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| A black and white logo  Description automatically generated  WARWICK TOWN COUNCIL |
| TOWN CLERK  Jayne Topham |
| Court House, Jury Street, Warwick CV34 4EW Tel: 01926 411694  Email: [jaynetopham@warwicktowncouncil.org.uk](mailto:jaynetopham@warwicktowncouncil.org.uk)  Website: <https://www.warwicktowncouncil.gov.uk/> |
| FULL COUNCIL |
| **NOTICE IS HEREBY GIVEN** a meeting of **FULL COUNCIL** for **WARWICK TOWN COUNCIL** will be held in the Ballroom, Court House, Jury Street, Warwick on **THURSDAY 25th JULY 2024 commencing** at **6.30pm** |
| **AGENDA** |
| *Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed*. |

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|  | **SECTION A Council** |
| **1.** | **PRAYERS – Jane Sault** |
| **2.** | **APOLOGIES:** |
| **3.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:**  *Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Town Clerk of the interest within 28 days. Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from the Town Clerk, prior to the meeting.* |
| **4.** | **MAYORS ANNOUNCEMENTS:** |
| **5.** | **CONFIRMATION OF MINUTES FROM SPECIAL MEETING HELD 24th JUNE 2024.**  To RECEIVE and APPROVE the minutes of the meeting.  [​docx icon Full Council Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETIvowVH_z5EmmBWRXOFVFkBnddQLthQFm9tZa_QAsDsSg) |
| 6. | **REPORTS TO BE RECEIVED FROM DISTRICT OR COUNTY COUNCILLORS**  [​docx icon Report from WCC Cllr J Holland.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQJ4-44P1aJKlP64fgOpiQoB5o9EeXR3mSZCW7VyEjCWPQ)  [​docx icon WCC report Cllr J Darcy.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETt9PEc_tthOum5UOm4ZE_sBjI9Rgt94D18I0cW9QYOa5g)  [​docx icon WDC July Report for Town Council (DH).docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETiLPwk6wNdDh0kJzN865c0B7vuVprmHfxrsaUYDMIczkg) |
| 7. | **REPORTS OF PLANS COMMITTEE:**  To RECEIVE and ADOPT the minutes of the following meetings:  6th June 2024  4th July 2024  [​docx icon Minutes-Planning-June-2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUm27f2aTyRMqPyfAkJpJ6MBLzmxL1nFNSJCjc576xMOng)  [​docx icon Minutes Planning July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EapP7F_ADwpBgGuYo6MKqksBoWjxTOygrDKKOH_vhii7Ew) |
| 8. | **COMMITTEE MEETINGS:**  To RECEIVE and ADOPT the minutes of the following committees:  Allotments 15th July 2024  Community & Culture 13th June 2024  Economic & Tourism 27th June 2024  (Vision document – Councillor volunteers needed)  Finance & Policy 20th June 2024  [​docx icon Allotment Committee Meeting minutes 15th July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUliqMacU5NHra0pYrBeDTABRci98BVIcyuDRxzwgeuhIA)  [C & C Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/personal/jaynetopham_warwicktowncouncil_org_uk/Documents/Attachments/C%20&%20C%20Minutes%20June%202024.docx)  [​docx icon E & T Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EU8J8EUTI7xHrMOCbb6pMxMBjmjSmhtMp1969nWhCJbb5A)  [​docx icon F P minutes JUNE 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWKP2TzuBkBItmC2643-1bEB0Wh8r8T5h_KhmUh5p6PxYA) |
| 9. | **COMMUNITY & CULTURE meeting 19th September 2024 –** APPROVE proposed change of time to 6pm due to WIB awards evening. |
| 10. | **MEMBERS QUESTIONS**  Members may PRESENT a question to be considered and actioned if appropriate**.** |
| 11. | **YOUTH COUNCIL – Chair to REPORT**  [WYC Timeline to Date July 24.docx](https://warwicktowncouncil-my.sharepoint.com/personal/jaynetopham_warwicktowncouncil_org_uk/Documents/Attachments/WYC%20Timeline%20to%20Date%20July%2024.docx)  [​docx icon Report - Warwick Youth Council update July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUcbFvVhOtJFkVzlfePWRzYBSWs3JRfOtQnRIyW4i-343g) |
|  | **SECTION B GENERAL PURPOSES** |
| 12. | **PUBLIC QUESTION TIME:**  Members of the public may PRESENT a question |
| 13. | **RISK REGISTER - REVIEW**  To REVIEW and APPROVE the proposed changes. Cllr J Sinnott.  (To follow) |
| 14. | **APPROVE POLICIES:**   1. **Grants Policy**   To REVIEW and propose any amendments to the document, (No changes made at F & P)   1. **Gifts and Hospitality Policy**   To REVIEW and propose any amendments to the document. (No changes made at F & P)   1. **Freedom of Information Policy:**   To REVIEW and propose any amendments to the document (No changes made at F & P)   1. **Warwick Town Council Civic Manual:**   To REVIEW and propose any amendments to the document (No changes made at F & P)  [​docx icon Grants Policy 2024 (draft).docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EazRWjWf-mZDjw_GoK3kHmkB4fBmfTHEX9MVtWR9fKyvLw)  [Gifts and Hospitality Policy Jan 2023.docx](https://warwicktowncouncil-my.sharepoint.com/personal/jaynetopham_warwicktowncouncil_org_uk/Documents/Attachments/Gifts%20and%20Hospitality%20Policy%20Jan%202023.docx)  [Freedom of information policy 2023.docx](https://warwicktowncouncil-my.sharepoint.com/personal/jaynetopham_warwicktowncouncil_org_uk/Documents/Attachments/Freedom%20of%20information%20policy%202023.docx)  [​docx icon Warwick Town Council Civic Manual 2023 - June 24 draft.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EaZUiuZR0_pOuAyw2bBJ3V0BLYCyvLkZGhry0trnbpMtMA) |
| 15. | **INTERNAL AUDIT REPORT:**  To CHANGE the Councillor conducting future quarterly transaction reports. Following a discussion at F & P committee two Councillors expressed an interest in the role. Cllr O Jacques and Cllr M Edwards. |

**18th July 2024** Jayne Topham **Town Clerk**