



THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
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STEPHEN MARKS
Clerk to the Town Council

Our Ref: SM/TC/May22

Date: 11th MAY 2022

Dear Councillor,

You are summoned to attend the **ANNUAL MEETING** of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 19th MAY 2022 at 6.00 pm.**

The business will be as set out below.

Yours faithfully,

S Marks

CLERK TO THE TOWN COUNCIL

To All Members of the Council

AGENDA

Welcome and opening of the meeting – the Mayor to open the meeting and make some introductory comments.

1. **ELECTION OF THE TOWN MAYOR OF ROYAL LEAMINGTON SPA FOR 2022/23**
To elect the Town Mayor and receive the Mayor's declaration of office.
2. **TO APPOINT THE MAYOR'S CHAPLAIN FOR 2022/23**
3. **ELECTION OF THE DEPUTY TOWN MAYOR OF ROYAL LEAMINGTON SPA FOR THE YEAR 2022/23**
4. **VOTE OF THANKS TO THE RETIRING MAYOR**
5. **APOLOGIES FOR ABSENCE**
6. **DECLARATIONS OF INTEREST**
Members of the Council to declare any interest they may have in items identified for discussion at the Meeting.

7. **PUBLIC FORUM**

To receive questions or representations from members of the public in accordance with Council Standing Order No. 37. Members of the public wishing to speak should contact the Clerk in advance of the meeting.

8. **MINUTES**

pp3-6

To confirm as a correct record the Minutes of the Meeting of the Town Council held on 03rd March 2022. (Report No 8)

9. **APPOINTMENT OF STANDING COMMITTEES 2022/23**

pp7-10

To consider the attached report (Report No 9) regarding committees for 2022/23.

10. **APPROVAL OF AUTHORITY FOR PAYMENTS**

To approve authority for payments, money transfers and all forms of expenditure in accordance with Standing Order 21 and Financial Regulations.

The current approved signatories are:

Councillors Janet Alty, Sarah Boad, Judith Clarke, and Bill Gifford.

11. **PAYMENTS**

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To consider any payments requiring approval. (Schedule attached)

Report No.8 – Minutes of the last meeting

MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 03 MARCH 2022.

PRESENT: Councillors Susan Rasmussen (Chair), Janet Alty, Alan Boad, Sarah Boad, David Brunson, Will Bryce, Mubarak Chowdry, Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee, Louisa Radice, Ruggy Singh, Amanda Stevens and Nick Wilkins.

Officer: Town Clerk.

The Chair noted the ongoing war in Ukraine and Councillors indicated their concern for those directly affected and to those concerned about family and friends. It was noted that messages of support for Ukraine would be placed on the Town Council's website and social media, including directing people to further information about how they can help.

78. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Julija Boulton

79. **DECLARATIONS OF INTEREST**

None

80. **PUBLIC FORUM**

A member of the public addressed the Town Council and spoke about traffic and parking in Greatheed Road, particularly in the vicinity of Milverton Primary School.

A brief discussion followed during which it was noted that:

Various actions had been taken, including civil enforcement officers attending on a number of occasions.

A meeting with residents had been held.

Warwickshire County Council (as the Highways Authority) was looking at further options to manage the situation.

81. **COUNTY AND DISTRICT COUNCILLOR FORUM**

The following was reported in relation to Warwick District Council:

Charges for collection of green waste bins are being introduced. £22 for current year, £44 for next year. If people don't sign up to the green bin service, they will keep existing green bins but they won't be collected. Green bins won't be accepted at the recycling centre with materials in them.

South Warwickshire Local Plan – a recent call for sites had resulted in 557 sites being identified, a number of which are in or around Leamington Spa. These will go through further analysis before even being considered for development.

A Ukraine flag will be flown at Leamington Town Hall. In the meantime lighting at the Spa Centre will be changed to yellow and blue.

In relation to Warwickshire County Council:

Extensive roadworks are taking place around the town. This has been raised at a recent meeting of WCC and requests have been made for WCC to engage with the utility companies undertaking the work. The issue of communication was discussed

and it was agreed that the Clerk would write to WCC on behalf of the Town Council to request improved communication.

Action – Clerk to write to WCC.

WCC had recently set its budget and agreed a council tax rise of 3.75%.

82. RISK REVIEW

The Town Council considered and discussed report No. 5 regarding the Council's risk review. It was agreed that colours should be added to the table to better identify risk levels.

Resolved

That the Town Council approves the review of the risks faced by the Council and the measures for controlling them as set out at Appendix 1.

83. PROJECT / EVENTS UPDATE

The Town Council received updates in relation to plans for the Platinum Jubilee celebration event in Leamington Spa and in relation to a feasibility study being undertaken in relation to the Lights of Leamington Festival.

Resolved

That the Town Council indicates its support for the feasibility study into the Lights of Leamington Festival.

84. AUTOMATED PAYMENTS

The Town Council considered report no 7. regarding payments to be made by automated means.

Resolved

That the payments listed in Table 1 are made (or continue to be made) by automated payment mechanisms

85. POLICIES AND PROCEDURES

The Town Council Considered report no. 8. regarding an updated publication scheme. It was noted that although it was not anticipated to charge residents for requesting information, suitable costs would be included in the scheme in case of extensive / substantial requests for documentation.

Resolved

That the revised publication scheme is adopted.

86. MUSEUM LOAN ITEMS

The Town Council considered report No. 9 regarding items on loan to the Leamington Spa Art Gallery & Museum.

Resolved

That the extension of the loan of the described items to the Leamington Spa Art Gallery & Museum is approved for a further three years to the end of 2024.

It was noted that other civic items should be reviewed to determine if anything else could be displayed locally.

87. UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

The Town Council considered report No. 10 providing updates from its representatives on external bodies. The following were also noted:

WALC – Members encouraged to attend the climate action day on 30th March.

Leamington Chamber – next meeting in a couple of weeks.

Leamington International Twinning Society - trip to sceaux has enough people to be a viable trip.

Leamington Spa Transformation board – met last week. Agreed a process for appointing an independent chair. Intended to discuss some key town centre projects as part of the annual town meeting.

At 7:15 the chair had to leave the meeting to attend a mayoral appointment and the vice chair took the chair.

88. STANDING ORDERS

The Town Council considered report No. 11 regarding draft revised Standing Orders. The Town Clerk informed the Council that the advice from WALC was to use the term chairman but the Council felt the term chair was appropriate. Various other issues were raised and discussed and a number of amendments were agreed to be incorporated into a 2nd iteration of the Standing Orders, including:

Use of non gender specific terms.

Wording to allow substitutes for meetings other than Full Council

Committees to elect their chairs and vice chairs.

Include notification of full council meetings to local district and county councillors.

Cllrs to be able to speak for 5 minutes.

Resolved that the agreed revisions be incorporated into a 2nd iteration of the standing orders and an updated version be brought to the Council for approval.

It was agreed that the Climate Change group should operate as a working group, rather than a formal committee.

89. CALENDAR OF MEETINGS

The Council considered a draft calendar of meetings for 2022/23. Some clashes were noted and amendments to some planning meeting dates were agreed. Subject to those changes it was

Resolved that the calendar of meetings for 2022/23 be adopted

It was noted that the annual meeting date in 2023 may be subject to change, depending on venue availability.

90. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

Resolved that the minutes of the Town Council on 13th January 22 are confirmed as a correct record.

that the minutes of the following meetings are received and noted:

Culture & Community Committee 01Nov21

Planning – 16Dec21, 06Jan22, 27Jan22

Policy & Resources Committee – 15Dec21

91. FINANCE & PAYMENTS

Resolved that:

- i) The £1500 budget for the civic dinner be paid to the Mayor's Charity Fund.
- ii) The additional unallocated funds within the Mayor's Charity account/s (£2101.70) be used as a donation to the Red Cross fund for Ukraine.
- iii) The following payments are approved:

Leamington Spa Town Council 03.03.22					
v2 Payments for approval					
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwickshire County Council	Street Tree maintenance	£10,000.00	£2,000.00	£12,000.00
Electronic	Warwickshire County Council	Street Tree planting	£6,500.00	£1,300.00	£7,800.00
Electronic	WALC	Cllr Training - 016 Feb (inv9Feb22)	£25.00	£5.00	£30.00
Electronic	SLCC (Society of Local Council Clerks)	Practitioners Conference 15-17Feb22 officer attendance	£75.00	£15.00	£90.00
Chq 106827	Old Milverton Allotment Association	Grant payment	£816.00		£816.00
Electronic	Warwick District Shopmobility	Grant payment - 4th quarter	£6,500.00		£6,500.00
Electronic	Warwick District Council	Meeting room hire Nov21-Mar22	£730.00	£18.00	£748.00
Electronic	K Geddes	Reimbursement - expenses incurred (receipts provided)	£9.99		£9.99
Electronic	P Bailey	Reimbursement - Leam in Bloom expenses (receipts provided)	£34.75		£34.75
Electronic	Leander Architectural	Blue Plaque - Doorly	£349.50	£69.90	£419.40
Electronic	Leander Architectural	Blue Plaque - Fowler	£340.00	£68.00	£408.00
Electronic	Godfrey Payton	Allotment rental 22/23 - Binswood	£3,050.00	£0.00	£3,050.00
Electronic	Godfrey Payton	Allotment rental 6 months in advance - Old Milverton	£330.00	£0.00	£330.00
Electronic	Godfrey Payton	Allotment rental 6 months in advance - Cliffe	£400.00	£0.00	£400.00
Electronic	WDC / Leamington BID	Contribution to Jubilee event.	£10,000.00	£0.00	£10,000.00
Electronic	WALC	Training x 2 30Mar21	£60.00	£12.00	£72.00
Electronic	Edge	Finance software set up costs	£362.00	£72.40	£434.40
Electronic	Edge (to be paid in 22-23 financial year)	Finance software annual contract	£993.00	£198.60	£1,191.60
Electronic	SLCC (Society of Local Council Clerks)	Reference materials / books	£129.00	£0.80	£129.80
					£0.00
					£0.00
			£40,704.24	£3,759.70	£44,463.94

Report No. 09

REPORT TO THE ANNUAL MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 19th MAY 2022

APPOINTMENT OF STANDING COMMITTEES

1. **Purpose of the Report**

1.1 To facilitate the appointment of Members to the Council's Standing Committees for the Municipal year 2022/23.

2. **Membership of Standing Committees**

2.1 In accordance with the Council's Standing Orders, (Standing Order No.23), the Council may, at its Annual Town Council Meeting, appoint Standing Committees. It shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting.

2.2 With regard to the membership of any Committee of the Council, the following provisions of Standing Order 23 should be noted :-

- (i) Persons other than Members of the Council may be appointed to any Committee (other than a Committee that regulates and controls the finances of the Council) ;
- (ii) The membership of a Committee may at any time be altered.

2.3 The balance of seats on the Town Council has changed slightly since the last time (10th June 2021) the Council considered in full its committees. This is shown in table 1 below:

Table 1:

Balance of seats as at 10 th June 2021	Balance of seats as at 19 th May 2022
Labour - 4 seats (25%)	Labour – 3 seats (18.75%)
Liberal Democrat - 7 seats (43.75%)	Liberal Democrat – 7 seats (43.75%)
Green - 5 seats (31.25%)	Green – 6 seats (37.5%)
Total = 16 seats.	Total = 16 seats

2.4 The Council is not subject to the Regulations in relation to allocating seats in accordance with political proportionality but given that it is organised on the basis of party affiliation, the Town Council has previously considered that this approach represents a fair means to apportion seats on the respective Committees.

Respecting the above formula / approach, the membership of Standing Committees and Sub-Committees could now be as shown in table 2.

Because of the numbers involved there is no correct / exact way of doing this and therefore in relation to Policy & Resources and Cultural & Community Committees, there appear to be two options:

Option 1: Policy & Resources stays the same as previously (2 Labour members, 4 Lib Dem, 3 Green)

Cultural & Community committee changes to 1 Labour, 3 Lib Dem, 4 Green. (was previously 2 Lab, 3 Lib Dem, 3 Green)

Option 2 Policy & Resources committee changes to 1 Labour, 4 Lib Dem, 4 Green.

Cultural & Community committee remains 2 Labour, 3 Lib Dem, 3 Green.

Option 1 would have the benefit of Policy & Resources committee (which deals with key policy and financial issues) better reflecting the overall make up of the Town Council.

Table 2

Committee group	No of Seats	Labour	Liberal Democrat	Green
Policy and Resources (option 1)	9	2	4	3
<i>Policy and Resources (option 2)</i>	<i>9</i>	<i>1</i>	<i>4</i>	<i>4</i>
Cultural and Community (option1)	8	1	3	4
<i>Cultural and Community (option2)</i>	<i>8</i>	<i>2</i>	<i>3</i>	<i>3</i>
Planning	8	1	4	3
Urgent Matters	5	1	2	2
Allotments Sub Committee	5	1	2	2
Staffing	5	1	2	2
Neighbourhood Plan Steering Group	4	1	2	1
Total Seats	44	8	19	17
Percentage allocation (actual)		18.2	43.2	38.6
Percentage entitlement		18.75	43.75	37.5

2.6 It should be noted that the current percentages for each Group produce in some cases a partial allocation of whole seats. Rounding up and down is therefore necessary in order to allocate a whole number of seats. Because of this it is not possible for the allocations of seats on all committees to exactly reflect the proportion of seats on the Town Council.

2.7 It is for the Council to determine the number of seats on each Committee and the appointment of individual Members in accordance with the seats allocated

among the respective Groups. It is a requirement that each Committee comprises a minimum of three Members.

- 2.8 Group leaders have been asked to indicate their preferred membership based on this methodology. This is shown in Appendix 1 as far as possible but is dependent on the option chosen in relation to Policy & Resources Committee and Cultural & Community Committee

3. **RECOMMENDATIONS**

- 3.1 The Council is recommended to consider and approve committees and membership for 2022/23, taking into consideration the information in this report and in Appendix A.

Committee	No of Seats	Councillors
Policy and Resources	9 Option 1: 3 x Green 2 x Labour 4 x Lib Dem Option 2: 4 x Green 1 x Labour 4 x Lib Dem	Alan Boad (LD) Sarah Boad (LD) Mubarik Chowdry (LD) Bill Gifford (LD) Labour reps – tbc based on option agreed Green reps – tbc based on option agreed
Cultural and Community	8 Option 1: 4 x Green 1 x Labour 3 x Lib Dem Option 2 3 x Green 2 x Labour 3 x Lib Dem	David Brunson (LD) Jennifer McAllister (LD) Amanda Stevens (LD) Labour reps – tbc based on option agreed Green reps – tbc based on option agreed
Planning	8 3 x Green 1 x Labour 4 x Lib Dem	Janet Alty (G) Julija Boulton (Lab) David Brunson (LD) Mubarik Chowdry (LD) Jennifer McAllister (LD) Ruggy Singh (G) Amanda Stevens (LD) Nick Wilkins (G)
Urgent Matters	5 2 x Green 1 x Labour 2 x Lib Dem	Janet Alty (G) Sarah Boad (LD) Judith Clarke (Lab) Bill Gifford (LD) Nick Wilkins (G)
Allotments Sub Committee	5 2 x Green 1 x Labour 2 x Lib Dem	Janet Alty (G) Sarah Boad (LD) David Brunson (LD) Susan Rasmussen(Lab) Nick Wilkins (G)
Staffing	5 2 x Green 1 x Labour 2 x Lib Dem	Sarah Boad (LD) Will Bryce (G) Judith Clarke (Lab) Jennifer McAllister (LD) Nick Wilkins (G)
Neighbourhood Plan Steering Group	4 1 x Green 1 x Labour 2 x Lib Dem	Janet Alty (G) Sarah Boad (LD) Mubarik Chowdry (LD) Susan Rasmussen(Lab)

REPORT TO THE ANNUAL MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA, TO BE HELD ON 19th MAY 2022

AGENDA ITEM 11 – PAYMENTS

1. Purpose of the Report

To consider payments for approval.

2. Payments

The Town Council is asked to approve the payments in Table 1. Any further payments arising will be brought to the Council.

The list includes invoices received from Warwick District Council at the end of March in relation to the two by-elections that took place in May 2021 and December 2021.

As indicated in the table, these costs are:

Brunswick by-election May 2021 - £9104.11

Willes by-election Dec 2021 - £9,889.44

Table 1 – Payments for approval

Payments for approval		Leamington Spa Town Council 19.05.22			
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwick District Council	May 2021 by-election costs Leamington Brunswick ward	£9,104.11	£0.00	£9,104.11
Electronic	Warwick District Council	Dec 2021 by-election costs Leamington Willes ward	£9,889.44	£0.00	£9,889.44
Electronic	Living Designs co uk Ltd	Mayoral awards	£157.80	£0.00	£157.80
Electronic	WALC	Cllr training	£30.00	£6.00	£36.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£19,181.35	£6.00	£19,187.35