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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 |
| **10th OCTOBER 2024** |
| **PRESENT:**  Councillor D Browne  Councillor Ms K Gorman  Councillor P Murphy  Councillor Simon Pargeter  Councillor J Sinnott (Chair)  Councillor P Wightman  The Mayor (Ex Officio) |
| **MINUTES** |

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| **1.** | **APOLOGIES:**  Councillor J Darcy sent her apologies it was resolved to accept them. |
| **2.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None |
| **3.** | **MATTERS ARISING FROM PREVIOUS MINUTES**. August 2024.  Minutes attached for reference. It was resolved to approve the minutes with the addition of the word subsequently to item 13 – Death of a monarch.  The Town Clerk reviewed the decision to make one of the gazebos for the Wednesday market. Having spoken to Tony Hemming his quote was based on buying material for all four. Following a discussion, it was resolved to approve the material costs for all the gazebos @ £752. Tony will make one for approval. |
| **4.** | **EXTERNAL AUDIT REPORT** – NOTE comments from the External Auditor Town Clerk  Report attached.  Note that the previous year comment regarding the bank reconciliation as reviewed at F& P June 24. It was resolved to note the comment. |
| **5.** | **INTERNAL AUDITOR –** CONFIRM using of our current auditorBill Wooliscroft for 2024/5 This will be the last year of a three-year agreement agreed 28th October  2022. It was resolved to use Bill Wooliscroft for the last year of the agreement. The Town Clerk will approach auditors for the 3 years after that. |
| 6. | **PAYMENTS AND INCOME**  To APPROVE income and payments for July & August 2024  July   * Income report produced at 12.53pm on the 17th September 2024 * Expenditure report produced at 12.57pm on the 17th September 2024   August   * Income report produced at 2.45pm on 2nd October 2024 * Expenditure report produced at 12.05pm on 2nd October 2024   Reports attached for reference.  It was resolved to approve the income and expenditure reports as presented for July and August 2024. |
| 7. | **FORECAST 2024/5**  NOTE Forecast v Actual to end of August 2024.  Income   * (61) Interest on Lloyds Deposit account – reduce to £150. Very little money is held in this account now as it is better invested with CCLA Instant Access * (62) Interest on CCLA Instant Access – increase to £38,000. A further £270,000 has been invested in October 2024. Monies will be required for Wayfinding, potentially before Christmas. * (120) Visitor Centre Grant – Warwick District Council have agreed £25,000 which has been budgeted for. An additional £6,000 has been awarded for new equipment in the Visitor Centre – we will purchase goods and then claim back. Increase VIC Grant income to £31,000 * (24) Other income – this includes income from Warwick Court Leet for new benches in Millenium Gardens, and additional income from our current photocopier contract to pay off our old contract. Increase revised budget to £2,000.   Expenditure   * (1070) VIC Revamp – this budget heading is being used to purchase new equipment up to the value of £6,000 – which will be funded by Warwick District Council. * Note: WTC Other costs include new safe for £8,643. This will be funded from WTC General reserves but is shown within our accounts. * Reserves - £500 set up costs for Repair Café.   Following a discussion, it was resolved to approve the changes listed this was a unanimously decision. |
| 8. | **STAFFING**  The Town Clerk reported that First Aid training is being held on the 21st November 2024 and Health & Safety training on the 10th December 2024. Kelly Scott has started as Town Centre Manager and is embracing the role. Jane Thomas had taken on the Supervisor role in the Visitor Information Centre. A quote for rebanding roles was received at £500. Our HR consultant will work with the Town Clerk to review the banding to save the cost. The outcome will be discussed with the Chair of Finance and Policy before implementation. |
| 9. | **CLOSED CHURCHYARDS**  To RECEIVE a verbal report, regarding ownership from the Town Clerk and determine next steps.  The Town Clerk advised that the Chair of F & P and herself walked around the 3 closed churchyards yesterday, so that he had more of an understanding of the issues. The Chair of F & P advised that the District had not been able to respond to his email due to staff absence. Cllr Wightman was concerned about the content of the letter sent to the Town Clerk and it was resolved for him to meet with the Town Clerk to compile a response. |
| 10. | **CIL –** NOTE summary from the Assistant Town Clerk  Report attached – the report was noted. |
| 11. | **WARD WALKs**  To RECEIVE an update from the Assistant Town Clerk.  Report attached – the report was noted. |
| 12. | [**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 following questions raised at the previous meeting – see attached document.  [Warwick Town Council - BWCF - Aug 24.pdf](file:///C:\Users\JayneTopham\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7FWVQ2Q3\Warwick%20Town%20Council%20-%20BWCF%20-%20Aug%2024.pdf)  [BWCFC-2407v2.pdf](file:///C:\Users\JayneTopham\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7FWVQ2Q3\BWCFC-2407v2.pdf)  [BW-CF-TCFD-2403v3.pdf](file:///C:\Users\JayneTopham\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7FWVQ2Q3\BW-CF-TCFD-2403v3.pdf)  [KIID-CCLA-BWCF-Class-C-Shares-Income-Feb 24 (1).pdf](file:///C:\Users\JayneTopham\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\7FWVQ2Q3\KIID-CCLA-BWCF-Class-C-Shares-Income-Feb%2024%20(1).pdf)  Following a discussion, it was resolved to review the Investment policy to include ethical investing and approach other fund providers to compare their ethical funds. |
| 13. | **CCLA** – Public Sector Deposit Fund – NOTE £270,000 transferred from the second part of the precept. The investment was noted. |
| 14. | **DEVOLVED MANAGEMENT** - Town Clerk to give a verbal report  The Town Clerk advised that a meeting is being organised with Chris Elliott herself and Councillor representatives from Warwick and Kenilworth – the outputs would discussed via this committee. |
| 15. | **RISK REGISTER** – To REVIEW and update current document  Document attached:  [​xlsx icon WTC Risk Register V3 July 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/:x:/g/personal/jaynetopham_warwicktowncouncil_org_uk/EV1g5aXLtPNFrLb2DR3WY0YByvNyrF_03751yQP3xJ_ChA)  The register was reviewed – no changes were proposed. |
| 16. | **GRANT APPLICATIONS** – APPROVE grant applications as presented:  St Mary’s Church £2,024 – supported by Cllr O Jacques  Following a discussion, it was agreed to ask questions before approving the application.  Art Therapies - £3,000 – supported by Cllr S Pargeter.  Following a discussion about future viability it was resolved to approve the grant. The majority were in favour.  Applications attached. |
| 17. | **INTERNAL AUDIT REPORT**  To NOTE the finding of the report covering Q4 2023 & Q1 2024.  It was resolved to note the two reports. |
| 18. | **YOUTH COUNCIL** – NOTE overall report and financial summary**.**  The Assistant Town Clerk reviewed the planned activities.  Finance Officer Lauren Griffith attended and presented the Youth Council accounts. Councillors thanked Lauren for her report and attendance. |

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