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| A black and white logo  Description automatically generatedWARWICK TOWN COUNCIL |
| TOWN CLERK Jayne Topham |
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| FINANCE & POLICY COMMITTEE |
| **THURSDAY 16th MAY 2024**  |
| **Present:**Councillor J DarcyCouncillor P Murphy (Chair)Councillor J Sinnott Councillor D SkinnerThe Mayor (Ex Officio) |
| **MINUTES**  |

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| **1** | **APOLOGIES:** Councillor M Edwards & Councillor S Pargeter sent their apologies.It was resolved to accept them. Councillor J Sullivan was absent. |
| **2.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None |
| **3.** | **MATTERS ARISING FROM PREVIOUS MINUTES.** [​docx icon F P Minutes March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERW97yV1UBNPoKmjB3U8jVABq4uaz-Zey70gzOtE86i_Ig)There were no outstanding matters arising. |
| 4. | **Budgets Forecasts 24/5**The proposed forecasts for 2024/25 was reviewed and it was resolved to approve the changes highlighted in red.[​xlsx icon Approved 24-25 Budgets with Forecasts.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EVA2uEkpJKpItf1XiPeMTL8BJecPQcsfTcrvoACTqtfIYA)Cllr Skinner referenced the decision to move monies from the Lloyds savings account to CCLA and the resulting income benefit to the Town. Also, thanks given to George Palmer for all his hard work securing sponsorship for addition Christmas lights. |
| 5. | **Staffing**The Town Clerk advised that Paul Brady is joining us a Maintenance Operative from 20th May 2024.Team meeting – 4th June to introduce new contract.Town Centre Manager role being advertised at the end of May 2024. |
| 6. | **CIL**The report was noted[​xlsx icon CIL report April 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXTZbZldqM9FkHJHga4pn7ABkCt3JE1_jU-7NK1noU4uDA)The next tranche of money is due in October 2024. |
| 7. | **GRANTS:**The grant requests for community grant funding were reviewed and the following decisions made:Myton Hospice – £1,000 Cllr Ms K Gorman reviewed the application – it was unanimously supported and approve.Warwick Words (amended application)- £2,320 Cllr D Skinner reviewed the application – the amended application was unanimously approved.WDC – Smith Street Party and Victorian evening - £5,000 Cllr D Skinner reviewed the application and it was unanimously approved to take to Full Council subject to a breakdown of costs for the Smith Street party.[​pdf icon Myton Hospices grant application 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EVMFVtEZxEpIs_BTlEGsd44BqzXLKlcG5tlinyRlmqVmFQ)[​pdf icon Myton Hospices quotes.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESnbpu1nRBJFrKoCYRL8rXsBVPYhun2W09c5cghcYBiI9Q)[​pdf icon Grant application - Warwick Words updated.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EV-rysmK1zxKv2XCc-gJ2PUBeJM0l5lALuMWshCEx9mOmw) [Grant-Application\_VictorianEvening\_SmithStreetParty\_2024 updated.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EZsItdYg8ilMosWeQ5fQpYIBuvCrzHk77I0ISxXsactKTA?e=fF6eE6&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3w3OGFiZjVkMDFlNzc0YzhkOWQ5MTA4ZGM3MDEwOGYzYXxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTA4NDYzNjI2OTE5OTQzfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=Zm45QmRCQ3dvSUxDeGl4NWFOb1dWdDQwZGkwNG50RXFIb1E4TUdiM0JZYz0%3d)Cllr Skinner asked how much we gave in grants last financial the total was £57,516.94. |
| 8. | **Ward Walks**The Walks planned are confirmed as follows:Aylesford 31st May & All Saints & Woodloes 17th 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/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EdWRHfKWOQJMqrpJzEocetIBw-cEwS-TMz4KE0Gdwom7DQ)The proposals were reviewed and the recommendation to change from Barclaycard to Square was approved. |
| 10. | **Court House Electricity costs**To APPROVE a supply from June 2024[​xlsx icon Electricity Costs May 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ebds-rESr-VKmSSS2q9eJnYBrrsV04ilMvyBGmwIpjKCHA)Following a discussion, it was resolved to set up a one-year contract with Switch Squid a local agent. The rates are changing daily, and we have to give 30 days’ notice to our current provider. |
| 11. | **Reserves:**The reserves were reviewed, and it was resolved to approve the proposed reserves 2024/5. General reserves to pay for new safe. It was agreed that any future sponsorship received, this financial year, for Christmas Light sponsorship should be transferred into the Christmas Light reserves.[​msg icon Reserves Breakdown With Proposals .msg](https://warwicktowncouncil-my.sharepoint.com/%3Au%3A/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/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETTy6tPSWutHk1Hqtx1NHQMBFzFBeopRi0bid-45RH4v0Q)The Town Clerk gave a background to the quotes. It was resolved to use Prof Shearbomb Ltd who had been sourced through the Arb. Association subject to contract. |
| 13. | **Safe** -review quotations for an additional secure safe[​xlsx icon Safe Quotes.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ec1l96m4U1dIoEX7ns-XC7MB3PfvKgs6NQIM7IIUP7BGkQ)It was resolved to use InSafe Grade 5 model £8,643.25 subject to our Insurers supporting. The payment will come from our general reserves. |
| 14. | **CCLA investment account** – Transfer £250K from Precept received in April 2024.It was resolved to approve the transfer to the Public Sector Deposit Fund.  |
| 15. | **Policies to review**:The policies were reviewed and the following changes made:(To be ratified at Full Council)* Complaints procedure. No changes made.
* Social Media policy. Updated to change Twitter to “X” and add Katherine as the webmaster.
* Fire Emergency policy. Steward information updated. Evening meeting point added – the war memorial and Pageant Gardens are locked at night. Salvage plan added as an appendix. A fireproof key box will be purchased for the safe keys.

[​docx icon Warwick Town Council Complaints procedure 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWONei3Gc7dKhIF334DG72QBwrVOvZzrkDIh8GnYimPPGw)[​docx icon SOCIAL MEDIA POLICY FOR WARWICK TOWN COUNCIL - May 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EfpsXFwKWG9OhhtijXsC7fIBrfc-Uqog1yxP09qrjkEmXg)[​docx icon Fire Emergency Plan 2022.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXBlygb_VyhCggc9u_h6DOABIvPAasujqhk2ABoCuD7Wfg) |
| 16. | **Complaint from a resident:**The complaint was reviewed. A discussion was held about using the ballroom for meetings.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.Following a discussion, it was resolved to always use Microphones if any meeting was held in the Ballroom and that the Ballroom would only be used for larger meetings. Meeting will be set up, at the Minstrel Gallery end in future as the acoustics are better at that end.The Town Clerk will respond to the complainant. |
| 17. | **Internal Audit report**The Town Clerk reviewed the finding and clarified the response. The report was noted.[​docx icon Report - WTC Quarterly Audit Q2 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ed-x1cemFgdMu0ELq0C3S-8B842fpgRqg67XMeZGINjm5A) |
|  | Cllr AP Murphy will not be Chair next year and wished to thank fellow Councillors, The Town Clerk and George Palmer for their support in his year.Cllr Skinner led a vote of thanks to Cllr Murphy for his hard work during his year as Chair. |

**Signed……………………………………………….. Date……………………………………..**