



ROBERT NASH ACIS DMS
Clerk to the Town Council

THE TOWN COUNCIL
OF
ROYAL LEAMINGTON SPA
TOWN HALL, PARADE,
ROYAL LEAMINGTON SPA
WARWICKSHIRE CV32 4AT
T: 01926 450 906 F: 01926 456 901
E: rnash@towncouncil.spacomputers.com
www.learmingtonspatowncouncil.gov.uk

29th February 2012

Dear Councillor,

A meeting of the Cultural and Community Committee will be held in Meeting Room 5 at the Town Hall, Parade, Royal Leamington Spa on **TUESDAY 6th MARCH 2012 commencing at 6.30 pm.**

The business will be as set out below.

Yours faithfully,

Clerk to the Town Council

To:- Councillors J. Clarke, R. Copping, S. Ingleby, S. Lytton, A. Morrison, Y. Moore, Mota Singh, and A. Stevens.

Mr P. Cantlay and Mr M. Crawshaw (Leamington International Twinning Society)

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

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
Members are invited to declare any interest they may have in an item identified for discussion at the Meeting.
3. **PUBLIC FORUM**
To receive representations from Members of the public in accordance with Council Standing Orders
4. **MINUTES**
To approve and sign as a correct record the Minutes of the Meeting of the Cultural and Community Committee held on 9th February 2012 (Report No. 4)

5. MATTERS ARISING FROM THE MINUTES
6. COMMUNITY GRANT - THE UPS OF DOWNS -IMPROVING NUMERICAL SKILLS OF PRE-SCHOOL AND INFANT AGE CHILDREN WITH DOWN SYNDROME. GRANT AWARDED £850

An invitation has been extended to the recipients of the above grant to attend the Meeting to outline the project and provide a progress report on the implementation of the Project since the award by the Committee in November 2011.

7. TOWN TWINNING

To consider any matters arising in relation to Twinning. Representatives of LITS will be in attendance.

8. ROYAL JUBILEE

To consider arrangements for the Royal Jubilee and Olympic Torch. (Minutes if the meeting of the Royal Jubilee Working Party – Report No. 8)

9. COMMUNITY GRANT FUND

To consider applications for assistance under the Community Grant Fund. (Report No. 9)

10. FAIRTRADE DIRECTORY

Town Clerk to report on updating the Fairtrade Directory and seek authority for payment of honorarium to a volunteer.

MINUTES OF A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE HELD ON 9 FEBRUARY 2012 AT THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA

PRESENT: Councillor Mota Singh (Chairman), Judith Clarke, Roger Copping, Sue Ingleby, Bill Gifford (substituting for Cllr Simon Lytton), Ann Morrison, Yvonne Moore and Amanda Stevens.

In attendance: John Mather, Mike Crawshaw and Ron Goodey (Members of LITS)

There were no members of the public present.

40. MINUTES

RESOLVED that the Minutes of the Meeting of the Cultural and Community Committee held on 3 January 2012 are confirmed and signed as a correct record.

41. MATTERS ARISING

(i) **Memorial Seating – Pump Room Gardens**

It was confirmed that the bench to commemorate the late Marion Grimwood would be sited alongside the Linden Walk facing Newbold Terrace. Letters of invitation would be despatched shortly to all Councillors with regard to the official dedication of the bench by the Mayor on Saturday, 31 March 2012.

RESOLVED that the report is noted.

42. TOWN TWINNING

Consideration was given to a report (Report No. 6) concerning the future support of Town Twinning by the Town Council in partnership with Leamington International Twinning Society (LITS).

The Chairman welcomed the representatives of LITS to the meeting and invited their comments on the report and twinning generally.

Mr Mather stated that Twinning had fostered an important part of the relationship between the Town and the towns of Bruhl, Heemstede and Sceaux over many years but that it was now opportune to review the relationship and establish a working arrangement which would make twinning more relevant to today's needs. Whilst many of the suggestions contained in the letter presented by LITS previously to the Town Council would require further consideration and work, there were two important issues which needed to be immediately resolved. Firstly, LITS had received an invitation from the Bruhl Twinning Society to attend a Conference to be held during the period 22-26 March 2012 at which the future of the twinning relationship would be discussed. It was considered vitally important that members of the Town Council were in attendance in order to help to promote the Council's views on the key issues to be discussed. Secondly there was a need for the Town Council and LITS to address the question of the future relationship and responsibilities for Twinning.

The Committee considered the draft vision statement (Appendix 1 of the Report) and felt that this provided a sound basis on which the relationship between the Council and LITS could be further developed. With regard to the invitation from Bruhl, it was agreed that this was an occasion on which the Town Council should be represented, preferably by the Mayor or the Deputy Mayor (if available) and members of the Town Council who were appointed as representatives of the LITS Executive Committee.

Following further discussion it was **RESOLVED**

- (i) that the town twinning vision statement as set out in Appendix 1 of Report No. 6 is approved as a means of support for the town twinning and developing the relationship between the Town Council and LITS;
- (ii) that the Mayor or Deputy Mayor and at least one other Councillor, preferably a member appointed as a representative of the LITS Executive Committee, attend the Conference in Buhl over the period 22-26 March 2012, with the associated costs of travel and accommodation (if appropriate) being met by the Town Council;
- (iii) that an invitation to any other members of the Town Council to attend the Conference be extended, subject to this being at their own expense; and
- (iv) that the report is noted.

The Chairman thanked the representatives of LITS for their helpful comments and assistance in the discussion on this item, following which they left the meeting.

Note: In accordance with the National Code of Conduct, Councillors Clarke, Copping, Gifford, Singh and Stevens declared a personal interest in the above item by reason of being Members of LITS, remained in the meeting and took part in the discussion.

43. ARRIVAL OF OLYMPIC TORCH IN WARWICK DISTRICT

The Committee considered the draft for celebrations on Sunday 1 July 2012 arranged by Warwick District Council in association with the Olympic Committee for the arrival of the Olympic Torch in the town. In addition, a discussion paper was circulated at the meeting, having been received that day, a copy of which is attached to the signed Minutes.

The discussion paper indicated that the cost of the event on Sunday, 1 July 2012 would be in the region of £10,000-£15,000 and the District Council was seeking a contribution of £4,750 towards the total cost – this contribution being principally to assist with street dressing, marketing, toilet facilities and payment of entertainers. The Committee noted that, despite several requests following earlier discussion on this item, the District Council had failed to provide a specific request for a contribution or a breakdown of the costs of the event. Had this occurred earlier, it was evident that the Town Council would have had a better opportunity to make financial provision when setting its precept for 2012-13.

The Committee endorsed the benefits of the event and the positive impact this would have on the town and, accordingly, it was proposed that a contribution of £2,500 be made to assist the District Council in meeting the costs involved.

RESOLVED that a contribution of £2,500 be made to the Olympic Torch preparations specifically to fund the event at the Royal Pump Room Gardens on Sunday, 1 July 2012.

44. ROYAL JUBILEE

It was noted that following the decision by the Council at a meeting on 13 January 2012, a budget of £10,000 had been agreed to help fund preparations for the Royal Jubilee and to contribute towards the cost of the Olympic Torch event.

Councillor Gifford advised that preparations were underway involving Leamington BID for a Jubilee Tea Party at the Royal Pump Room Gardens and a communal picnic event would also take place over the weekend of the Jubilee celebrations. There was general endorsement of the concept of supporting, where practicable, community street parties as these events would be likely to incur insurance and costs associated with street closures.

RESOLVED that a Working Party consisting of Councillors Gifford, Ingleby, Morrison, Moore and Stevens be formed to progress arrangements for the Royal Jubilee in Leamington and recommend this Committee accordingly.

45. SOUTH LEAMINGTON EVENT

The Town Clerk reported correspondence with the Community Development worker in South town concerning the planned event on the Eagle Recreation Ground which it was hoped would take place during the summer 2012. Unfortunately there appeared to be little appetite within the community to actively engage and participate in the organising of such an event and, as a consequence, it was recommended that the available resource be used to support Diamond Jubilee events taking place in South Leamington, such as the street parties in Waverley Road, Elizabeth Park and Sydenham.

RESOLVED that the report is noted and no further action taken at this time.

46. COMMUNITY GRANT FUND

The Committee noted the following Community Grant applications which would be considered and determined at the next meeting:

Leamington & Warwick Sea Cadets – Renovation of Boat House: £500
Castle Froma Care Centre – Electric Hoist Appeal: £1,500
Netherfield Association – Training and Event provision: £1,950

It was appreciated that these applications, together with any others submitted by the closing date of 15th February would be considered by the Committee at its meeting on the 6th March.

The meeting commenced at 6.30pm and ended at 8.10pm.

**MINUTES OF THE MEETING OF THE ROYAL JUBILEE WORKING GROUP
HELD ON WEDNESDAY, 15 FEBRUARY 2012, AT
THE TOWN HALL, PARADE, ROYAL LEAMINGTON SPA, CV32 4AT**

Present: Councillors Bill Gifford, Sue Ingleby, Ann Morrison, Yvonne Moore and
Amanda Stevens

1. APPOINTMENT OF CHAIRMAN

RESOLVED that Councillor Sue Ingleby be elected Chairman of the Working Group for the remainder of the municipal year 2011-2012.

2. ARRIVAL OF OLYMPIC TORCH

Following a recent meeting of the District Council Task Force, the respective Town Councils had been asked to indicate what part members wished to play in the formal ceremony to mark the arrival of the Olympic Torch. It was not clear if members of the Town Council and the Mayor were to be part of a Welcome Committee or were simply invited to attend as part of a wider civic occasion. There would be an opportunity for the Town Council to host an information point at the Royal Pump Room Gardens and it was agreed that this could be undertaken from within existing resources at little cost. It was appreciated that that the precise format of the event was still being negotiated and a revised programme would be produced and circulated in due course.

RESOLVED

- (i) to seek clarification from the District Council on the role anticipated for the Mayor and Town Councillors for the arrival of the Olympic Torch;
- (ii) that the Town Council takes up the opportunity to provide an information point at the Royal Pump Room Gardens; and
- (iii) that details of the planned event at the Royal Pump Room Gardens are circulated to the Working Group at the next meeting.

3. ROYAL JUBILEE CELEBRATIONS

It was noted that the Town Council has established a budget of £10,000 for the Jubilee/Olympic Torch celebrations. There is also an unspent budgetary provision of £3,760 originally allocated to the South Town Community event which will now not take place. The Committee has agreed to contribute £2,500 to support the Family fun day on 1 July to mark the arrival of the Olympic Torch.

It was noted that the BID company was planning events to coincide with the Jubilee, particularly a Community Tea Party at the Royal Pump Room Gardens on Sunday, 3 June 2012. At this event it was intended to provide a large TV screen to relay the events taking place on the River Thames, the hiring cost of which was £2,500.

In addition, BID was considering implementing a Community Arts project to produce flags and bunting to decorate the town over the weekend period. The cost of the Artists' workshop was anticipated to be £750. An initial approach had been made by BID in the sum of £3,250 as a contribution from the Town Council to these projects.

Jubilee Working Group Minutes 15.2.12

It was recognised that a large part of the public celebration of the Jubilee would take place through the medium of street parties. Whilst advice from the Government was that these events should be arranged with a minimum of regulation, it was likely that insurance costs associated with public liability would be incurred. It was also unclear as to the extent of charges by the Highway Authority for road closures.

It was uncertain whether the Town Council could provide indemnity for third parties in connection with public liability for these events. If this option was a possibility it was felt it was worth pursuing as this would be more cost effective than the alternative of arranging separate insurance cover for each individual event.

There was a consensus that, wherever possible, events should be inclusive and recognise the needs of excluded groups, particularly the elderly and young people. Note was made of the fact that, in some regions, the Jubilee was to be commemorated by the lighting of beacons and that a brazier existed on Campion Hills which had been used for previous celebratory occasions.

RESOLVED to recommend to the Cultural & Community Committee

- (i) that a contribution of £2,500 is made towards the hiring of a large screen TV for the Royal Pump Room Gardens event on Sunday, 3 June 2012;
- (ii) that a contribution of £750 is made towards the cost of a local Community Arts workshop for the production of flags and bunting;
- (iii) that the Town Council investigates, via the company's insurance, the costs of providing Public Liability cover for Community street parties;
- (iv) that contact is made with Age Concern and the local children's centres to establish if events are planned for the elderly and young people during the period of the Royal Jubilee; and
- (v) that enquiries are made with Warwick District Council to establish the suitability of using the beacon at Campion Hills.

Councillor Moore indicated that she wished, during her Mayoral term of office, to plant a tree to commemorate the Jubilee, at either Jephson Gardens or Christchurch Gardens.

RESOLVED that the proposed location for the commemorative tree to be planted by the Mayor is agreed with Warwick District Council.

4. **DATE OF NEXT MEETING**

Thursday, 8 March 2012, at 3.00pm

The meeting commenced at 3.00pm and ended at 4.00pm

**REPORT TO A MEETING OF THE CULTURAL AND COMMUNITY COMMITTEE
TO BE HELD ON 6th MARCH 2012**

COMMUNITY GRANT FUND 2011/12

1. BACKGROUND

- 1.1. Each year the Council invites local Community and Voluntary Organisations to submit bids for funding under the Community Grant Fund. Each year since its introduction, the Fund has been significantly over subscribed.
- 1.2. Earlier in the financial year the Committee considered applications to the fund and awarded a total of £34,439 of a budget of £42,000. Unusually therefore, there is funding available to permit consideration of a second round of applications to disburse the remaining £7561.
- 1.3. The criteria for awarding grants requires that applications are made for projects that will benefit the whole community or a specific group whose principal objectives are not those of a single individual. Applications are not entertained where the benefit is to a single individual. In addition, the project should benefit significant numbers of people living within Royal Leamington Spa, though it need not necessarily be based within the Parish. The Council is constrained to incurring expenditure on projects which bring commensurate benefit to those living within the Parish boundary.
- 1.4. Applications should be for projects no greater than £2,000. This stipulation is intended to ensure that applications relate to projects with a capital element or longer term objective rather than simply revenue expenses. However, the Committee does exceptionally also entertain grants above this figure. On-going revenue funding will be considered where an organisation provides a range of services over successive years.
- 1.5. The application criteria are attached at Appendix 1. Applications have been rated according to a criteria previously approved by the Committee. The Committee may wish to use the marking matrix in the report to help it prioritise between applications.

2. GRANT APPLICATIONS

- 2.1 A schedule of applications submitted for consideration is set out at Appendix 2.
- 2.2 Each application is supported by background papers which includes financial accounts in respect of the applicant organisation in most cases for a period of two years. ***In order to adequately assess the applications, it is important that Members of the Committee familiarise themselves with these papers prior to the Meeting.***

Any additional information requested by the Council in support of these applications will be reported at the Meeting.

3. RECOMMENDATION

- 3.1 The Committee is recommended to consider the grant applications as detailed in Appendix 2 and approve grants up to the remaining budget of £7561, if appropriate.

APPENDIX 1

The Community Grant Fund has been established as a means of helping Community and Voluntary organisations with projects that are of benefit to the wider community. It will contribute to the Town Council's objective of involving community representatives in identifying local needs and facilitate collaboration between the Council and partner organisations.

Applications will need to satisfy the following conditions to be considered for a grant:

- (1) Bids should be made for projects which will be of benefit to the whole community or a specific group whose principal objectives are not those of a single individual. Applications will not be entertained where the benefit is to a single individual.
- (2) The project should be of benefit to a significant number of persons living within the Parish of Royal Leamington Spa.
- (3) Applications should normally be for one-off projects and usually for sums under £2,000. Exceptional grants above this figure will be considered. On-going revenue funding will be considered exceptionally where an organisation offers a range of services over successive years.
- (4) Where a project or scheme is subject to applications to other funding sources (lottery fund, other local authority etc), applications will need to be supported with appropriate details of other potential funding revenue.
- (5) Projects should lie outside the responsibility of any single agency or service. They will not be funded if they are eligible for funding through conventional statutory means, unless there is matched funding or an agreement with other agencies to meet on-going costs after the initial contribution from the Town Council. Where this is the case, applications should be supported with details of third party funding.
- (6) Applications must be supported with the audited accounts of the relevant organisation for a period of two financial years prior to the date of application, and indicate expenditure, income, assets and liabilities, together with funding obtained from other Public Bodies, if appropriate.
- (7) Applications must be made in the name of the organisation to which financial assistance is to be granted and be supported by those persons authorised for such purposes in the relevant Constitution and/or Articles of Association of the organisation concerned.
- (8) Applications will be considered only from "*not for profit*" organisations.
- (9) Applications must be made on the relevant application form and be supported by appropriate documentation.
- (10) Applications will be evaluated according to a number of factors including the following:
 - Social Deprivation/inclusion—projects that address problems of social deprivation, disadvantage etc.
 - Degree of community benefit /public involvement
 - Partnership working/match funding – different agencies/partners working together
 - Sustainability - Impact in terms of environmental considerations

Applications will be assessed according to how they satisfy the above criteria. Very few applications will meet all these but those that are likely to receive favourable consideration will need to demonstrate a commitment to at least some of these factors.

Successful applicants will be expected to provide the Council with an assessment of the project subsequent to its implementation. This can be in the form of a written assessment or the Council welcomes individual feedback at one of its Meetings.

