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| A black and white logo  Description automatically generated  WARWICK TOWN COUNCIL |
| TOWN CLERK  Jayne Topham |
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| FINANCE & POLICY COMMITTEE |
| **THURSDAY 14th MARCH 2024** |
| **PRESENT:**  Councillor J Darcy  Councillor Simon Pargeter  Councillor J Sinnott  Councillor J Sullivan (Chair)  The Mayor (Ex Officio)  SUB: Councillor Miss CL Moynihan |
| **MINUTES** |

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| **69.** | **APOLOGIES:** Councillor P Murphy sent his apologies – it was resolved to accept them. Councillor D Skinner attended online so was not able to comment or vote.  Councillor M Edwards was absent. |
| **70.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** Cllr Ms Moynihan item 83.  *.* |
| **71.** | **MATTERS ARISING FROM PREVIOUS MINUTES.**   1. Payment of WDC invoice for 2023 election costs – following a discussion it was resolved to make payment of this invoice. The Bi-Election costs were lower than forecast – estimated £11K.   [​docx icon Minutes F P January 24.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQs25NhMYkBLtWEyz4mR3v0BOs1QhKivW2IdVg8U83j0pQ) |
| 72. | **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)  It was resolved to approve the income and expenditure for January and February 2024 as presented. |
| 73. | **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. The forecast for WTC salaries was sense checked and amended. It was resolved to approve the forecasts. |
| 74. | **Staffing**  The Town Clerk advised that the SLCC has produced a new contract for staff. The contract was being reviewed with the HR Manager and a presentation will be made at the next Team meeting where staff can ask questions and enter a 30-day consultation. The intention is to move all staff onto the same contract, which is much more comprehensive. Terms will not change. The Town Clerk will hold individual meetings with staff members.  The job description for the new Town Centre Manager role has been circulated to Cllr Skinner, Cllr Murphy, Chamber of trade and Aaron Corsi WCC. The intention is to advertise the role after Easter alongside the Maintenance Operative role due to a failed probation. |
| 75. | **CIL**  To APPROVE a Grit bin – it was resolved to approve the funding for a new grit bin next to Scar Bank canal bridge. As discussion was held about the poor state of the bridge. Cllr Darcy will investigate available funding to support maintenance with WTC using future CIL monies to support if appropriate.  [​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) |
| 76. | **GRANTS:**  To DECIDE UPON A REQUEST for community grant funding:  **1) £5,000 Folk Festival. Supported by Cllr O Jacques –** it was resolved to  approve this grant application to take to Full Council.  The Town Clerk suggested a commitment for 3 years, as previously given.  This was supported subject to the event confirming:   1. Do you offer or liaise with student groups/older resident groups to offer a discounted ticket price to ensure we are reaching out to all age groups? 2. Do you look at any free or discounted tickets to residents in CV34? 3. Do you give any reduction for CV34 residents?   [​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)  It was resolved to be approved.   1. **£5,000 Citizen’s Advice. Supported by Cllr Pargeter**   [​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)  It was resolved to approve the grant to be taken to Full Council. |
| 77. | **Ward Walks:** For information – the next Walks will be planned in April 2024. |
| 78. | **Standing orders**  [​docx icon Warwick Town Council Standing Orders August 2022.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETaTMuHHYX5FjJfS8cVhMFUB1Sf887A__5mR2nIiSXzIuA)  It was resolved to approve the document to take to Full Council to be ratified. |
| 79. | **Financial Regulations**  [​docx icon Financial Regulations 2023.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQIbIHoKQqJGl5qqRy1CtLIB5qS-YtqNXyLMF8YRYL6gPA)  It was resolved to approve the document to take to Full Council to be ratified. |
| 80. | **Contract list.**  [​docx icon Contracts Register March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/Efdge52kAAVOm1RBZT-0nDABRQ_DwaPnXgvBYlitNVbT_A)  The content of the register was noted. |
| 81. | **Code of Conduct:**  [​docx icon Code of Conduct 2022 .docx](https://warwicktowncouncil-my.sharepoint.com/:w:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EZtm34C6m6BFrpEwLU0gimkB2jYOob0TqU3yQ3bDpF6X3w)  It was resolved to approve the document to take to Full Council to be ratified. |
| 82. | **Insurance**  [​xlsx icon Insurance Quotes 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESKZMNfR1rVBo8cvne8q2mYB5IZac2URPHfFOudIMdXB3A)  The insurance quotations were reviewed, and it was resolved to secure the 3 years offer with Clear Councils. During the process of obtaining quotes, it was highlighted by Ecclesiastical Insurance that our safe was not to the standard required. The Town Clerk will obtain quotes and speak to our insurers to ensure this is upgraded. |
| 83. | **Grant applications**  The proposed statements were discussed.  *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? “*  It was resolved to ask Cllrs Harrison and Jacques to review the statements to ensure smaller groups were not “put off “ from applying and for the message to be more generic in the policy rather than on the grant form. |

Signed………………………………… Date………………………………………………