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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 14th MARCH 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.**   1. **Payment of WDC invoice for 2023 election costs –** approve payment.   [​docx icon Minutes F P January 24.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQs25NhMYkBLtWEyz4mR3v0BOs1QhKivW2IdVg8U83j0pQ) |
| 4. | **Schedule of Accounts already paid/Income.**  To APPROVE the payments and income presented for the following months:  19. January Income, 20. January payments, 21. February Income and 22. February payments.  [​pdf icon 19.January 2024 - income.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESipfacBFtxEic2Cml8YOdIBWp_fLonmWcCKuhfNLfImqQ)  [​pdf icon 20.January 2024 expenditure.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EZmoZtqliYBHpktU0VQs8RsBAh4R2kGbjAYXdoK-7B8j3Q)  [​pdf icon 21. February 2024 Income.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWP1b5Ty6s1FnkEFDgk8LVMBzm-nlXYB36rTOsJ8VWhNOw)  [​pdf icon 22. February 2024 Expenditure.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EaIf-jGczzZPuJcQjVDFE38B47GboLQW9ZCuqYJjTXEo3g) |
| 5. | **Budgets and Forecasts 2023/4 & 24/5**  To REVIEW the revised forecasts noting the following changes:  [​xlsx icon Approved 24-25 Budgets With Forecasts March 24.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ebs8oCTWWglFgGpRxN1uKEkBFsmSaQdoVxxOBx7nY5pAGw)  Charges made to TIC reviewed & Subs & Bi Election costs |
| 6. | **Staffing**  To RECEIVE a verbal report from the Town Clerk. |
| 7. | **CIL**  To APPROVE a Grit bin – report attached:  [​docx icon Requests for CIL funding - March 24.docx](https://eur02.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2F%3Aw%3A%2Fg%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FEXn0J_c4dMlEq5uqqemKqm0BkRvFioTDjVJ6PmVQJHc_Jg%3Fe%3DoL1wi9&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7Cb911ab46cbbf45a01d2d08dc3dc671b8%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638453169724901535%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=nOCUgAHr1V7P6gtD72dt2jqO9XtYnZnBlEtDXclzZvc%3D&reserved=0)  Next meeting to be held in late April an update will be given at the next meeting. |
| 8. | **GRANTS:**  To DECIDE UPON A REQUEST for community grant funding:  **1) £5,000 Folk Festival. Supported by Cllr Jacques (to be approved to take to FC)**  [​xlsx icon Folk Festival Budget 2024 V1.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESRE2l7t4dlLt8D_VQISRs0BvtaOuyRgMEhQs2hOkapzeQ)  [​msg icon RE information requested.msg](https://warwicktowncouncil-my.sharepoint.com/:u:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcZaD9g2DgNPhjkr9VC454UBn1_Q1XvKk7bMq-Hw_GJJTg)  [​pdf icon Warwick Folk Festival grant application 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/:b:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ER-ENi1TPrdHgJAPei8gy6oBmZQGPLTANAcySFOpkWdG8g)   1. **£1,790 Coten End School. Supported by Cllr Pargeter**   [​jpeg icon IMG\_1216 Coten End Grant.jpeg](https://warwicktowncouncil-my.sharepoint.com/:i:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EbmYdCaBkIFKrussBFTKS5sB_K4Bdpe1e24JStHHo_Zpbw)  [​jpeg icon IMG\_1217 Coten End grant.jpeg](https://warwicktowncouncil-my.sharepoint.com/:i:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EYtwZMMIegNNunlsMXr0--ABKvjenVruLrp_r9MBzs0nqA)  [​jpeg icon IMG\_1218 Coten End Grant.jpeg](https://warwicktowncouncil-my.sharepoint.com/:i:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERdStpxWmlVBjKW67JO8AjoBemCgCs5Sd-fWc_OBI_E9uQ)  [​jpeg icon IMG\_1214 Coten End Grant.jpeg](https://warwicktowncouncil-my.sharepoint.com/:i:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EX7e8qmLF79KnK-m_I6e-ksBKw0lpjeceiTOtEMOSW9Xjw)  [​jpg icon quote 2 Coten End Preschool grant.jpg](https://warwicktowncouncil-my.sharepoint.com/:i:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESrGevkAIN1DlwrQS3IcwmEB2xopPFR-dWRNzz-72rH5eA)  [​pdf icon Coten End Preschool grant application 2024.pdf](https://eur02.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2F%3Ab%3A%2Fg%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FEWf4HJKAJiVLj-Kf1C_Xf-MBhzjQ8bAL1N-m5UIy2aEyIA%3Fe%3DtGAXN2&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7C8503ce35afc34700f19808dc3d1e6205%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638452447895863719%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=4ku0isNlZoR%2FfKKoMT%2FPg9%2F7Ojflb01gvZ0FAC8%2BgJc%3D&reserved=0)   1. **£5,000 Citizen’s Advice. Supported by Cllr Pargeter (to be approved to take to FC)**   [​pdf icon CAB grant application 2024.pdf](https://eur02.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2F%3Ab%3A%2Fg%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FERiqnKcml9NNtrnHyyB1QuUBZC_bnHHpPnPoPCB7UejLhw%3Fe%3DJ6rmX9&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7C603efa9db6064cf1da5608dc3e89dd59%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638454009049850459%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=T5GHlKv146H2MsJO3E%2FmLm%2Bheb8JfVji5eOqhWGKa3k%3D&reserved=0)  [​pdf icon AAEW Q4 End of Year report Jan 2024.pdf](https://eur02.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2F%3Ab%3A%2Fg%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FEeaAbbjfxRNAkhUpVjtiDKYBJ5bk3FOL_q9NiOG3YHEHoQ%3Fe%3DeXqv60&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7Cb8ec6116ab7b43f005cc08dc3e8a61f6%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638454011258485056%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=AqriUoVotJjRsflpitg5MgyLbmb0iAXDkP2wRQmF3qk%3D&reserved=0)  [​pdf icon CASW Full Accounts 31.03.23.pdf](https://eur02.safelinks.protection.outlook.com/ap/b-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2F%3Ab%3A%2Fg%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FEVGaJ5CqwIBHq8O_NRhnG_8B5Sh1-UzZ5w3StwOnWSGDHw%3Fe%3D7c63Sj&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7Cb8ec6116ab7b43f005cc08dc3e8a61f6%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638454011258496567%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7XAeKyx4sQBZBU%2B2NWHHkBwum4ataiFnS5ZRUtWP%2B1I%3D&reserved=0) |
| 9. | **Ward Walks:** For information – the next Walks will be planned in April 2024. |
| 10. | **Standing orders**  To REVIEW and propose any amendments to the document, amendments to be ratified at Full Council:  [​docx icon Warwick Town Council Standing Orders August 2022.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETaTMuHHYX5FjJfS8cVhMFUB1Sf887A__5mR2nIiSXzIuA) |
| 11. | **Financial Regulations**  To REVIEW and propose any amendments to the document, amendments to be ratified at Full Council:  [​docx icon Financial Regulations 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQIbIHoKQqJGl5qqRy1CtLIB5qS-YtqNXyLMF8YRYL6gPA) |
| 12. | **Contract list.**  To REVIEW the current Contract List, attached for information:  [​docx icon Contracts Register March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Efdge52kAAVOm1RBZT-0nDABRQ_DwaPnXgvBYlitNVbT_A) |
| 13. | **Code of Conduct:**  To REVIEW and propose any amendments to the document, amendments to be ratified at Full Council.  [​docx icon Code of Conduct 2022 .docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EZtm34C6m6BFrpEwLU0gimkB2jYOob0TqU3yQ3bDpF6X3w) |
| 14. | **Insurance**  To REVIEW and approve a provider for the next 3 years. Summary of proposals will be sent early next week. |
| 15. | **Grant applications**  Following a meeting held by Cllr Mrs E Harrison and the Mayor regarding Carbon Neutral matters:  To REVIEW the proposal to add the following statement:  *Q1 “Please confirm how the project will enhance and/or protect local biodiversity and natural habitat, and describe how any carbon impact will be as close to zero as possible”.*    *Q2 “What environmental and sustainability best practice will be applied?“*  Application attached for your reference. [​docx icon Grant-Application.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQhODD8rhVVImWrV-E2I9-gBtgW4bd0pZcbEKxa2bu9TJA) |

**8th March 2024** Jayne Topham **Town Clerk**