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| A black and white logo  Description automatically generatedWARWICK TOWN COUNCIL |
| TOWN CLERK Jayne Topham |
|  Court House, Jury Street, Warwick CV34 4EW Tel: 01926 411694Email: jaynetopham@warwicktowncouncil.org.ukWebsite: <https://www.warwicktowncouncil.gov.uk/>  |
| FINANCE & POLICY COMMITTEE |
| **22nd AUGUST 2024**  |
| **PRESENT:**Councillor D BrowneCouncillor J DarcyCouncillor Ms K GormanCouncillor P Murphy Councillor Simon Pargeter Councillor J Sinnott (Chair)Councillor Mrs K Dray (sub)  |
| **MINUTES**  |

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| **1.** | **APOLOGIES:** The Mayor (Ex Officio) & Councillor P Wightman both sent their apologies. It was resolved to accept them.  |
| **2.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None. |
| **3.** | **MATTERS ARISING FROM PREVIOUS MINUTES.** [F P minutes JUNE 2024.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CF%20%20P%20%20minutes%20JUNE%202024.pdf)There were no matters arising. |
| **4.** | **FORECASTS 2024/5**To NOTE the actuals to end June and APPROVE amendments shown in red. Document attached:[​xlsx icon 4 Year Forecast - Income. August 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXwIgwVVywVEk5MceS2jsBgB3yXVU6FZ1_Utsybf2Jvxyg)[​xlsx icon 4 Year Forecast - Expenditure. August 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EaglIFx4-mhMqKqEdHUeCmABrvYx_XEraqKaSpTHfUU5sA)The proposed amendments were approved. A discussion was held around monies needed for outputs from the Vision workshops i.e. Wednesday Market. We have £1k in the budget for the Vision project. The Lord Leycester had agreed to hold the market at the front of their building. Hessian/wooden gazebos were needed, which are in keeping with the grade 1 listed setting, they have two which were from the filming of Christmas Carol. It was agreed for Tony Hemming, local carpenter, to make the remaining 5 for the stalls. We will ask for one to be made, cost £320 before making further investment. Stall holders are ready to start. The budget line Warwick Promotion has £1,500 available for this project.  |
| **5.** | **FOUR YEAR FORECAST**REVIEW proposed forecast and discuss relevant changes if required.See links above.The forecast was reviewed. The Town Clerk referenced the need to increase the number of WIB baskets due to demand – there is a need for 30 more next year. This will increase the budget income and expenditure needing the Town Council to find an additional contribution of £900. There is £12K in the WIB reserve pot, monies built up by sponsorship. Following a discussion, it was resolved to approve the additional costs to further enhance the display in the Town. Cllr D Browne will review at Community and Culture. |
| 6. | **PAYMENTS AND INCOME**To APPROVE income and payments for April May June 2024April* Income report produced at 4.16pm on 10th July 2024.
* Expenditure report produced at 4.16pm on 10th July 2024.

[April 2024 Income.pdf](file:///C%3A%5CUsers%5CJayneTopham%5COneDrive%20-%20Warwick%20town%20council%5CCLERK%5CDocuments%5CFinance%5CIncome%5C2024%5CApril%202024%20Income.pdf)[April 2024 Expenditure.pdf](file:///C%3A%5CUsers%5CJayneTopham%5COneDrive%20-%20Warwick%20town%20council%5CCLERK%5CDocuments%5CFinance%5CExpenditure%5C2024%5CApril%202024%20Expenditure.pdf)May* Income report produced at 11.58am on 16th July 2024.
* Expenditure report produced at 11.59am on 16th July 2024.

[May 2024 Expenditure.pdf](file:///C%3A%5CUsers%5CJayneTopham%5COneDrive%20-%20Warwick%20town%20council%5CCLERK%5CDocuments%5CFinance%5CExpenditure%5C2024%5CMay%202024%20Expenditure.pdf)[May 2024 Income.pdf](file:///C%3A%5CUsers%5CJayneTopham%5COneDrive%20-%20Warwick%20town%20council%5CCLERK%5CDocuments%5CFinance%5CIncome%5C2024%5CMay%202024%20Income.pdf)June* Income report produced at 3.49pm on 12th July 2024.
* Expenditure report produced at 3.49pm on 12th July 2024.

[June 2024 Income.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CJune%202024%20Income.pdf)[June 2024 Expenditure.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CJune%202024%20Expenditure.pdf)It was resolved to approve the income and payments for April, May & June 2024 as presented. |
| 7. | **STAFFING**The Town Clerk advised that interviews were planned for the Supervisor role in the Visitor Information Centre. Appraisals were being carried out. The Finance and Communication Officer role is being re banded taking on additional responsibilities from the Assistant Town Clerk as Deputy RFO. |
| 8. | **CLOSED CHURCHYARDS**To RECEIVE a verbal report, regarding ownership from the Town Clerk and determine next steps. It was resolved to set up a separate meeting with the Chair of F & P, Town Clerk and Cllr P Wightman who will review correspondence to date and determine next steps.**TREE REPORT** – report attached for information – Town Clerk advised that WCC Forestry Team are quoting for the works.[Warwick Town Council Arboricultural Report July 2024.pdf](file:///C%3A%5CUsers%5CJayneTopham%5COneDrive%20-%20Warwick%20town%20council%5CCLERK%5CDocuments%5CFinance%5CChurch%20yards%5CWarwick%20Town%20Council%20Arboricultural%20Report%20July%202024.pdf) |
| 9. | **WARD WALKs**To RECEIVE an update from the Assistant Town Clerk.[​docx icon Ward walks update - August 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQiwAnIZgo1MgWsiJdZJ_mgBnMWDDlDAh4tG4lh8iRIKDA)Town Centre walks to be carried out bi- monthly. |
| 10. | [**CCLA Better World Cautious Fund**](https://www.ccla.co.uk/funds/ccla-better-world-cautious-fund) – DISCUSS making an investment into this fund as interest rates are likely to decline – this would affect the amount of interest gained from the Public Sector Deposit Fund. AGREE a proposed amount to invest.[Warwick Town Council - BWCF - Aug 24.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CWarwick%20Town%20Council%20-%20BWCF%20-%20Aug%2024.pdf)[BWCFC-2407v2.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CBWCFC-2407v2.pdf)[BW-CF-TCFD-2403v3.pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CBW-CF-TCFD-2403v3.pdf)[KIID-CCLA-BWCF-Class-C-Shares-Income-Feb 24 (1).pdf](file:///C%3A%5CUsers%5CJayneTopham%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5C7FWVQ2Q3%5CKIID-CCLA-BWCF-Class-C-Shares-Income-Feb%2024%20%281%29.pdf)Following a discussion and some questions raised about the fund it was agreed to defer the item until the next meeting. The fund is Low to Med risk which would mean that our Investment policy would need to be reviewed. |
| 11. | **DEVOLVED MANAGEMENT** - Town Clerk to give a verbal report following a meeting with Kenilworth Town Council regarding a joined-up approach on joint concerns for the individual towns.The collaboration with Kenilworth Town Council was welcomed. It was felt that WCC may still wish to be involved. |
| 12. | **RISK REGISTER** – To REVIEW and update current documentDocument attached:[​xlsx icon WTC Risk Register V3 July 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EV1g5aXLtPNFrLb2DR3WY0YByvNyrF_03751yQP3xJ_ChA)The inclusion of committee responsibility was approved. |
| 13. | **POLICIES:**All of our HR policies have been reviewed by our HR consultant, the new model contract has been considered in this process. There are two that need to be updated – approve proposed changes in red.[​docx icon WTC\_ Annual-leave-policy-July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EfSHIXa8xS9KrjRDiBRScfABjpERFrVKr0jUsusjVPSRUw)[​docx icon WTC\_Expenses-policy\_July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EayLG7kV8zhKqzMEkc013h4Bc6aKaVzk7fSqP9B0K_IX3g)It was resolved to approve to take to Full Council once the grammatical changes were made.Death of a Monarch or Senior Figure – Approve proposed changes [​docx icon WTC Death of the Monarch or Senior Figure July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERMuf80c1VxIowI4v4kdYugBomjZmRdEEXUGVPmzOD4Xaw)There was a suggestion to change the document into two, as there was repetition. This was reviewed and a decision was made to retain the current layout for ease of use. There is some repetition but clear differences between the actions required. |
| 14. | **GRANT APPLICATIONS** – A request was made, in February 2024 to include carbon neutral statements on to grant applications. It was agreed to include a statement on the guidance notes for grants. The proposed statement is as follows:*Additional considerations:** *If relevant to your project, please include sustainable best practice in developing the project e.g. reduce/reuse/recycle in the notes of your application.*
* *Please confirm how the project will enhance and/or protect local biodiversity and natural resources. Please describe in the notes how any carbon impact will be as close to zero as possible.*

APPROVE the inclusion asking applicants to source purchases for grants from Warwick where possible. It was resolved to include this statement in the guidance with a paragraph stating “Applicants *should seek guidance from their supporting Councillor if they have any questions or queries”* |

**Signed……………………………… Dated……………………………………..**