the tradition of the Mayoralty, the innovation of the Town Council as a relatively new local government body and the range of services and responsibilities undertaken. Matters that are associated with a particular member of the Council, rather than the Council as a corporate body, were better addressed individually through other means. It was hoped that the article would also enable residents to engage with the Town Council on a more informed basis.

Following further discussion it was agreed that the following principles are applied to the writing of articles for the media and to **Recommend** the Policy and Resources Committee that:-

- 1) Articles are written in the first person under the authorship of the Mayor
- 2) Drafts are prepared by the Town Clerk for circulation and prior approval by the Communications Group and the Mayor before publication
- 3) All Members of Council are invited to suggest topics for inclusion in future articles
- 4) Articles are to exclude matters of solely political group interest and avoid overtly politically contentious items
- 5) A timetable for preparation and publication be drawn up in discussion with the Editor of the Courier and subsequently advised to Members of Council
- 6) Future articles to include the history and development of the Town Council, its role and responsibilities, services delivered and work with other Councils and agencies.

3. **WEBSITE AND SOCIAL MEDIA**

The Town Clerk advised that a social media “Twitter” account had now been opened and had been live for approximately two months.

A link to the account had also been established via the Council's website which enabled news items to be automatically "tweeted" from the website and all Council generated tweets to be displayed as a rolling display on the home page.

The Group welcomed the work undertaken and Members were advised to utilise the facility through their own social networking where used.

The meeting commenced at 6.00 pm and ended at 6.35 pm.

**REPORT TO A MEETING OF THE POLICY AND RESOURCES COMMITTEE TO  
BE HELD ON 30<sup>TH</sup> OCTOBER 2014**

**MAYORAL TRANSPORT**

**1. PURPOSE OF THE REPORT**

- 1.1 To consider the renewal of the current lease arrangement for the provision of transport for the Mayor and Deputy Mayor to Civic events.

**2. BACKGROUND**

- 2.1 The Council presently provides a vehicle and Chauffeur to ensure that the Mayor, Mayoress, and where occasion demands, the Deputy Mayor, are conveyed safely and with dignity to Civic and other events to which they are invited.
- 2.2 The lease on the current vehicle – a Toyota Prius – will expire on the 8<sup>th</sup> February 2015 therefore it is opportune to review the current arrangements to ensure that value for money continues to be obtained.

**3. COSTS**

- 3.1 The Council undertook an evaluation of the costs of providing a Chauffeur service in December 2007 and again on the occasion of renewal of the lease in December 2011. On each occasion it was considered that the benefits of providing an in-house service outweighed the costs after allowance was made for the costs of hiring private hire vehicles and taxis.
- 3.2 The annual cost of maintaining a vehicle and employing a chauffeur have not changed significantly since the last review and are set out at Appendix 1.
- 3.3 The Council had endorsed the principle of continuing to use vehicles which exhibit reduced carbon emissions and high levels of fuel efficiency. In this regard it was considered that the Council is able to help influence public perceptions of the impact of transport on climate change. The Prius is a petrol/electric hybrid vehicle which emits low levels of Carbon Dioxide and attracts no vehicle excise duty
- 3.4 The annual mileage covered by the Mayoral car is small – 4,500 miles per annum. This does therefore militate against the purchase of a vehicle since the capital cost of out right purchase must be recouped over a very low annual mileage. The option of vehicle purchase has therefore been consistently discounted in the past.
- 3.5 The Council employs a part time chauffeur on a permanent contract of 23 hours per week. The post involves working in the evening, at week ends and on public holidays, when required. Where extended hours are worked over a period of one month, overtime payments at the standard hourly rate can be paid but there has been no occasion in the last 4 years where this has been necessary. A relief Chauffeur is also employed on a casual basis and is remunerated on the basis of the appropriate hourly rate of pay. The total annual employee costs for this service are set out in the Appendix.

**4. OPTIONS**

- 4.1 Maintaining the present arrangement will result in the same costs as set out in Appendix 1. The current lease arrangement can be extended over any period from 1 month to 12 months or longer at the current monthly lease cost.

- 4.2 Alternatively, entering into a contract hire agreement for a new vehicle can be arranged and, at this stage, given the Committee's previous preference for using a hybrid vehicle only the Toyota has been considered. The cost of entering into a new lease is as follows:-

New Toyota Prius hatchback 1.8 vvti t3 5dr cvt auto

<b>Contract Hire</b>	<b>Rate</b>	<b>Amount</b>
Initial Payment	£ 284.36	£ 284.36
31 payments	£ 284.36	£8815.16
<b>Total</b>		<b>£9099.52</b>
Based on maximum mileage of 27,500 over contract period. Excess Mileage Charge per mile: 10 Pence Contract includes annual maintenance but not tyre replacement		
<b>Current Contract</b>	<b>Rate</b>	<b>Amount</b>
Initial Payment	£291.28	£291.28
31 payments	£291.28	£9029.68
<b>Total</b>		<b>£9320.96</b>

- 4.3 In view of the fact that the current annual mileage is extremely low, the cost of tyre replacement has been omitted from the proposed contract hire costs thus producing a net saving of £221 over three years compared to the current contract.

5. RECOMMENDATION

- 5.1 The Committee is requested to consider the cost analysis in the above table and determine whether it wishes to enter into a new contract hire agreement with Toyota Lexus for a further three year period with effect from February 2015. Alternatively, if the Committee wishes to pursue other options, these can be addressed in a subsequent report to a future meeting.

**APPENDIX 1**

<b>Vehicle Costs</b>	<b>£</b>
Lease (including Maintenance, servicing etc)	3500
Insurance	1095
Garage Rental	330
Fuel	450
Employee Costs	
Salaries (including employer on costs)	10,372
Casual employees	355
Uniform/sundries	250
<b>Total Annual Costs</b>	<b>16,352</b>

