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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/> |
| FINANCE & POLICY COMMITTEE |
| **NOTICE IS HEREBY GIVEN** a meeting of the **FINANCE & POLICY** **COMMITTEE** of **WARWICK TOWN COUNCIL** will be held in the Council Chamber, Court House, Jury Street, Warwick on **THURSDAY 20th JUNE 2024 commencing** at **6.30pm** |
| **COMMITTEE MEMBERSHIP:**  Councillor D Browne  Councillor J Darcy  Councillor Ms K Gorman  Councillor P Murphy  Councillor Simon Pargeter  Councillor J Sinnott  Councillor P Wightman  The Mayor (Ex Officio) |
| **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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| **1.** | **TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2024/5 –** Town Clerk |
| **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.** | **TO ELECT A DEPUTY CHAIRMAN FOR THE MUNICIPAL YEAR 2024/5 –** Chair |
| **5.** | **MATTERS ARISING FROM PREVIOUS MINUTES.**  [​docx icon F & P Minutes MAY 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EalLKZdvu3NAlJfUby6HWlQBpIrgEm6vYQxhwWfoswBOfQ) |
| **6.** | **FORECASTS 2023/4**  To NOTE the end of year figures. Document attached:  [​xlsx icon Copy of Year End Budgets Forecasts.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EeQWOlmE6_pMnYlYdhiTBz0BKpQhtwINb8L9yO4sU09SAw) |
| **7.** | **2023/24 ACCOUNTS & AGAR FIGURES –** REVIEW and APPROVE to be taken to Special meeting 24th June 2024 – Town Clerk.  [​xlsx icon Balance Sheet June 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXa4M9zwcOdGgBRzJOuz5OoBplVviHwYcSFMbfxq4BA4HQ)  [​xlsx icon Income and Expenditure June 24.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWvwVzgVU_NHgqNQrFXHVogBtkEqLK44IJEXuO_sx9moxA)  [​pdf icon AGAR 2023-4.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWJk9h5C4kBJtBJuDpSXid8BBlJfzxFnthdWjw0Fkt9vKA) |
| 8. | **PAYMENTS AND INCOME**  To APPROVE 24. payments made and 23. income received for March 2024  Documents produced 9th April 24 @ 2.56pm for income and payments 12th April 24 @10.01am.  [​pdf icon 23. March 2024 Income.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EclcEHK7KRlEveztjDIC8isBv9aQC9jzdGx5fiIg0D9cng)  [​pdf icon 24. March 2024 Expenditure.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EbDiTENBqLVAlzW1UOt6w3kBqUXWAuwAr2IsaBmoBP58VQ) |
| 9. | **STAFFING**  To RECEIVE a verbal report from the Town Clerk |
| 10. | **CLOSED CHURCHYARDS**  To RECEIVE a verbal report from the Town Clerk |
| 11. | **TERMS OF REFERENCE** – REVIEW document agreed last year.  Document attached:  [​docx icon Warwick Town Council F P Terms of Reference Jan.2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcvJrCy5wOhEmeASZKSgNr4BGk_2HODdILmzUYH-i2pWBQ) |
| 12. | **WARD WALKs**  To RECEIVE an update from the Assistant Town Clerk.  [​docx icon Ward walks update - June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXuLR9bEB5tIn-BhvwL_AaMBCrA9jw37PqDaj-s-kFX5LQ) |
| 13. | **CCLA – PROPERTY FUND** – DISCUSS progress of the fund – CCLA will be in attendance to aid discussions.  [​docx icon CCLA Property Fund.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EW-SyD8prbBLmvGxXE5ajNgBLkCHwd9EyunzePYQ5jf_3A) |
| 14. | **AUDITOR REPORT** – To REVIEW and note the report and the actions – Town Clerk  Document attached:  [​doc icon Warwick 2024 comments.doc](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETd6sASCA1tApq7xc84ZNBMBzWJMhaQfYaC7eV6Z180fIQ)  [​docx icon Response to Audit letter June 2024..docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EdyCui6SdXtKpOzI2pQ0k_cBtChD2QM86sFAHc-V7w-qAw) |
| 15. | **RISK REGISTER** – To REVIEW and update current document  Document attached:  [​xlsx icon WTC Risk Register 2024v1.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXh561_DrqlHtLm_yWHkggIBl3l6ISNePms8oL1bkRdqMw) |
| 16. | **POLICIES:** To REVIEW and propose CHANGE to existing Policies:  (To be ratified at Full Council)  Grants Policy  Gift & Hospitality Policy  Freedom of Information Policy  Civic Guide  [​docx icon Grants Policy 2024 (draft).docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETG4YDISLPxMpzx_Dvlb40cBqGOdvLShW_EibyCbzO1cUQ)  [​docx icon Gifts and Hospitality Policy Jan 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESUWgIDCL7VJhYkh4d7VhrkBFszkRO2dtUbU16GwkbCbXQ)  [​docx icon Freedom of information policy 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERiuSWAV5P5Dl1ps4y1lTgQBZjnaxnu2Y7JQrHrJY_cFVA)  [​docx icon Warwick Town Council Civic Manual 2023 - June 24.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ea7yVdXlSIRIiElHSk2uAsQBvX1AaaCswThntAdTNERQnw) |
| 17. | **INTERNAL AUDIT REPORT**  To NOTE the finding of the report covering Q3 2023  [​docx icon Report - WTC Quarterly Audit Q3 2023 -24 (002).docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EfwULkNyIkxIvbgkgFdSs6sBq4VkMSTC6CDpjSB43pfRZQ)  To CHANGE the Councillor conducting future quarterly transaction reports. |

**13th JUNE 2024** Jayne Topham **Town Clerk**