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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 16th MAY 2024 commencing** at **6.30pm** |
| **COMMITTEE MEMBERSHIP:**  Councillor J Darcy  Councillor M Edwards  Councillor P Murphy (Chair)  Councillor Simon Pargeter  Councillor J Sinnott  Councillor D Skinner  Councillor J Sullivan  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** | **APOLOGIES:** |
| **2.** | **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.* |
| **3.** | **MATTERS ARISING FROM PREVIOUS MINUTES.**  [​docx icon F P Minutes March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERW97yV1UBNPoKmjB3U8jVABq4uaz-Zey70gzOtE86i_Ig) |
| 4. | **Budgets Forecasts 24/5**  To APPROVE the proposed forecasts for 2024/25  Changes highlighted in red with notes alongside.  [​xlsx icon Approved 24-25 Budgets With Forecasts.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EVA2uEkpJKpItf1XiPeMTL8BJecPQcsfTcrvoACTqtfIYA) |
| 5. | **Staffing**  To RECEIVE a verbal report from the Town Clerk |
| 6. | **CIL**  To RECEIVE a written report  [​xlsx icon CIL report April 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXTZbZldqM9FkHJHga4pn7ABkCt3JE1_jU-7NK1noU4uDA) |
| 7. | **GRANTS:**  To DECIDE UPON A REQUEST for community grant funding:  Myton Hospice – £1,000 Cllr Ms K Gorman  Warwick Words (amended application)- £2,320 Cllr D Skinner  WDC – Smith Street Party and Victorian evening - £5,000 Cllr D Skinner  [​pdf icon Myton Hospices grant application 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EVMFVtEZxEpIs_BTlEGsd44BqzXLKlcG5tlinyRlmqVmFQ)  [​pdf icon Myton Hospices quotes.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESnbpu1nRBJFrKoCYRL8rXsBVPYhun2W09c5cghcYBiI9Q)  [​pdf icon Grant application - Warwick Words updated.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EV-rysmK1zxKv2XCc-gJ2PUBeJM0l5lALuMWshCEx9mOmw)  [Grant-Application\_VictorianEvening\_SmithStreetParty\_2024 updated.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EZsItdYg8ilMosWeQ5fQpYIBuvCrzHk77I0ISxXsactKTA?e=fF6eE6&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3w3OGFiZjVkMDFlNzc0YzhkOWQ5MTA4ZGM3MDEwOGYzYXxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTA4NDYzNjI2OTE5OTQzfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=Zm45QmRCQ3dvSUxDeGl4NWFOb1dWdDQwZGkwNG50RXFIb1E4TUdiM0JZYz0%3d) |
| 8. | **Ward Walks**  To be ADVISED that the Walks planned are as follows:  Aylesford 21st May & All Saints & Woodloes 10th June 2024.  Town Centre walk being organised at the beginning of June. |
| 9. | **Credit Card Machine comparisons**  [​docx icon Credit Card machine - comparisons.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EdWRHfKWOQJMqrpJzEocetIBw-cEwS-TMz4KE0Gdwom7DQ) |
| 10. | **Court House Electricity costs**  To APPROVE a supply from June 2024  [​xlsx icon Electricity Costs May 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ebds-rESr-VKmSSS2q9eJnYBrrsV04ilMvyBGmwIpjKCHA) |
| 11. | **Reserves:**  To review existing Reserves and APPROVE proposed Reserves for 2024/5 including using monies from General reserves to pay for new safe. To APPROVE that any future sponsorship received, this financial year, for Christmas Light sponsorship is transferred into the Christmas Light reserves.  [​msg icon Reserves Breakdown With Proposals .msg](https://warwicktowncouncil-my.sharepoint.com/:u:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcNO2N7aLLRFi5wMkUITL-UB1l3D7biOad5zvlURWVqaIQ) |
| 12. | Closed Church yards Tree Surveys  [​xlsx icon Tree Assessment Quotes.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETTy6tPSWutHk1Hqtx1NHQMBFzFBeopRi0bid-45RH4v0Q) |
| 13. | **Safe** -review quotations for an additional secure safe  [​xlsx icon Safe Quotes.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ec1l96m4U1dIoEX7ns-XC7MB3PfvKgs6NQIM7IIUP7BGkQ) |
| 14. | **CCLA investment account** – Transfer £250K from Precept received in April 2024.  To APPROVE transfer to the Public Sector Deposit Fund |
| 15. | **Policies to review**:  To REVIEW and propose CHANGE to existing Policies:  (To be ratified at Full Council)  Complaints procedure  Social Media policy  Fire Emergency policy  [​docx icon Warwick Town Council Complaints procedure 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWONei3Gc7dKhIF334DG72QBwrVOvZzrkDIh8GnYimPPGw)  [​docx icon SOCIAL MEDIA POLICY FOR WARWICK TOWN COUNCIL - May 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EfpsXFwKWG9OhhtijXsC7fIBrfc-Uqog1yxP09qrjkEmXg)  [​docx icon Fire Emergency Plan 2022.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXBlygb_VyhCggc9u_h6DOABIvPAasujqhk2ABoCuD7Wfg) |
| 16. | **Complaint from a resident:**  To DISCUSS the complaint and determine a response or resolution.  A resident has complained about meetings being held in the ballroom – they cannot hear those speaking.  Complaint below:  I should also like to register a formal complaint regarding holding meetings in the ballroom.  As we all know, the acoustics are dreadful and I have struggled to hear during the last two meetings.  I was particularly interested to hear the Severn Trent item but gave up as I was missing quite a lot of the presentation.  If the Council are not prepared to use microphones, or move these meetings downstairs, then I request that I be allowed to move my chair closer to the proceedings please. |
| 17. | **Internal Audit report**  To NOTE the finding of the report covering Q2 2023  [​docx icon Report - WTC Quarterly Audit Q2 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ed-x1cemFgdMu0ELq0C3S-8B842fpgRqg67XMeZGINjm5A) |

**10th May 2024** Jayne Topham **Town Clerk**