



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

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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 10th OCTOBER 2024** commencing at **6.30pm**

COMMITTEE MEMBERSHIP:


Councillor D Browne
Councillor J Darcy
Councillor Ms K Gorman
Councillor P Murphy
Councillor Simon Pargeter
Councillor J Sinnott
Councillor P Wightman
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.

1.	<u>APOLOGIES:</u>
2.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> <i>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.</i>

3.	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> August 2024. Minutes attached for reference.
4.	<u>EXTERNAL AUDIT REPORT</u> – 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.
5.	<u>INTERNAL AUDITOR</u> – CONFIRM using of our current auditor Bill Wooliscroft for 2024/5 This will be the last year of a three-year agreement agreed 28 th October 2022.
6.	<u>PAYMENTS AND INCOME</u> To APPROVE income and payments for July & August 2024 <u>July</u> <ul style="list-style-type: none"> Income report produced at 12.53pm on the 17th September 2024 Expenditure report produced at 12.57pm on the 17th September 2024 <u>August</u> <ul style="list-style-type: none"> Income report produced at 2.45pm on 2nd October 2024 Expenditure report produced at 12.05pm on 2nd October 2024 Reports attached for reference.
7.	<u>FORECAST 2024/5</u> NOTE Forecast v Actual to end of August 2024. Report attached.
8.	<u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk
9.	<u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal report, regarding ownership from the Town Clerk and determine next steps.
10.	<u>CIL</u> – NOTE summary from the Assistant Town Clerk Report attached
11.	<u>WARD WALKS</u> To RECEIVE an update from the Assistant Town Clerk. Report attached
12.	<u>CCLA Better World Cautious Fund</u> – 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 BWCF-2407v2.pdf BW-CF-TCFD-2403v3.pdf KIID-CCLA-BWCF-Class-C-Shares-Income-Feb 24 (1).pdf
13.	<u>CCLA</u> – Public Sector Deposit Fund – NOTE £270,000 transferred from the second part of the precept.

14.	<u>DEVOLVED MANAGEMENT</u> - Town Clerk to give a verbal report
15.	<u>RISK REGISTER</u> – To REVIEW and update current document Document attached:  WTC Risk Register V3 July 2024.xlsx
16.	<u>GRANT APPLICATIONS</u> – APPROVE grant applications as presented: St Mary’s Church £2,024 – supported by Cllr O Jacques Art Therapies - £3,000 – supported by Cllr S Pargeter Applications attached.
17.	<u>INTERNAL AUDIT REPORT</u> To NOTE the finding of the report covering Q4 2023 & Q1 2024. Report to follow.
18.	<u>YOUTH COUNCIL</u> – NOTE overall report and financial summary. Reports attached

3rd October 2024 *Jayne Topham* Town Clerk