



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

Our Ref: SM/TC/Jan22

Date: 06th January 2022

Dear Councillor,

You are summoned to a meeting of the **TOWN COUNCIL OF ROYAL LEAMINGTON SPA** to be held in the **COUNCIL CHAMBER**, Town Hall, Parade, Royal Leamington Spa on **THURSDAY 13th JANUARY at 6.00 pm.**

Members of the public wishing to attend are asked to contact the clerk to clarify the meeting arrangements and Covid related protocols.

The business will be as set out below.

Yours faithfully,

CLERK TO THE TOWN COUNCIL

To All Members of the Town Council

Emergency Procedure - At the commencement of the meeting, the emergency procedure for the Town Hall will be announced.

AGENDA

1. **APOLOGIES FOR ABSENCE**

To receive apologies.

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, in accordance with the Code of Conduct.

3. **PUBLIC FORUM**

To receive representations from members of the public in accordance with the Council's Standing Orders. Notification of participation in the public session should be submitted in writing to the Town Clerk prior to commencement of the meeting.

4. **COUNTY AND DISTRICT COUNCILLOR FORUM**
To receive updates from County and District Councillors in respect of those organisations.
5. **COMMONWEALTH GAMES STREET DRESSING** pp3-4
To consider report No. 5 regarding the Commonwealth Games Street Dressing
6. **BUDGET 2022/23** pp5-11
To consider report No. 6, agree a budget for 2022/23 and identify the precept requirement.
7. **REVIEW OF DELEGATED AUTHORITY** pp12-16
To consider report No. 7 and review the delegated authority arrangements.
8. **APPOINTMENT OF CHAIR / MAYOR AND DEPUTY FOR 2022/23** pp17-18
To consider report No. 8.
9. **MAYORAL PROTOCOL** pp19-23
To consider report No. 9 and the adoption of a mayoral protocol.
10. **UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES** pp24-26
To receive and consider any updates from the Town Councils representatives on external bodies.
11. **BY - ELECTION RESULT AND COMMITTEE MEMBERSHIP** pp27-29
To consider report No. 10 regarding the results of the recent by election.
12. **ANNUAL MEETING – 2022/23** pp30-31
To consider report No. 11 regarding the annual meeting in May 2022.
13. **MINUTES OF COUNCIL AND COUNCIL COMMITTEES** pp32-49
 - i) To confirm as a correct record the Minutes of the Meeting of the Town Council held on 11th November 2021.
 - ii) To receive the following Minutes:
Planning 04Nov21, 25Nov21
Policy & Resources Committee – 07Oct21, 18Nov21
14. **PAYMENTS** p50
To consider report No. 14 and consider approval of relevant payments.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 5 – COMMONWEALTH GAMES STREET DRESSING

1. Purpose of the Report

To enable a final decision to be made regarding a Town Council financial contribution to the Commonwealth Games Street Dressing.

2. Background

At its recent meetings, the Town Council's Policy & Resources Committee has heard from Warwick District Council (WDC) officers about potential Street Dressing arrangements related to the Commonwealth Games – i.e. the decoration of parts of the town with Commonwealth Games banners, bunting, flags etc to coincide with the games. A decision now needs to be made about the level of financial contribution from the Town Council.

3. Commonwealth Games

Leamington Spa will be hosting elements of the Commonwealth Games 2022, namely the Lawn Bowls and Para Bowls, which will take place in Victoria Park from 29th July 2022 – 6th August 2022. An update was received from WDC at the meeting of the Town Council on 22nd July 2021 and more information can be found at

https://www.warwickdc.gov.uk/info/20828/birmingham_2022_commonwealth_games

- 3.1 Street Dressing – The dressing of sites and streets with Commonwealth Games branded flags, bunting, banners etc forms a small part of a wider programme of events / activities and public realm improvements associated with the hosting of the Commonwealth Games. The games organisers Birmingham 2022 will be 'dressing' Victoria Park as the venue for the bowls. Warwick District Council will be 'dressing' various parts of the town, including the route from the railway station to Victoria Park, the live site / fan zone at the Pump Room Gardens and the route there from Victoria Park, as well as some entrances to the town. WDC has requested that the Town Council make a contribution for the purpose of street dressing in other parts of the Town Centre including Parade, in order to maximise the impact of the games and create a vibrant and welcoming place during the games.
- 3.2 The Town Council's Policy & Resources committee has considered this matter at its meetings in October, November and December. This has included a presentation from WDC's Head of Leisure, Tourism and Culture. Arrangements were also made for two Town Councillors to meet with WDC officers and Birmingham 2022 representatives to visit the Town Centre and consider possible street dressing arrangements.
- 3.3 At the present time the indicative proposals for street dressing stretch from the grass semi circle in Christchurch Gardens at the top of the Parade, down the length of the parade, across the river and along bath street to the Railway Bridge. However this

will be subject to further detailed consideration of designs / practicalities and of course funding amount available.

The committee made it clear that it wanted to see the street dressing extend south of the river and not just be limited to the Parade.

- 3.4 The contribution made by the Town Council would be paid to WDC to enable it to incorporate the street dressing for the Parade/town centre into its wider street dressing proposals. The specific detail would be subject to further discussion and operational / practical considerations.

4. **Budget implications**

The Town Council has within its 2021/22 budget, a budget line entitled 'Project Funding).

At its meeting on 15th December 2021, the Policy & Resources Committee agreed to allocate £4,000 of this budget to the Commonwealth Games Street Dressing. However it felt that in order to do the street dressing justice, a more substantial contribution would be required. The committee noted that there were some anticipated underspends in the current financial year, notably £3k relating to twinning activity that would not be spent due to limited twinning activity this year and £5k anticipated underspend in the grants budget.

Policy & Resources Committee therefore resolved **that it be recommended to the Town Council that a £12k contribution be made to Commonwealth Games Street Dressing in Leamington Spa, made up of £4k from the projects budget and an additional £8k from anticipated underspends in other budget areas.**

5. **Recommendations**

- i) That the Town Council considers the information provided in the report regarding Commonwealth Games Street Dressing.
- ii) That the Town Council considers the recommendation of the Policy & Resources Committee to make a £12k financial contribution to the Street Dressing associated with the Commonwealth Games, including 8k from anticipated 2021/22 underspends.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13TH JANUARY 2022

AGENDA ITEM 6 – BUDGET 2022/23

1. Purpose of the Report

To enable the Town Council to consider and agree its budget for the 2022/23 financial year and to identify the budget requirement to be met from the precept.

2. Background

The Town Council is required to set its budget and advise Warwick District Council (WDC) of the precept requirement. This is to enable the District Council to calculate the level of Parish Precepts (known as special expenses) and to accordingly set the level of Council Tax for the new financial year beginning on the 1st April 2022. 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 14th January 2022. The Town Council therefore needs to agree its budget and the amount required from the precept at this meeting.

The Town Council's Policy & Resources committee considered the process / timescales for setting the budget at its meeting on 07th October 2021. It then considered the draft budget in detail at its meeting on 18th November 21 and again at its meeting on 15th December 21. This provided opportunities for the political groups to raise budget issues and proposals through their representatives on the committee.

Through this process, the Policy & Resources Committee has prepared a draft budget that it has recommended to the Town Council for adoption. This is attached at appendix A.

3. Key Points for 2022/23

3.1 The budget has largely been prepared on the basis of nil growth with the exception of known / likely inflationary increases (salaries being the most significant) or indeed minor decreases to reflect likely spend. Some minor amendments to budget descriptions are included to better reflect the nature of the budget line. Some key points are identified below, while further notes / commentary are included in Appendix B.

3.2 Tax Base

Warwick District Council has recently written to each town and parish council indicating the number of properties used to calculate the Council Tax for the 2022/23 financial year.

In writing to town / parish councils, WDC has noted: *Please be aware that due to COVID-19, there has been a general increase in the number of dwellings being subject to Council tax support or other related discount. This may result in smaller*

than expected growth, and in some cases, a reduction in the tax base compared to last year.

For the Leamington Spa town area the number of relevant properties for the 2022/23 financial year is 17,000.07, which is a decrease from 17,221.67 in 2021/22. This means that the lump sum precept will be shared across a slightly smaller number of properties in the town and will affect the precept level at Band D accordingly. This change is reflected in the draft budget.

3.3 Staff salaries

Staff salaries represent a significant proportion of the Town Council's budget. Changes to staff salaries are based on the contractual arrangements the Town Council has with its staff, including nationally agreed salary awards each year and any other changes made by central government. Provision is made to reflect these arrangements as far as possible, although there is still uncertainty associated with nationally negotiated arrangements (see appendix B for more detail).

3.4 Queen's Platinum Jubilee Celebrations

A provision of £10k has been included in the budget for the Queen's Platinum Jubilee. Current proposals are to work with WDC and Leamington BID on an event in the town. As this is a one off event and in order to minimise the impact on Council Tax levels, Policy & Resources committee has recommended the use of £10k of reserves for this budget.

3.4 The draft 2022/23 budget as it currently stands would be a total of £434,370 and would require a precept of £421,770.

This reflects / equates to:

A 4.85% increase in the overall budget from 2021/22. (including use of reserves)

A 2.31% increase in the sum required from the precept from 2021/22.

A 3.64% increase in the precept for a Band D property from 2021/22.

(Note: the discrepancy in the above percentage rises is due to the decrease in the council tax base from 17221.67 properties to 17,000.07, and thus the sharing of the total precept sum across a smaller number of properties).

This would be an increase of £0.87 per 'band D' property for the 2022/23 year, from £23.94 to £24.81.

3.5 For information, attached at Appendix C is a list of parish precepts in the Warwick District Area.

3.6 Should there be any further budget proposals, members and political groups are encouraged to explore these with the Town Clerk to ensure that any related implications can be identified and thus considered fully during the meeting to inform the final decision by the Town Council.

4. **Recommendations**

- i) That the Town Council considers the information provided in this report, including the proposed 2022/23 budget as developed and recommended by the Policy & Resources Committee.
- ii) That the Town Council approves a budget for the 2022/23 financial year.
- iii) That the Town Council agrees the lump sum amount that will be required through the precept, in order that Warwick District council can be advised of this amount.

Appendix A – Draft Budget 2022/23

RLSTC DRAFT BUDGET 2022/23 (13Jan22)							
	2020/21	2021/22	Expendi ture 30/10/21	Out-turn 21/22	projected under / over spend (-)	2022/23	Notes
1. Member Allowances	18000	18000	12,358	18,000	0	18000	
2. Employee Salaries	157700	153000	86,914	153,000	0	159,000	Salary awards / NI increases
3. Mayoral Transport							
Uniform	300	300	0	300	0	300	
Fuel	450	450	34	200	250	450	
Sundries	50	50	15	50	0	50	
Garage Rental	500	565	327	565	0	565	
Lease Charges	3027	3027	1766	3,027	0	3900	Lease due to expire during 2022/23
4. Civic Expenses							
Regalia Maintenance	350	350	0	192	158	350	
Town Hall Mayoral Roll Board	390	390	0	390	0	390	
Mayoral Photograph	325	325	240	325	0	325	
Civic Service	250	250	0	0	250	250	
Remembrance Service	1400	1400	30	500	900	1000	reduce to reflect costs
Annual Parish Meeting	250	250	0	0	250	250	
Civic Regalia - Purchase	2400	1000	0	1,000	0	1000	
Civic Dinner	1500	1500	0	1,500	0	1500	
Civic Activity	500	500	101	300	200	500	
5. Administrative Expenses							
Insurance	2350	2414	2,414	2,414	0	2500	3 year arrangement to 22/23
Stationery / miscellaneous	550	550	64	200	350	550	
W.A.L.C. Membership	2500	2550	2539	2,539	11	2560	
Audit fees	1100	1350	1240	1,240	110	1400	
Office equipment renewal	500	500	0	350	150	500	
Photocopying & Printing	650	650	42	300	350	500	Reduce to reflect costs
Postage	900	900	66	350	550	500	Reduce to reflect costs
Staff training & memberships	300	1300	660	1,300	0	1200	
Member training	500	500	145	500	0	500	
Web Site hosting	600	700	561	700	0	700	
Council Meetings - Room Hire	1000	1000	773	1,200	-200	1300	
Minute Binding etc	200	200	0	200	0	200	
Payroll Agency	1300	1400	808	1,400	0	1450	
Banking charges	270	900	113	600	300	750	
I.T. equipment, repair and support	1250	1250	367	1,250	0	1,250	
Mobile phone costs	0	325	157	325	0	350	
Software costs	0	750	235	500	250	750	
Accountancy software	0	1000	0	0	1000	1,400	
Website redesign	0	4000	0	0	4000	2,500	
HR Support	1500	500	0	0	500	500	
6. Property and Asset Maintenance							
Town Hall - Annual Rent	8870	9050	6683	8,786	264	9300	
Town Hall - Maintenance Charge (inc. NNDR)	15520	15520	9317	15,520	0	15,520	Inc allowance for essential building maintenance
Telephones & Broadband	450	500	378	500	0	560	
Asset maintenance	0	0				1500	
Telephone Kiosk - Clarendon Avenue	2600	500	0	0	500	0	Combine into asset maintenance budget
War Memorial	0	0	0	0	0	0	Combine into asset maintenance budget
Lillington Highway Signage	1500	500	0	0	500	0	Combine into asset maintenance budget

7. Mayor's Award	300	300	0	300	0	300	
8. Twinning (not LITS)	400	400	0	400	0	400	
9. Grants and Community expenditure							
Citizens Advice Bureau	20000	20000	0	20,000	0	20000	
Christmas Lighting	20000	20000	0	20,000	0	20000	
Leamington in Bloom	3000	3000	836	3,000	0	3,000	
Leamington International Twinning Society (LITS)	3000	3000	0	0	3000	3000	
Community Grants	55000	50000	23438	45,000	5000	45000	£5k allocated to climate change
Climate Change	0	0				5000	
Blue Plaques	1800	1800	841	495	1305	2500	Increase proposed
Tree Planting and Maintenance	16500	16500	0	16,500	0	20000	Increase proposed
Guided Walks - History Group	500	500	0	500	0	500	
District Shopmobility Scheme	26000	26000	13000	26,000	0	26000	
Social Cohesion Fund	10300	10300	0	10,300	0	10300	(Children's' centres -£7500) & Lillington Library -£ 2800
Neighbourhood Development Plan	2000	2000	1416	1,416	584	500	
Projects Budget	0	6000	0	6,000	0	6000	For projects identified / developed in year.
10. Elections	18000	18000	11690	18,000	0	20000	
11. Allotments	5800	5800	1230	5,800	0	5800	
					0		
12 Budget Options					0		
Planter maintenance	0	500	0		500		move to property and assets - combine into assets maintenance budget
Queen's Platinum Jubilee						10,000	
VE day celebrations	3000						
BUDGET TOTALS	417,402	414,266	Underspend / Overspend		21032	434,370	
Less Projected Income	3200	2,000	less projected income		100		Reduced to reflect interest rates
Underspend/Overspend	3427						
Budget requirement before reserves	410,775	412,266	Budget requirement before reserves			434,270	
Less Contribution from reserves	10000	0	Less Contribution from reserves (if any)			12,500	
Budget requirement from Precept	400,775	412,266	Budget requirement from Precept			421,770	
Projected Precept at Band D	£23.48	£23.94	Projected Precept at Band D			£24.81	
Total budget as % of 20/21		99.25%	Total budget as Percentage of 2021/22			104.85%	
Precept (Band D) as % of 20/21		101.95%	Precept (band D) as % of 2021/22			103.64%	
Reserves (Balances) at April 2021		258,164					
Earmarked - Comm Infrastructure Levy		23406					
Earmarked - May21 By-election		11000					
Earmarked - Ordinary elections		30000					
Earmarked - 2019 By-election		11000					
Adjusted / general reserves		182,758					

Appendix B - Notes / commentary on draft budget:

The commentary and notes below provide supporting / explanatory information on various aspects of the budget. The numbering used in the text below reflects the numbering used for budget headings in the draft budget for ease of use.

2. Salaries

The expenditure on salaries represents a significant proportion of the Town Council's spending. As is usual, the salary increase for 2022/23 is subject to national negotiations. At the time of writing, the salary increase for 2022/23 is not yet known (and in fact the salary award for 2021/22 is still not yet finalised).

We do know that there will be changes relating to increased National Insurance contributions, as previously announced by the government, thus providing additional budget demand.

Based on best estimates at this stage, the salary budget has been increased by just under 4% to £159k to reflect the Town Council's likely / possible contractual salary obligations for 2022/23, but this may need to be revisited, depending on the outcomes of the national salary negotiations for both 21/22 and 22/23.

3. Mayoral Transport

The lease for the Mayoral car will expire during 2022/23. New leases usually have slightly higher up front costs, hence the proposed increase. The desire expressed by the Policy & Resources committee for a full electric vehicle is noted and will be explored.

4. Civic Expenses

- The budget for the Remembrance service has been reduced from £1400 to £1000 to reflect costs.
- Civic visits renamed civic activity – to enable / reflect broader use of spend.

5. Administrative expenses

- Office stationery renamed stationery / miscellaneous.
- Photocopying and printing – reduced to reflect more use of electronic communication.
- Postage – reduced to reflect more use of electronic communication / payments
- Accountancy software budget for 22/23 based on further research and proposals agreed by Policy & Resources Committee.
- Website redesign – included in 2022/23 but proposed to use reserve created from unused website budget in 2021/22.
- Staff recruitment (consultancy support) – rename HR support.

6. Property & Asset maintenance

- Combine Telephone kiosks – Clarendon Avenue (£500), War Memorial (£0), Lillington Highway Signage (500) and planter maintenance (£500) into single Asset maintenance budget (£1500).

9. Grants and community expenditure

- Community grants budget reduced by £5k and Climate Change budget of £5k created, as resolved at meeting of Policy & Resources on 18th November 2021.
- Blue plaques – increase as proposed by Culture & Community Committee.
- Tree planting and maintenance (Street trees) – increase as proposed by Culture & Community Committee.

10. Elections

Proposed increase of provision for elections from £18k to £20k, acknowledging increasing election costs associated with postal voting etc.

12. Budget Options

Queen's Platinum Jubilee – proposed budget of £10k to contribute to a partnership event in the town to celebrate the Jubilee. Policy & Resources Committee proposed that reserves be used for this one off event / activity.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 7 – REVIEW OF DELEGATED AUTHORITY

1. Purpose of the Report

To review the Council's arrangements with respect to authorities delegated to the Town Clerk.

2. Background

The Town Council has previously considered its arrangements for delegating certain authorities to the Town Clerk. The use of appropriate delegations is normal practice to enhance the operation of the Town Council, but in particular it was necessary to consider the Covid pandemic and the potential disruption that the ongoing pandemic could have on the Town Council's ability to conduct its business. For example the possibility that decision making meetings of the Town Council and its relevant committees / sub committees may be disrupted due to pandemic restrictions / circumstances.

This matter was last considered at the meeting of the Town Council on 16th September 2021. At that meeting it was agreed that the delegation arrangements would be reviewed again in January 2022 or at the earliest practical time thereafter, hence this report.

3. Use of the delegated authority

The Town Council has made some use of the delegated authority that it agreed on 04th May 2021 and subsequently 16th September 2021. These situations are described below.

3.1 Planning matters

3.1.1 Members of the Town Council's planning committee have continued to meet virtually by Zoom to consider planning application consultations and related matters. It is acknowledged that, following the expiry of the legislation allowing remote / virtual meetings, these meetings do not technically constitute formal meetings of the Town Council's Planning Committee. However, due to the delegation approved by the Town Council, The Town Clerk / Town Council officers are able to formally submit the Town Council's views on planning matters, based on the discussions of planning committee members and have been doing so.

3.1.2 It also means that on the rare occasions that further views of the Town Council need to be identified between meetings (e.g. following receipt of further information from planning officers), this can happen through informal correspondence with members of the planning committee and the Town Clerk / Officers have the authority to submit a response.

3.1.3 Thus far, no significant issues have arisen due to this approach. The agendas and papers continue to be published as previously and members of the public can join the meeting via Zoom, as was previously the case during the Covid pandemic. Meeting protocols remain the same and members are expected to participate in the

same manner as physical meetings and to tender apologies where relevant. Should it be deemed appropriate / necessary for the planning committee to meet face to face, this can be arranged.

3.1.4 In practice, it seems to make good sense that planning matters continue to be dealt with primarily through virtual meetings. Members of the planning committee meet every three weeks due to the relevant deadlines for responding to consultations and have a significant workload to deal with. Meeting remotely works well in practice in a number of ways:

- Planning application information can be readily shared on screen by officers.
- Remote meetings are an efficient use of Councillor and Officer time, reducing the amount of travel time required.
- Public attendance via Zoom means that members of the public do not have to travel to a face to face meeting, or make arrangements at home to be able to do so. (although it is acknowledged that some members of the public may prefer physical attendance in some circumstances).
- Reduced travel to meetings helps the Town Council to minimise the carbon emissions associated with its activities and thus contributes to climate change objectives.
- Covid related risks are removed.

3.2 Payments

3.2.1 Regular payments made by the Council through Direct Debit / similar means are approved by the Town Council annually. Other ad hoc / individual payments are approved at meetings of the Town Council or relevant committees where it falls within their remit/authority (i.e. Policy & Resources Committee or Cultural & Community Committee for community grants).

3.2.2 However, on occasion the timing of meetings is not conducive to meeting specific deadlines for payments. In these situations the delegated authority has enabled the Town Clerk to approve payments where it has been deemed necessary / appropriate to do so in between meetings, following consultation with either Chair of the Council or Chair of Policy & Resources Committee.

This has only been a relatively small number of payments, which have then been reported to Town Council / Policy & Resources Committee to ensure transparency.

3.3 Meeting disruption

The Town Council has not experienced significant disruption to its meetings. A meeting of Cultural & Community Committee members was held virtually on 1st November 2021 due to the lack of ability to secure a meeting room adequate for the numbers involved and covid secure measures.

4. Overview

The delegation of authority to the Town Clerk was considered primarily as a response to the Covid pandemic, particularly the ending of legislation enabling remote meetings. However it can also be a useful tool should there be disruption for other reasons, or for other scenarios such as those described in this report.

For the purposes of responding to planning matters, the delegated authority has enabled planning matters to be dealt with, while still making use of remote meetings. This appears to offer significant benefits to the Town Council in terms of efficiency / operational arrangements.

The delegated authority has only been used for other reasons on a small number of occasions. It should be noted that these delegated authorities are intended to be used as a back up where the Town Council's ordinary processes are affected by extenuating circumstances.

Based on discussions with other Town Clerks, the use of delegated authority has been a common approach to ensuring that Town Council business can continue smoothly. WALC continues to advise Town / Parish Councils to delegate things to Clerks where possible to avoid any potential disruption / problems.

5. Summary

Based on the experiences of recent months, the use of delegated authority to the Town Clerk / officers appears to be a practical way of ensuring that the business of the Town Council can operate smoothly and ensures that certain decisions can still be made if the Town Council's usual processes are disrupted.

It is therefore proposed that the Town Council approves the continued delegations to the Town Clerk as identified in Appendix A.

6 Recommendations

- i) That the Town Council considers the information provided in the report.
- ii) That the Town Council approves the continuation of the delegations to the Town Clerk as identified in Appendix A.
- iii) That the delegation arrangements are reviewed in June 2022 or as soon as practicable thereafter.

Appendix A

Royal Leamington Spa Town Council

Delegation of Authority to Town Clerk

Approved by the Town Council on 16th September 2021

The following delegations / authorisations are intended to enable the Town Clerk to deal with matters in accordance with arrangements agreed by the Town Council or in circumstances where it is not possible or practicable for them to be dealt with through the Town Council and its Committees' usual processes. In this way key functions and decisions can continue where appropriate and disruption minimised.

The matters proposed to be delegated to the Town Clerk are listed in paragraphs 1-4. These are in addition to any existing authorisations / delegations conferred on the Town Clerk and identified in the Town Councils Standing Orders or Financial Standing Orders.

As far as is practicable, the Town Clerk will seek the views of the relevant Councillors or committee, at least seeking to consult the chair / vice chair of the Council and / or relevant committee before acting.

Should decisions need to be made / actions taken based on this delegation they will subsequently be reported as soon as is practicable to a meeting of the Town Council or the relevant committee.

1. Planning and related matters:

1.1 Authorisation to respond to planning consultations on behalf of the Town Council, if required. The Town Clerk (or officer acting on Town Clerk's behalf) shall consult the Planning Committee members as far as possible and submit a response informed by their views. In practice this is anticipated to be via a virtual meeting of the members of the planning committee, but may be via email or any other reasonable means if the circumstances require.

1.2 Authorisation to deal with any other matters within the agreed remit of the Town Council's planning committee, again after having taken reasonable efforts to seek the views of committee members.

2. Virtual meetings:

Authorisation to deal with any other matters / decisions that that would have been agreed at face to face meetings of the Council or its committees / sub committees but which have been considered at virtual meetings, having regard to the views expressed by members at the meetings.

3. Payments / Finances:

3.1 To incur expenditure which is within the agreed budget lines for the financial year, up to £5,000.

3.2 To approve payment of invoices for expenditure properly incurred and within agreed budgets for the financial year, following consultation with the Chair of the Council or the chair of Policy & Resources Committee.

3.3 To make payments by electronic means, subject to approval by two of the Council's four approved signatories. Approval may be sought via email confirmation where necessary.

3.4 To award grant payments to Community Groups within the agreed limits of the Town Council's grants programme, where applications have been properly received and where Cultural & Community Committee has been unable to formally meet to agree the awards. The views of the Cultural & Community Committee members would be sought and awards would be based on the committee members recommendations where these can be obtained (e.g. via remote discussions).

4. Urgent matters:

4.1 In the event of any matter arising which requires an urgent decision and in circumstances where the Urgent Matters Committee is not able to formally meet, the Town Clerk shall forthwith seek to consult with the Urgent Matters Committee and if not possible the Mayor and/or Deputy Mayor before acting on behalf of the Council

4.2 Before the Town Clerk exercises the delegated powers granted by the above paragraph, those Members consulted shall consider whether the matter justifies summoning a Special Meeting of the Council or appropriate Committee and whether this is practical.

4.3 Whenever any action is taken in this way, full details of the circumstances justifying urgent action shall be submitted in writing to the next available meeting of the Committee concerned and/or Council.

5. Implementation:

5.1 Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another officer to exercise that power, duty or function. This shall not prevent the Town Clerk from exercising the same power or duty at the same time.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 8 – APPOINTMENT OF MAYOR FOR 2022/23

1. Purpose of the Report

To consider the process for nomination of Mayor and Deputy Mayor 2022/23.

2. Background

- 2.1 Although the formal nomination and election of Mayor and Deputy Mayor take place at the annual meeting of the Town Council in May each year, the Town Council usually considers the arrangements in advance to assist with the smooth transition to the next year.

At the Council Meeting held on 28th July, 2011 it was agreed that the Council's appointment procedure for the position of Mayor and Deputy Mayor should be as follows:

- (a) the preferred arrangement for consideration for appointment of Mayor and Deputy Mayor is length of service as a Town Councillor; and
- (b) that the policy for consideration for appointment as Mayor is amended to a minimum of two years' service as an elected Member of Royal Leamington Spa Town Council (previously three years).
- 2.2 There are no specific regulations to be followed in determining the most acceptable arrangement for the nomination of candidates for the position of Mayor. Most Local Authorities have regard to a system which ranks Members according to their years' service as a Member of the Council with Members reverting to the bottom of the list in the year immediately following that in which they have served as Mayor. There are variations within this, most notably a requirement that members must serve a minimum term of office, before becoming eligible to be considered for election to the Mayoral position.
- 2.3 The usual convention is that the appointed Deputy Mayor in any year will succeed to the position of Mayor the year following his/her election.
- 2.4 The position of Mayor is synonymous with that of Chairman of the Council. All local authorities must by law elect a Chairman as the first item of business at the first meeting of the Council each municipal year. With the exception of the responsibilities associated with chairing meetings of the full Council, the role of Mayor is however entirely ceremonial and representative.

3. Appointment process

The Council has previously considered a list of Councillors, indicating their length of service etc. when considering the preferential order of members of Council for consideration as Mayor. This has been updated and is provided as Appendix 1 to the Report. The Council is not bound to follow the strict order of priority and any

nomination must obtain the agreement of the nominee before being formally moved as a proposal at the Annual meeting of the Council in May.

4. **2020/21 and 2021/22**

- 4.1 Due to the exceptional circumstances relating to the Covid pandemic, the Town Council considered and agreed amendments to its usual arrangements for the appointment of the Mayor and Deputy Mayor for 2021/22 at its meeting on 4th March 2021.

Due to the extraordinary events of 2020/21 and its impacts on the activities of the Mayor and Deputy Mayor, it was suggested that the Mayor and Deputy Mayor could continue in their roles for a further municipal year (2021/22). It was hoped that this would enable them to experience a more normal year in their respective roles and assist with the transition to a new Mayor for the 2022/23 year. Following the discussion the Town Council **Resolved that:**

- i) The current Mayor and Deputy Mayor be nominated to continue in those roles for a further year – 2021/22.
- ii) That a Liberal Democrat Councillor be nominated for the role of Deputy Mayor for the 2022/23 year.

Subsequently at the annual meeting of the Town Council on 04 May 2021, Cllr Rasmussen was elected as Mayor / Chair for a further year in 2021/22 and Cllr Wilkins as Deputy Mayor / Chair for a further year.

5. **Summary**

The Town Council is asked to consider the nomination of Mayor and Deputy Mayor for the year 2022/23, taking into consideration the information in this report and the resolutions made by the Town Council at its meeting on 4th March 2021.

6. **Recommendation**

That the Town Council considers the process for the nomination of Mayor and Deputy Mayor for 2022/23, prior to the formal nomination / election process in May 2022.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 9 – MAYORAL PROTOCOL

1. Purpose of the Report

To consider a draft Mayoral Protocol for adoption, the purpose of which is to provide an overview of the roles of the Mayor / Deputy Mayor and some of the practical arrangements involved with the roles.

2. Background

2.1 A number of Town Councils have adopted a Mayoral Protocol or similar. The purpose of such a document is generally to:

- Assist all Councillors (but notably those elected to the role of Mayor / Deputy Mayor) and officers to understand the nature of the roles and to assist them in undertaking their civic activities.
- Ensure a shared understanding of the roles amongst all interested parties, including external parties.
- Support the smooth running of civic activity across the year.
- Provide a framework for the activity of the Mayor / Deputy Mayor, although acknowledging that not every eventuality can be covered.

It is intended that the protocol provides a consistent overview to all involved or interested in the role of the Mayor and Deputy Mayor. In particular it should assist in the transition each year to a new Mayor and Deputy Mayor.

2.2 The draft protocol was considered by the Policy & Resources Committee at its meeting on 15th December 2021. The committee supported the protocol in principle and discussed a number of elements where minor amendments were suggested. The draft protocol (attached) has been amended to reflect those comments. The Policy & Resources committee resolved to recommend to the Town Council that the Mayoral Protocol is adopted.

3. Recommendation

That the draft Mayoral Protocol is adopted.

ROYAL LEAMINGTON SPA TOWN COUNCIL

Mayoral Protocol (DRAFT – Jan 22)



Approved – insert date.

1 INTRODUCTION

This Mayoral Protocol has been produced to assist the Town Mayor and Deputy Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the civic role.

The Mayoral Protocol also assists Mayors and Council staff to apply a consistent approach when dealing with issues connected to the civic function.

The object of the information is to try and ensure that the civic year runs as smoothly as possible. Not all eventualities will be covered by this protocol.

2 BACKGROUND - Town Mayor

Section 245 (6) of the Local Government Act 1972 gave Parish Councils the power by resolution to give themselves the title of Town Council. The Chair of a Town Council is entitled to the title of 'Town Mayor' and the vice-chair to the title of Deputy Town Mayor'. A Town Mayor has the same rights and duties as a local Council Chairman.

The Councillor becoming Mayor

Being the Mayor is different from being a Councillor. A Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and promote social cohesion.

The Mayor may undertake a wide range of activities, including:

- Hosting / welcoming visiting dignitaries.
- Attending events and meetings.
- Being invited to be the president of various organisations.
- Speaking at events
- Supporting voluntary / community groups.
- Participating in civic events

This will involve evening engagements, possibly early mornings and will mean being in the public eye for the whole year. With this in mind, the Mayor will need to exhibit a keen and genuine interest in those they meet, show enthusiasm and commitment to the role, ensure that they are non-party political when on civic duty, speak up for the town's interests and always be mindful of the dignity of the Office.

The Mayor is elected by Royal Leamington Spa Town Council at the Annual Meeting of the Town Council in May. A new Deputy Mayor is also elected at this meeting.

The Mayor's Term of Office is for one year and during this time the Mayor continues to be a Member of the Council and presides over the meetings of the Council.

The Mayor will choose their own Consort who can be either a spouse/partner, fellow councillor, family member or friend. The Consort should be given equivalent respect and dignity whenever they accompany the Mayor on civic engagements.

When representing Royal Leamington Spa Town Council, the Mayor and Consort will usually wear the official Chains of Office. The Chains of Office will normally be worn at all official functions within Royal Leamington Spa and they can also be worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitation.

The Mayor also has a number of statutory functions which are set out below:

- If present at a Royal Leamington Spa Town Full Council meeting, the Mayor must chair the meeting.
- At a meeting of the Town Council, the Mayor has a casting vote in the event of a tie.
- The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions.
- The Mayor has a duty to ensure the agenda is followed correctly.

3 THE CIVIC YEAR - EVENTS

The civic year is focussed on a number of key events. Below are the key events which are organised during the Mayor's year in office. The dates should be discussed by the Mayor and Officers to ensure that they are suitable.

- **Remembrance Sunday** - Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The event is co-ordinated by the Town Council in conjunction with the Royal British Legion and Warwick District Council. The Mayor is always invited to the service and will lay a wreath on behalf of Royal Leamington Spa Town Council in memory of those men and women who gave their lives for their country.
- **Civic Service** - The Mayor may wish to arrange a Civic Service, which is usually held annually. The Mayor may appoint a spiritual leader (e.g. a chaplain) to support them.
- **Civic Dinner** - The Civic Dinner is held annually and is an opportunity to raise money for the Mayor's charity.
- **Mayor's Awards** - The Mayor's Awards are intended to celebrate the achievements of individuals and organisations throughout the year in Royal Leamington Spa and an event is arranged to recognise their contributions.
- **Annual Town Meeting** - This is not the Annual Meeting of the Town Council. It is a requirement that all parishes in England hold an 'Annual Town/Parish Meeting' to which all local electors are entitled to attend. The meeting is chaired by the Mayor. The meeting must be held between 1st March and 1st June each year.

4 SUPPORT FOR THE MAYOR

Day to day support for the Mayor is provided by the Civic Officer, under the general direction of the Town Clerk. The focus of this support is to ensure the smooth running of the Mayor's many civic engagements. Regular meetings are held to discuss mayoral activities.

All correspondence for the Mayor is kept in the Town Council offices and Mayoral attendance at events should only be organised through the Town Council offices. All promotional activity should also be undertaken through the Town Council offices and in accordance with agreed Town Council policies.

The capacity of officers to support mayoral activities needs to be considered carefully when planning the mayoral year.

5 MAYOR'S ALLOWANCE

The Mayor may be paid an allowance to meet the expenses of their office. This allowance may be agreed as part of the budgetary process. This is commonly described as recompense for the expenses of maintaining the dignity of the office. The allowance is expected to be used to pay for items such as clothing, tickets to functions, donations / purchase of raffle tickets, travel and other incidental expenses in attending civic engagements and functions. The allowance is subject to the usual tax and national insurance and will be paid through the Town Council's payroll system.

6 SUPPORT BY DEPUTY MAYOR

The Councillor elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unable to attend. If the Mayor is not present at a Council meeting, the Deputy Mayor must chair the meeting.

7 CIVIC INSIGNIA AND REGALIA

The Mayor's chain and badge of office are the outward signs of the civic office held. The Mayor should not wear the civic insignia in another capacity or another area without express permission from the Council, or where relevant the host Parish / Town Council. Due care must be given to all regalia.

8 PRECEDENCE AND PROTOCOL

It is suggested that Town Mayors should be addressed as 'Mr/Madam Mayor'. NB - a female Mayor is not a Mayoress. Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits.

9 MAYOR'S CHARITY

The Mayor may identify a charity or charities to support during their time in office. The Mayor is able to choose to support causes that reflect his/her areas of interests. There is however a requirement that the organisation chosen must:

- Be a charity registered with the Charity Commission or a Community Interest Company
- Have a strong local connection and presence

Funds raised for the Mayor's charities cannot be used for any other purpose other than as a donation to the charity / organisation identified when the funds were raised, save for covering all reasonable costs to raise the funds. Consideration should be given to working with the charities / organisations involved to undertake fundraising activity.

10 RECEIPT OF GIFTS

In the course of the term of Office, gifts may be offered to the Mayor. It is suggested that all Councillors should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally. In accordance with the code of conduct, within 28 days of receipt, all councillors including the Mayor, must inform the Monitoring officer of any gift or hospitality received equal to or greater than the value of £25. This notification will include the details of what was received, what was done with the gift and the date it was received.

11 END OF MAYORAL YEAR

At the Annual Meeting of the Town Council, the Mayor's term of office concludes and a Mayor for the forthcoming year is elected.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 10 - UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

1. Purpose of the Report

- 1.1 To receive and consider any updates from the Town Council's representatives on outside bodies.

2. Introduction / overview

- 2.1 The Town Council has a number of representatives on external bodies. An important part of that role is to provide feedback to the Town Council on the activities of those bodies and any key matters arising.

Updates will be provided at regular intervals through the year to the Town Council or the relevant committee.

Where there is an update in relation to an external body, the Town Council representative will be asked to provide a short written summary for inclusion in a report. This can then be supported by a short verbal update at the meeting if helpful. It should be noted that there may not be a significant update for each external body at every meeting, depending on the nature and timing of their activities and meetings.

3. UPDATES

- 3.1 *Christmas Lights Event Working Group (Cllrs S Rasmussen and A Stevens).*

No update

- 3.2 *Warwickshire Association of Local Councils – County Committee (Cllr S Boad)*

A new Chief Executive has been appointed to take over from John Crossling - Ja'Neen Day is currently deputy chief executive of the Leicestershire and Rutland Association of Local Councils. She will be starting at the beginning of February.

A reminder about the Local Council Climate Action Day training that is taking place on 19th January and 30th March. This one-day workshop from the Centre for Sustainable Energy will help support town and parish councillors make sense of the scale of the climate emergency, and take action in the way that is most appropriate to their area and spheres of influence.

The link to the registration page is here:

https://www.walc.org.uk/climate-events?mc_cid=de27cc9555&mc_eid=80cce4603f
(please register via the Town Clerk if interested.)

- 3.3 *Leamington Chamber of Trade (Cllr J Clarke)*

3.4 *Warwickshire Pension Fund (Town Clerk)*

The Town Clerk attended the (virtual) Pension Fund AGM on 26th November.

Key points:

- Pension Fund generally in good shape. Strong asset returns even during the pandemic.
- 2022 will see the triennial valuation of the fund – which will inform the calculation of future employee contribution rates from April 2023.
- Looking to implement self service, so members can update their own details and see their pension information etc.

- Key themes of the 2022 strategy review:
 - Climate change
 - Risk – right levels.
 - Investing in a post pandemic world.
 - Private markets allocation.

3.5 *Creative Quarter Partnership Board (Cllr S Rasmussen)*

Likely to be addressed through new Transformation Board (see 3.8)

3.6 *Future High Streets Fund (Cllr J Clarke)*

Likely to be addressed through new Transformation Board. (see 3.8)

3.7 *Leamington International Twinning Society- Executive Committee (Cllr A Stevens)*

The Clerk, the Mayor and Jack Bonte, Chair of CSAI, met in November. It was agreed that an outgoing visit from Leamington to Sceaux would take place from May 6th to 11th 2022.

An enjoyable and well attended Christmas Lunch was held at the Angel Hotel on Sunday 12th December 2021.

A residential reunion of members of LITS, CSAI and FBS is due to take place at an Oxford college from April 1st - 3rd 2022.

An incoming visit from Bruhl has been provisionally arranged for October 8th - 12th 2022.

September 2023 will mark the 50th anniversary of the twinning partnership between Leamington and Bruhl. The Town Council will need to decide how the anniversary will be celebrated.

3.8 *Leamington Spa Transformation Board (Cllr S Rasmussen)*

The Transformation Board, part of the Transformation framework for Leamington, managed to meet for the first time on 5th January. It was a general scoping exercise, with Board members and supporting officers introducing themselves, followed by a general discussion about the purpose of the Board and hopes for what it will achieve in drawing together and driving all the many and disparate elements of change in our town. It was acknowledged that we have a once-in-a-generation chance to make significant impact on the form and function of our town. It is also a fact that our work

will be vitally important when trying to attract future funding: strategic priorities need to be identified and ways of achieving objectives must be clear.

The process of finding an independent Chair for the Board has started. Andrew Day chaired in a temporary capacity. He welcomed the fact that all 3 tiers of local government were represented, and that it was a non-politically aligned body. It was also noted that the governance structure and other elements will develop as the project moves forward.

The next step is to identify a Chair of the Advisory Group. This group will be vital as professional experience of developments on this scale is spread very thinly among members of the Board. The importance of consultation was mentioned but also that we are mindful of the difference between consultation and advice. Previous work such as the 2018 Town Centre vision document and our Neighbourhood Plan were mentioned as being very useful.

An approach to communication (with partner groups and wider public) will be developed

That the Town Council rep will be asked to contribute to communications / press releases, e.g. through providing a quote – to demonstrate the partnership nature of the board.

4. **RECOMMENDATIONS**

i) That Council notes the updates provided.

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 11 – BY-ELECTION RESULT AND COMMITTEE MEMBERSHIP

1. Purpose of the Report

To note the result of the recent Willes ward by election, welcome Cllr Ruggy Singh to the Town Council and consider the issue of committee membership.

2. Willes Ward By-election

Following the occurrence of a casual vacancy, due to the resignation of a Town Councillor, a by-election for Willes ward took place on 2nd December 2021. Rugwinder Singh Jugpal (commonly known as Ruggy Singh) was elected to the Town Council.

3. Committee membership

- 3.1 Following the election of Cllr Ruggy Singh, the balance of seats across the political parties has changed slightly, as shown below.

Balance of seats previously		Following Willes by-election Dec21	
Political group	Number of seats (% of total seats)	Political group	Number of seats (%)
Green	5 seats (31.25%)	Green	6 seats (37.5%)
Labour	4 seats (25%)	Labour	3 seats (18.75%)
Liberal Democrat	7 seats (43.75%)	Liberal Democrat	7 seats (43.75%)

Although not required to, the Town Council generally uses the principal of political proportionality when apportioning seats to its respective committees. Assuming the same principles are followed, the by election result will have the effect of increasing the number of green party seats on committees and reducing the number of labour party seats.

- 3.2 Given the proximity of the end of the current municipal year, the following is proposed:

- 3.2.1 That an additional member is added to the planning committee with immediate effect, to replace Cllr Atwal. Based on the approach taken by the Town Council to committee membership and proportional representation across the political groups, this would be a Green Party Councillor.

Due to the technical nature of the planning function and the work undertaken by the Town Council's planning committee, it is recommended that any member added to the planning committee should undertake relevant training, unless they have already done so previously. This can be done in a variety of ways, including:

- Training provided by the Town Council's own officers.
- Use of planning info / materials provided by Warwick District Council in their capacity as the Local Planning Authority.

-Planning training provided (virtually) by Warwickshire Association of Local Councils (WALC).

3.2.2 That the remaining committees are considered as usual at the start of the new municipal year, at which point the impact of the change on the balance of seats will be considered further and the committee membership for 2022/23 agreed by the Town Council.

3.3 For information the current make up of the Town Council's committees is shown below.

Committee	No of Seats	Labour	Liberal Democrat	Green
Policy and Resources	9	2	4	3
Cultural and Community	8	2	3	3
Planning	8	2	4	2
Urgent Matters	5	1	2	2
Allotments Sub Committee	5	1	2	2
Staffing	5	2	2	1
Neighbourhood Plan Steering Group	4	1	2	1
Total Seats	44	11	19	14
Percentage allocation (actual)		25	43.2	31.8
Percentage entitlement		25	43.75	31.25

3.4 The existing membership of the Town Council's committees is shown at appendix A.

4. Recommendations

- i) That the Town Council notes the result of the Willes by-election.
- ii) That the Town Council identifies an additional member of the planning committee with immediate effect. Based on the Town Council's usual approach to allocation of committee seats, this would be a Green Party Councillor.
- iii) That the Town Council reviews its other committee membership as usual at the start of the new municipal year 2022/23.

Appendix A – current committee membership

Committee	No of Seats	Councillors
Policy and Resources	9	Sarah Boad Alan Boad Will Bryce Mubarik Chowdry Judith Clarke Bill Gifford Jade McGhee Louisa Radice Susan Rasmussen
Cultural and Community	8	Julija Boulton David Brunson Will Bryce, Judith Clarke Jennifer McAllister Jade McGhee Louisa Radice Amanda Stevens
Planning	8	Janet Alty Julija Boulton David Brunson Mubarik Chowdry Jennifer McAllister Amanda Stevens Nick Wilkins Vacancy
Urgent Matters	5	Janet Alty Sarah Boad Judith Clarke Bill Gifford Nick Wilkins
Allotments Sub Committee	5	Janet Alty Sarah Boad David Brunson Susan Rasmussen Nick Wilkins
Staffing	5	Sarah Boad Judith Clarke Jennifer McAllister Susan Rasmussen Nick Wilkins
Neighbourhood Plan Steering Group	4	Janet Alty Sarah Boad Mubarik Chowdry Susan Rasmussen

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 12 – ANNUAL MEETING

1. Purpose of the Report

To consider the date and format of the Annual meeting in May 2022.

2. Background

In a non-election year, the Town Council is required to hold its annual meeting on any day in May. The Town Council is asked to consider and agree the date for the annual meeting in May 2022 and to consider the format, given the ongoing Covid situation.

3. Meeting format

It is understood that in an ordinary year the annual meeting of the council, including the 'Mayor Making', would be quite a large affair with significant numbers of invitees / attendees.

However, due to Covid there remains much uncertainty regarding the appropriateness / feasibility / safety of large gatherings in the coming months. It is therefore quite possible that the Town Council will not wish to create a large gathering at its annual meeting, but will wish to limit the numbers involved and focus on the business aspects of the meeting, accepting that the meeting will be a meeting in public.

3.1 Meeting date and timing

The current Mayor has been invited to a twinning visit to Sceaux in early May. It is therefore suggested that the annual meeting should take place in Mid May. The following dates have been identified as possible dates for the annual meeting (These dates are during the week and a 6pm start time is anticipated / suggested).

Efforts have been made to avoid obvious clashes and dates are also based on the availability of the Council Chamber, which is currently available at these times.

12th May

16th May

19th May

3.2 Calendar of Meetings – 2022/23.

A full calendar of meetings for 2022/23 will be presented to the Town Council at its meeting in March for consideration / approval. Due to ongoing Covid uncertainty more effort is required in setting the calendar as the availability of other meeting rooms needs to be checked, in anticipation that the Town Council's own meeting

room may remain too small to enable committee meetings to go ahead in accordance with suitable Covid related measures.

4. **Recommendation**

That the Town Council considers and agrees the date and considers the format of the Annual meeting.

Report No. 13 - Minutes of previous meetings.

DRAFT MINUTES OF THE MEETING OF THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA HELD ON 11 NOVEMBER 2021.

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

Officer: Town Clerk.

51. **APOLOGIES FOR ABSENCE**

Apologies were received from Cllrs J Boulton and Cllr J McGhee.

Resolved to accept the apologies from Cllr J Boulton,

Resolved to accept the apologies from Cllr J McGhee

52. **DECLARATIONS OF INTEREST**

Cllr B Gifford declared a non-pecuniary interest as a member of Warwick District Council and Warwickshire County Council DC.

Cllr A Boad declared a non-pecuniary interest as a member of Warwick District Council.

53. **PUBLIC FORUM**

There were no representations from members of the public.

54. **UPDATES FROM GRANT FUNDED ORGANISATIONS**

The Council considered report number 4 and received a verbal update from Julie Robinson (Chief Executive) of Citizen's Advice South Warwickshire. The following points were made:

Primarily volunteer advisers - receive lots training.

Lost volunteers due to pandemic. Need to recruit more, which is challenging.

Small cohort of paid case workers on specific projects – including face to face visits. Leamington & Stratford offices – supported 4000 clients – often debt / welfare benefit issues.

Demand is high. Jun20–Jun21: 12,000 phone calls received. Helped 4000 people. Often complex issues.

Biggest challenge – 2 sites. Hamilton terrace in Leamington – not that suitable for service provision. Need to support people differently. And more efficiently. Need to get into the community – make themselves accessible. – provide community advice in different venues. Help people increase their income

The Council also considered the written update reports from Barnardo's and Lillington Library.

Resolved that the Town Council notes the updates from the identified organisations.

55. COUNTY AND DISTRICT COUNCILLOR FORUM

Cllr Gifford noted that consideration was being given to 20mph speed limits or zones, through a working party. The differences between a 20mph limit and Zone were discussed.

Cllr A Boad noted that Warwick District Council was concentrating on a merger of services with Stratford District Council. The possible political merger will be considered in December.

Budget constraints were being considered – WDC had not yet had to close services. WDC had passed a motion on buses, changing it to refer to a possible low emission Zone across Leamington Spa.

Cllr S Boad noted that the County Bus Service Improvement Plan had been approved by WCC and was the basis for a bid for substantial government funds to improve bus services.

56. ELECTRONIC PAYMENTS

The Council considered report No. 6 regarding the use of electronic payments

Resolved

- i) That the proposals for use of electronic banking to make payments are considered and approved.
- ii) That the proposed amendments to Standing Orders and Financial Regulations (as identified in paras 5.3) are approved.
- iii) That the use of a debit card is approved, in accordance with the existing arrangements identified in the Town Council's financial regulations.
- iv) That the necessary arrangements to enable the use of electronic payments are made.

57. CORPORATE OBJECTIVES

The Town Council considered a report regarding a proposed revision of the Town Council's corporate objectives.

Resolved that the revised corporate objectives are adopted.

It was noted that the Corporate Objectives would provide the basis for future action plans and activities.

58. LEAMINGTON SPA TRANSFORMATION FRAMEWORK / BOARD

The Town Council considered and discussed report No. 8 regarding the proposals for a Leamington Spa Transformation Framework and Board.

It was noted that this will bring together the governance relating to a range of projects in the Town.

Resolved that Councillor Susan Rasmussen be the Town Council representative for the Leamington Spa Transformation Board.

59. UPDATES FROM REPRESENTATIVES ON EXTERNAL BODIES

The Town Council considered updates from its representatives on external bodies, as contained in report number 9 and with the following noted.

Christmas Lights

The lights switch on event had taken place and had been very busy.

WALC

Town Clerk to circulate the dates of the two further WALC climate change workshops.

Resolved – that the updates are noted.

60. CASUAL VACANCY – WILLES WARD

The Town Council considered report No. 9.

Resolved

i) That the Town Council notes the situation regarding the casual vacancy arising from the resignation of Cllr Atwal.

ii) That the financial implications are considered further during the Town Council's budget setting process.

61. CITY STATUS COMPETITION – UPDATE

The Town Council considered report No. 10 regarding the City Status Competition.

It was noted that Warwick Town Council was considering a bid.

Resolved

i) That the Town Council notes the views of the Communications Working Group.

ii) That the matter of City Status is not pursued.

62. MINUTES OF COUNCIL AND COUNCIL COMMITTEES

Resolved that the minutes of the Town Council on 16th sept 21 are confirmed as a correct record.

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

Culture & Community Committee 14June21, 20Sept21

Planning – 02Sept21, 23Sept21.

Policy & Resources Committee – 09th Sept21

63. PAYMENTS

The Town Council noted payments made under delegated powers, as detailed in the report.

Resolved to approve the following payments.

Payee	Details	Amount	VAT	Total
Warwick District Council	Contribution to Christmas Lights 2021	£20,000.00		£20,000.00
Shrubland Street Primary School	Leam in Bloom - Green Grant	£200.00		£200.00
WCC Briar Hill Infant School	Leam in Bloom - Green Grant	£200.00		£200.00
St Margaret's CofE Junior School	Leam in Bloom - Green Grant	£200.00		£200.00
St Joseph's Catholic Primary School	Leam in Bloom - Green Grant	£200.00		£200.00
Clapham Terrace Primary School WCC	Leam in Bloom - Green Grant	£200.00		£200.00
MTYE (Music To Your Ears)	Event listing / promotion.	£17.50		£17.50
Rollason Fencing	Cliffe Allotments Grant (Sheds purchase)	£535.00		£535.00
Campion Hills Allotments Association	Allotment grant payment	£1,100.00		£1,100.00
Anne Goodey	reimbursement - expenses for Charity event	£69.25		£69.25
Citizen's Advice South Warwickshire	Grant funding 2021-22	£20,000.00		£20,000.00
Barnardo's	Grant funding 2021-22	£7,500.00		£7,500.00
Lillington Library (WCC)	Grant funding 2021-22	£2,800.00		£2,800.00
Rotary Club of Royal Leamington Spa	Community Grant	£1,750.00		£1,750.00
Warwick District Shopmobility Ltd	Grant funding 3rd quarter	£6,500.00		£6,500.00
Identity Studio Ltd	Neighbourhood Plan web domain	£18.00	£3.60	£21.60
				£0.00
		£61,289.75	£3.60	£61,293.35



THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
MINUTES OF THE MEETING OF THE PLANNING MEETING HELD
ON 4th NOVEMBER 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), David Brunson, Mubarik Chowdry, Amanda Stevens, Nick Wilkins and Jade McGhee (substituting for Councillor Alty).

Apologies: Councillors Julija Boulton and Janet Alty

91. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

There were none.

92. PUBLIC FORUM

No representations.

93. MINUTES

The Minutes of the Planning Committee held on 14th October 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 14th October 2021 are confirmed and signed as a correct record.

94. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the four holding objections submitted following the previous Planning meeting:

- W/20/2034 – 55 Henley Rd – still requires all information requested
- W/21/0962 – 1 Augusta Place and the upper floors of 36 Regent St – now has objections from Waste Management and Environmental Health, nothing as yet from Conservation.
- W/21/1577 – Holly Bush Inn, Holly St – still requires all information requested
- W/21/1625 – 264 Valley Rd – objection now from Environmental Health, information still required.

95. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/21/0952 Mr Dharamvir Awesti Demolition of existing single storey temple (operational in industrial shed) and two storey community centre and erection of replacement two storey temple with associated works, including 8no. parking spaces (amended plans) 10B High Street CV31 3AN

RESOLVED that the Town Council wishes to maintain its previous comment of support for this application.

W/21/1837 Canal & River Trust Display of freestanding gateway totem sign used to mark the entrance to the Grand Union Canal and provide wayfinding information. Grand Union Canal Old Warwick Road Leamington Spa

RESOLVED that The Town Council supports this application as an marked improvement on the existing signage and as supporting Neighbourhood Plan policy RLS15g).

W/21/1778LB Mr Greg Stock Erection of replacement garage and raising of boundary wall 19 Lansdowne Circus CV32 4SW

RESOLVED that no objection is raised

W/21/1636LB Mrs Caroline Sylvester Listed building consent for part roof replacement and internal alterations 52 Binswood Avenue CV32 5RX

RESOLVED that no objection is raised subject to no objection from Conservation

W/21/1764 Dobre Manusev Erection of single storey side and front extension 40 Newnham Road CV32 7SW

RESOLVED that no objection is raised

W/21/1632 Mrs Katie Taylor Change of use from residential dwelling to mixed use (single residential dwelling and childcare purposes) and erection of an outbuilding within rear garden 246 Cubbington Road CV32 7AX

RESOLVED that no objection is raised

W/21/1783 Mark Forrest Demolition of existing detached garage and erection of a two-bed single storey dwelling 39 Lonsdale Road CV32 7EP

RESOLVED that no objection is raised

W/21/1548 Mr Marco Nievergelt Proposed erection of rear outbuilding 42 Quarry Street CV32 6AU

RESOLVED that no objection is raised. The Town Council notes the comment re further information being requested by the Ecology officer

W/21/1809 Mr Rajan George Erection of single storey rear extension and new pitched roof to side 7 Lamintone Drive CV32 6SJ

RESOLVED that an objection is raised on the following ground:

The application breaches the 45-degree line to no 5 Lamintone Drive

W/21/0899 Mrs Andrew Hill Installation of CCTV column with CCTV camera Victoria Park Princes Drive Leamington Spa

RESOLVED that the Town Council supports this application as a valuable aid to reduce anti-social behaviour and crime in the park

W/21/1708 Mr Mark Sidhu Erection of single storey front extension. Erection of pitched roof garage. 1 Burford Mews CV31 1SY

RESOLVED that no objection is raised

RESOLVED that no objection is raised

96. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this Committee.

RESOLVED that it is noted there are no determinations on this occasion.

97. PLANNING APPEAL NOTIFICATIONS

There were none.

98. PLANNING APPEAL DECISIONS

There were none.

99. TREE PRESERVATION ORDERS

There were none.

100. WDC PLANNING COMMITTEE

The next WDC Planning Committee meeting is scheduled for 9th November for which there are no Leamington Spa applications and the next meeting scheduled for 10th November is cancelled.

Meetings are next scheduled for 14th and 15th December. The Democratic Support Officer will contact members if there are Leamington Spa applications being considered which require Town Council representation.

101. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

102. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 6:56pm.

Signed

Dated



THE TOWN COUNCIL OF ROYAL LEAMINGTON SPA
MINUTES OF THE MEETING OF THE PLANNING MEETING HELD
ON 25th NOVEMBER 2021.
THE MEETING TOOK PLACE VIRTUALLY VIA ZOOM.

Present: Councillors Jennifer McAllister (Chair), David Brunson, Mubarik Chowdry, Amanda Stevens and Nick Wilkins

Apologies: Councillors Julija Boulton and Janet Alty

103. DECLARATIONS OF INTEREST AND REQUIREMENTS FOR DISPENSATIONS

Councillor Wilkins declared a non-pecuniary interest in application W/21/1577 by means of knowing the pub manager and Councillor McAllister declared a non-pecuniary interest in application W/21/1897LB as a member of the Leamington Blue Plaques Group.

104. PUBLIC FORUM

No representations.

105. MINUTES

The Minutes of the Planning Committee held on 4th November 2021, having been circulated, were considered.

RESOLVED that the Minutes of the Meeting of the Planning Committee held on 4th November 2021 are confirmed and signed as a correct record.

106. MATTERS ARISING

The Democratic Support Officer gave brief updates on the current status of the four holding objections submitted following the previous Planning meeting:

- W/20/2034 – 55 Henley Rd – continues to require all information requested
- W/21/0962 – 1 Augusta Place and the upper floors of 36 Regent St – now has objections from Waste Management, Environmental Health and Conservation, effectively making the Town Council's holding objection into a full objection.
- W/21/1577 – Holly Bush Inn, Holly St – continues to require all information requested
- W/21/1625 – 264 Valley Rd – objection now from Environmental Health, no objection from WCC Highways and no management plan available

107. PLANNING APPLICATIONS

Consideration was given to a schedule of planning applications (Report No. 6).

RESOLVED that no objections are raised to the planning applications in the schedule (Report No. 6), with the exception of the following which were discussed in greater detail:

W/21/1902 Trustees of the England Settlement Proposed
changes of use of upper floors to 2 new flats 102 Parade CV32 4AQ

RESOLVED that no objection is raised subject to no objection from the Conservation Officer and comments from Contract Services on proposed refuse/recycling storage and collection. Also requires confirmation of adequate cycle parking provision. The Town Council notes the lack of parking provision for this proposed development but acknowledges the highly sustainable town centre location.

W/21/2030 R Pritchard Erection of proposed single storey side and
rear courtyard extension following demolition of existing outbuildings. Erection of proposed
rear dormer and installation of rear rooflight 8 Brownlow Street CV32 5X

RESOLVED that no objection is raised subject to no objection from the Conservation Officer

W/21/1953 Mrs Diana Neal Change of use from beauty parlour
(sui genesis) to retail (Use Class E) 14 Clarendon Avenue CV32 5PZ

RESOLVED that no objection is raised

W/21/1577 Hawthorn Community Pub Co Installation of
decked area and erection of fabric tent (retrospective application) Holly
Bush Inn Holly Street CV32 4TN

RESOLVED that the Town Council's holding objection is maintained until comments from Conservation, Environmental Health and Highways are available.

In accordance with the Council's Code of Conduct, Councillor Wilkins, having declared a non-pecuniary interest in the above item by reason of knowing the pub manager remained in the meeting and did not take part in the discussion thereon.

W/21/1495 Dr Parveen Aggarwal Change of use of existing 4
bedroomed dwelling (use class C3) to a 5 bedroomed House in Multiple Occupation (HMO)
(use class C4) 1 Spencer Street CV31 3NE

RESOLVED that no objection is raised. The Town Council notes and supports the comments of the Conservation Officer regarding retaining the original rear wall if possible. Also noted is the fact that Bedroom 5 is more than one floor away from the proposed kitchen which is not in line with WDC HMO standards.

W/21/1496LB Dr Parveen Aggarwal Internal alterations to
facilitate a conversion of a dwelling to HMO 1 Spencer Street CV31 3NE

RESOLVED that no objection is raised. The Town Council notes and supports the comments of the Conservation Officer regarding retaining the original rear wall if possible. Also noted is the fact that Bedroom 5 is more than one floor away from the proposed kitchen which is not in line with WDC HMO standards.

W/21/1897LB Royal Leamington Spa Town Council Proposed
installation of blue plaque on front elevation 50 Bath Street CV31 3AE

RESOLVED that the Town Council supports this application as a valuable addition to Leamington Spa's Blue Plaque trail.

In accordance with the Council's Code of Conduct, Councillor McAllister, having declared a non-pecuniary interest in the above item by reason of being a member of the Blue Plaques Group remained in the meeting and did not take part in the discussion thereon.

W/21/1389 Miss Shannon Medland Proposed change of use from current Use Class E to Sui Generis (Nail Bar and Reflexology) 77 Regent Street CV32 5DX

RESOLVED that no objection is raised subject to no objection from the Conservation officer

W/21/1709 Coal Pension Properties Ltd Application for the Removal of Condition 9 (which restricts A3 use) of planning permission W/96/0996
6 Satchwell Court Royal Priors Shopping Centre CV32 4QE

RESOLVED that no objection is raised. The Town Council would like this property to retain an active frontage onto Satchwell Court.

W/21/1710 Coal Pension Properties Ltd Application for the Removal of Condition 6 (restricting use to a shop, Use Class A1) from planning permission W/11/1288
5 Satchwell Court Royal Priors Shopping Centre CV32 4QE

RESOLVED that no objection is raised. The Town Council would like this property to retain an active frontage onto Satchwell Court.

W/21/1864LB Mr & Mrs Kilshaw Erection of patio extension over existing courtyard. Installation of proposed velux rooflight. Installation of new and replacement fenestration and internal alterations 37 Dale Street CV32 5HL

RESOLVED that no objection is raised subject to no objection from the conservation officer. The Town Council has a concern that the proposed patio cuts light to the courtyard area to the flat below, thus potentially having a negative impact on 37A Dale St. The proposed rooflight would appear insufficient to allay this.

W/21/1745 Dr Singh Erection of a 4 bed House in Multiple Occupation (HMO) (Use Class C4) (amendment to planning permission ref: W/16/1830)
2 Manor Farm Close CV32 7FA

RESOLVED that no objection is raised. The Town Council would like to see the same note attached to this application as was attached to the committee report for W/21/0610 - "The District Council has not had regard to the use of the garage as a car parking space" for consistency.

W/21/1881 Mr I Henderson Erection of timber gazebo
Lillington Bowling Club Lime Avenue CV32 7DB

RESOLVED that no objection is raised.

W/21/1938 Mr Jonathan Daly Application for the removal of Condition 4 (renewable energy scheme) of planning permission ref: W/16/0908
(Erection of two storey extension to side and rear) 23 Northumberland Road CV32 6HE

RESOLVED that The Town Council seeks further information on whether the works done satisfy this condition before reaching a final view.

W/21/1913 Mr P Barrett Proposed erection of 2x two storey side extensions and single storey rear extension. Revisions to detailing and fenestration 47 Beverley Road CV32 6PW

RESOLVED that an objection is raised on the following grounds:

- Overdevelopment of the site in terms of scale, mass and bulk contravening Local Plan Policy BE1
- Proposed extensions are not subservient to the original dwelling
- Negative impact on the neighbour's amenity at 49 Beverley Rd in terms of loss of light

W/21/1889 Mr & Mrs Galloway Erection of single storey rear extension, hipped roof over existing two storey side extension, erection of a rear dormer and installation of rooflights to facilitate a loft conversion 12 Almond Avenue CV32 6QD

RESOLVED that no objection is raised. The Town Council supports the comments of the Ecology officer with regard to the submission of required information and also notes the outcome of the appeal on 10 Almond Avenue's roofline which states that one continuous roofline is preferable for these properties.

W/21/1660 Mr Patrick O'Sullivan Application for the existing dwelling to be subdivided to form two dwellings with associated internal alterations. Erection of single storey rear elevations, dormers to rear, rooflights, application of render to front elevations, erection of wall and railings to front 3-5 Mill Street CV31 1ES

RESOLVED that no objection is raised subject to the final parking survey submitted being confirmed by the LPA as robust and accurate, and as being carried out in strict accordance with the WDC Parking standards

Councillor Wilkins left the meeting for personal reasons at 7:02pm.

108. DETERMINATION OF PLANNING APPLICATIONS

Consideration was given to a Report (Report No. 7) containing details of planning applications in which the Planning Authority had arrived at a decision contrary to the observations and decisions of this

RESOLVED that the Planning Determination is noted.

109. PLANNING APPEAL NOTIFICATIONS

There were none.

110. PLANNING APPEAL DECISIONS

There were none.

111. TREE PRESERVATION ORDERS

There were none.

112. WDC PLANNING COMMITTEE

The next meeting is scheduled for 14th December. The Democratic Support Officer will contact members if there are Leamington Spa applications being considered which require Town Council representation.

113. LICENSING APPLICATIONS

No current licensing applications called in for discussion.

114. AOB

There was none.

The meeting commenced at 6:00pm and concluded at 7:10pm.

Signed

Dated

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 7th OCTOBER 2021

Present: Councillors Janet Alty, David Brunson, Mubarik Chowdry (Chair), Judith Clarke, Bill Gifford, Jennifer McAllister, Jade McGhee and Louisa Radice.

Officers: Stephen Marks, Town Clerk

35. Apologies for Absence

Apologies were received from Cllr S Boad (Cllr J McAllister substituting), Cllr A Boad (Cllr D Brunson substituting), Cllr W Bryce (J Alty substituting) and Cllr S Rasmussen.

Resolved to accept the apologies received.

36. Declarations of Interest

Councillor Gifford declared a personal interest as a member of Warwickshire County Council and Warwick District Council in relation to concessionary parking days item.

37. Public Forum

There were no representations from members of the public.

38. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 09th September (Report No.4) are confirmed as a correct record.

39. Matters Arising from the Minutes

Responses to the Bus Service Improvement Plan consultation and the Road Safety Strategy Consultation have been submitted.

40. Projects

Cllr Gifford noted a personal interest into this item. The Committee considered the report provided.

Commonwealth Games 2022 – The committee noted the request from Warwick District Council for a contribution to the street dressing proposals related to the Commonwealth Games. The following comments were made.

-Would need to ensure that the contribution / involvement of the Town Council was clearly acknowledged

-Would like to ensure that the Old Town was included in the street dressing proposals.

-Would like to see the street dressing designs and find out more detail.

-District Council officers had advised they would welcome discussions on more detailed proposals.

It was noted that the Committee were keen to support the Street Dressing and to work with Warwick District Council but would like to explore the detail further before committing a financial contribution

Resolved that a contribution to the street dressing for the Commonwealth Games is supported in principle, subject to more detailed discussion with Warwick District Council about the locations, designs and costs involved.

All Saints Church Regeneration Project - The committee also discussed the All Saints Church Regeneration Project. The Town Clerk provided some information on the legal situation regarding the ability of town / parish councils to fund church buildings or land.

Warwickshire Association of Local Councils (WALC) had advised that Town Councils should not be making direct contributions to church property / buildings / land. National Association of Local Councils (NALC) briefing note LO1-18 Financial Assistance to the Church was noted, which suggests the Council cannot be certain of the legality of such action.

The following was discussed / noted:

The committee noted that the project was very positive and would provide a much improved community asset. The committee was happy for a letter of support to be provided for the project on behalf of the Town Council.

If the Town Council is not able to fund / contribute to improvements to the buildings / land, we could discuss with All Saints Church whether there are other aspects of their work that would be eligible for support, for example from the Town Council's Community Grant Fund. **Action: Town Clerk to speak to All Saints Church representative.**

Resolved that a letter of support be provided from the Town Council to support the project.

It was noted that the District Council were currently consulting on management and charging arrangements for local tennis facilities and that there was some concern about the possible introduction of charges at Christchurch Gardens tennis courts. It was proposed that the Town Council might be able to subsidise some elements of this – e.g. use by community groups.

Action: Town Clerk to contact WDC to find out more about the proposed arrangements.

41. Electronic payments

The Committee discussed the proposals and were supportive of them.

Resolved

- i) That the committee supports the proposals for use of electronic banking to make payments.
- ii) That the Town Clerk explores further the use of a debit card for small payments.
- iii) That the Town Clerk develops the proposals for consideration / approval by the Town Council.

42. Budget setting process

The Committee noted the proposed arrangements and timescales for setting the budget for 2022/23 and thanked the Town Clerk for laying out the process so clearly.

43. **Policy Review**

The committee noted and supported the proposal regarding the review of the Town Council's policies over the coming months.

44. **Concessionary Parking Days**

The committee considered the report and

Resolved that the following dates be agreed for the free parking in WDC car parks: 7th November (Christmas Lights event) and 4th December 2021 (Small Business Saturday)

45. **Budget / finance monitoring**

The Committee noted the budget / finance monitoring information provided. It was proposed that some of the unused £400 budget for the twinning reception could be used to mark the ongoing friendship / relationship with Bo in Sierra Leone.

Action: Town Clerk to contact One World link to explore further.

46. **Payments**

The committee considered a slightly updated schedule of payments provided by the Town Clerk and

Resolved that the payments identified be agreed.

Cheque No	Payee	Details	Amount	VAT	Total
106781	Society of Local Council Clerks	Subscription / membership - Town Clerk	£430.00	£0.00	£430.00
106782	S Marks	Zoom subscription reimbursements - August & September 2021	£23.98		£23.98
106783	Savi Foods Ltd	Food / refreshments - Blue Plaque Launch 23/09/21	£88.50	£17.70	£106.20
106784	K Geddes	Reimbursement for sundries / refreshments - Blue Plaque Launch 23/9/21	£25.02		£25.02
106785	K Geddes	Reimbursement for purchases - frames for LiB certificates	£50.00		£50.00
106786	PKF Littlejohn LLP	External audit / review costs	£1,000.00	£200.00	£1,200.00
106787	Warwick District Council (chq payable to post Office Ltd to enable paying in at post Office)	Blue Plaque booklet design and printing	£75.82	£0.00	£75.82
106788	WALC	CiLCA training scheme registration - Town Clerk	£100.00	£20.00	£120.00
106789	WALC	Annual conference registration x 4	£40.00	£8.00	£48.00
106790	Nigel Fox	Leamington in Bloom Photo competition prize	£50.00	£0.00	£50.00
106791	Ignaty Dyakov-Richmond	Leamington in Bloom Photo competition prize	£35.00	£0.00	£35.00
106792	Laura Richmond	Leamington in Bloom Photo competition prize	£20.00	£0.00	£20.00
106799	RBL Poppy Appeal	Remembrance Wreath	£30.00	£0.00	£30.00
					£0.00
					£0.00
			£1,968.32	£245.70	£2,214.02

Finished 19:00

MINUTES OF A MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD ON 18th NOVEMBER 2021

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

Officers: Stephen Marks, Town Clerk

47. Apologies for Absence

Apologies were received from Cllr J McGhee.

48. Declarations of Interest

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

Councillor A Boad declared a non pecuniary interest as a member of WDC.

49. Public Forum

There were no representations from members of the public.

50. Minutes

Resolved that the Minutes of the Meeting of the Policy and Resources Committee held on 07th October (Report No.4) are confirmed as a correct record.

51. Matters Arising from the Minutes

It was noted that Warwick District Council would make a decision on its approach to managing Tennis Facilities at a meeting in December.

One world link – Town Clerk to contact the group.

All saints Regeneration Project – Town Clerk had contacted the group and would provide a letter of support.

52. Projects / Street Dressing

Rose Winship, Head of Leisure, Tourism and Culture at Warwick District Council attended to discuss proposals for Street Dressing associated with the Commonwealth Games in 2022.

As the official Commonwealth Games street dressing materials were currently still confidential, it was **Resolved**

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

The Town Council considered the options for street dressing of Leamington Spa during the Commonwealth Games.

It was noted that the Commonwealth Games organisers would dress Victoria Park and WDC would dress various locations including the route from the station to the venue, the Live Site / fan zone at the Pump Room Gardens and some entrance points to the town. The Town Council was being asked to contribute to additional street dressing in the Town Centre.

Resolved

i) That Town Council representatives (one Cllr from each group subject to availability) meet with WDC officers to discuss possible street dressing options / locations.

ii) That the matter of a financial contribution be considered further at the meeting of the Policy & Resources Committee in December.

Resolved

That the press and public be re-admitted to the meeting.

53. Allotments

The Committee considered report number 7 regarding the provision of grants to allotments societies, following the meeting of the Allotments Sub Committee on 18th October 2021.

Resolved

- i) That grants are awarded to the allotments societies as recommended by the allotments sub-committee:
- Binswood Allotment Society £1,500 – for butterfly garden and water troughs.
 - Campion Hills Allotments - £2000 – towards improved paths and tracks, subject to confirmation of appropriate permissions for the work if required.
 - Cliffe Allotments - £250 – for equipment purchase (rotary mower)
 - Old Milverton Allotments - £816 – for perimeter hedge cutting.
- ii) That the remaining funding of £1,234 be awarded (split equally) amongst the four allotments societies to be used for purchasing of composting bins or equivalent, subject to them confirming they can make use of this funding for this purpose.
- iii) That the arrangements and procedures related to grants to allotment societies are amended as described in section 4 of the report.

54. Budget / finance monitoring

The committee considered and noted report number 8 detailing transactions in September and October and monitoring of budget spend to the end of period 7 (October 2021).

55. Draft budget 2022/23

The committee considered report number 9 relating to the draft budget for 2022/23. A number of points were noted / discussed.

Salaries – there remains uncertainty regarding nationally negotiated salary increases in relation to both 2021/22 and 2022/23.

Mayoral Car – it was noted that the current lease expires during 2022/23. It was noted that there is strong desire for the next vehicle to be fully electric. It was also noted that there may be lengthy lead in times.

Climate change – it was agreed that £5k be removed from the Community Grant budget to create a climate change budget. This would be linked to the re-establishment of a climate change group to consider the Town Council’s activity on this subject.

Noted the proposed £10k allocation for a contribution to a Jubilee related event. Community groups could also bid from the Community Grant fund for Jubilee related activities / projects.

A further iteration of the draft budget will be considered at the December meeting of the committee before final consideration by the full Town Council in January 2022.

56. **Payments**

Resolved that the following payments are approved:

Payments for approval 18 Nov 21		Policy & Resources 18.11.21			
Cheque No	Payee	Details	Amount	VAT	Total
106822	Shipston Town Council	Deputy Mayor attendance at event	£50.00		£50.00
106823	Simpson Sound and Vision Ltd	Sound equipment Remembrance Sunday Service 14Nov21	£260.00	£52.00	£312.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£310.00	£52.00	£362.00

REPORT TO A MEETING OF THE TOWN COUNCIL TO BE HELD ON 13th JANUARY 2022

AGENDA ITEM 14 – PAYMENTS

1. Purpose of the Report

To consider payments for approval.

2. Background

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

Payments for approval		Leamington Spa Town Council 13.01.22			
Cheque No / Electronic payment	Payee	Details	Amount	VAT	Total
Electronic	Warwick District Council.	Contribution to Community Safety Partnership anti spiking project - approved Policy & Resources Committee 15Dec21	£1,905.00	£0.00	£1,905.00
Electronic	SLCC (Society of Local Council Clerks)	Staff CILCA (Certificate in Local Council Administration) qualification registration.	£410.00	£0.00	£410.00
Electronic	Warwick District Council.	Contribution to Commonwealth Games Street Dressing (final sum to be considered / agreed at Town Council meeting 13Jan22)	tbc	£0.00	£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
			£2,315.00	£0.00	£2,315.00