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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/>  |
| FULL COUNCIL |
| **27th MARCH 2024**  |
| **MINUTES**  |
| Present: The Mayor Cllr O JacquesCouncillor D Browne Councillor J DarcyCouncillor Mrs K DrayCouncillor M EdwardsCouncillor Ms K GormanCouncillor Mrs E HarrisonCouncillor Miss CL MoynihanCouncillor AP MurphyCouncillor S PargeterCouncillor J SinnottCouncillor D SkinnerCouncillor J SullivanCouncillor P WightmanTown Clerk Jayne Topham |

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|  | **SECTION A Council** |
| **83.** | **PRAYERS –** Rev J Hearn read prayers. |
| **84.** | **APOLOGIES:** Cllr Mrs M Mangat submitted her apologies **–** it was resolved to accept them. |
| **85.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None |
| **86.** | **MAYORS ANNOUNCEMENTS -** The Mayor reviewed the events he had attended and also, his fund-raising events since the last meeting. |
| **87.** | **CONFIRMATION OF MINUTES FROM SPECIAL MEETING HELD 25th JANUARY 2024.** [​docx icon Minutes F C Special Meeting Jan 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQKbkO5nQ0BOvKaqXKY5a0kBcJSRjkzNAe_7McTllZo04Q)It was resolved to accept the minutes as a true record. |
| 88. | **REPORTS TO BE RECEIVED FROM DISTRICT OR COUNTY COUNCILLORS**[​docx icon County Councillor report 27 March 2024 - JH.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXzzwqBMzfZLrFCZbjnds7IB_QyhO66Y9x18LOU1oGKnmA)[​docx icon Mar Report for Town Council (DH).docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EXTR1qZ9kqxCq3zxIar6K-8B99obPfGwteC17vI3Il6MPw)Cllr J Holland distributed a leaflet regarding the Air quality in Warwick and the deferred traffic plan for Warwick – it was agreed to write in support of the implementation of this plan. It was also resolved to invite the relevant officer to a future Full Council meeting. |
| 89. | **REPORTS OF PLANS COMMITTEE:**To RECEIVE and ADOPT the minutes of the following meetings:1st February 2024 [​docx icon Minutes Planning February 2024.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%2FEeFIpJr3V1pHiGDZKjmgF-0Bg8A_8VwF5CqmxAgmM_jPkA&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7C52e806c3e9f04dbe3b9908dc4738977b%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638463555600010906%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=7yetrqolDAD357p9DlMCCzyZ5Va%2BGw26yk999JZJKlM%3D&reserved=0)7th March 2024 [​docx icon Minutes Planning March 2024.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%2FEeqmoiiPxgRLo_uLClTXOjAB5AiezZzRcI1NocuR0Ia2rw&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7C52e806c3e9f04dbe3b9908dc4738977b%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638463555600023778%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=eBW%2BX%2F8sILXmh7iG98zF9Lrq73HqHW2Ulkt86%2FZRPL8%3D&reserved=0) It was resolved to accept the minutes of the planning committees held on the 1st February and 7th March 2024. |
| 90. | **COMMITTEE MEETINGS:**To RECEIVE and ADOPT the minutes of the following committees:Allotments 26th February 2024 [Allotment Committee Meeting minutes 26th February 2024.docx](https://eur02.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Fwarwicktowncouncil-my.sharepoint.com%2Fpersonal%2Fkatherine_geddes_warwicktowncouncil_org_uk%2FDocuments%2FAttachments%2FAllotment%2520Committee%2520Meeting%2520minutes%252026th%2520February%25202024(1).docx&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7C52e806c3e9f04dbe3b9908dc4738977b%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638463555600034823%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=BdiLfBcPTrc140UaFNYHQBoi7G16nP2lha52jp03q%2Fo%3D&reserved=0)Community & Culture 15th February 2024 [​docx icon C & C Minutes Feb 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUj2Z-qCfkVIqlOdpbbbIbsBR33eZO7ISB_9mLqn1-44Kg)Economic & Tourism 22nd February 2024 [​docx icon E & T Minutes Feb 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EdLQ_q66hwlBknxeNnoJzsMBxnL71LW3mG_e8fYj_DOQ5A)Finance & Policy 14th March 2024[​docx icon F P Minutes March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERW97yV1UBNPoKmjB3U8jVABq4uaz-Zey70gzOtE86i_Ig)It was resolved to accept the minutes of the meetings held for Allotments 26th February, Community & Culture 15th February, Economic and Tourism 22nd February and the majority accepted the minutes of Finance and policy 14th March 2024. |
| 91. | **ELECTION OF TOWN MAYOR AND DEPUTY MAYOR 2024/25**.The Town Clerk requested nominations for the election of Town Mayor 2024/25.Cllr Dave Skinner was nominated by Cllr J Darcy and seconded by Cllr J SullivanNominations were requested for the election of Deputy Mayor 2024/5 Cllr J Darcy was nominated by Cllr AP Murphy and seconded by Cllr J Sullivan.All were in favour. |
| 92. | **MEMBERS QUESTIONS**None |
|  | **SECTION B GENERAL PURPOSES** |
| 93. | **PUBLIC QUESTION TIME:**Members of the public may PRESENT a question.A resident asked for an update on increased CCTV at St Nicholas Park covering the school route to Myton Road. Following a discussion and an update regarding crime rates it was resolved to request an update from WDC.St Mary’s Lands – a question was asked if the Town Council were disappointed not to be consulted regarding the new proposals to fence off part of the land for nesting birds. Cllr D Browne advised that WDC were following expert advice. |
| 94. | **WARWICK COURT LEET** The Bailiff R Glassborow gave a comprehensive and historic overview of Warwick Court Leet and its links with the Town Council. The Bailiff was applauded for his detailed and interesting presentation. |
| 95. | **SEVEN TRENT – Presentation Bathing Rivers Project –** Kat Reay Senior Stakeholder Officer gave a detailed presentation regarding the Bathing Rivers Project. A discussion was held around local river issues. The project was welcomed.Cllr D Skinner raised the issue regarding foul water which Kat will raise with the relevant department.<https://www.stwater.co.uk/wonderful-on-tap/green-recovery/creating-bathing-quality-rivers/> |
| 96. | **GRANTS** To DECIDE UPON A REQUEST for community grant funding (approved by F & P)1. £5,000 Folk Festival. Supported by Cllr O Jacques – approve 3 years of £5K support. Following a discussion Cllr K Gorman raised a question regarding the number of quotes being obtained for this application it was resolved to review the grant policy at the next Finance and policy committee. Email correspondence from the Folk Festival showed they have used due diligence but having been established for so long they have core suppliers. Cllr C Moynihan asked why young people didn’t receive a discount on the ticket price. Subsequently it was found out that the Folk Festival offer a 20% discount for young people.
2. The Town Clerk will meet with the Folk Festival Director to discuss monitoring costs and also to invite them to attend future Community and Culture meetings prior to the release of funds.

It was resolved by the majority to approve the £5K grant for this year and to approve a 3 year commitment, subject to annual reviews. [​xlsx icon Folk Festival Budget 2024 V1.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESRE2l7t4dlLt8D_VQISRs0BvtaOuyRgMEhQs2hOkapzeQ)  [​msg icon RE information requested.msg](https://warwicktowncouncil-my.sharepoint.com/%3Au%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcZaD9g2DgNPhjkr9VC454UBn1_Q1XvKk7bMq-Hw_GJJTg)  [​pdf icon Warwick Folk Festival grant application 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ER-ENi1TPrdHgJAPei8gy6oBmZQGPLTANAcySFOpkWdG8g)**2**)**£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) Cllr K Gorman raised a concern that this project was on going therefore contravening our Grants policy. It was clarified that the grant being sought for this project is to fund extra hours to provide additional, required support for people who reside in the CV34 postcode. For those who specifically need it and have requested it in the areas of health and housing. CAB is tailoring its services to provide more support where it is most needed in addition to the generalist advice and targeted support they have been providing in the areas of financial capability.It was resolved by the majority to approve the grant for £5K.The Town Clerk reminded Councillors that all agendas were sent to all councillors regardless of the committee. Councillors were able to attend any committee if there was an item of interest. Councillors could be involved with the discussion and vote if acting as a “sub”. |
| 97. | **APPROVE POLICIES**1. **Standing orders**

To REVIEW and propose any amendments to the document,[​docx icon Warwick Town Council Standing Orders August 2022.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETaTMuHHYX5FjJfS8cVhMFUB1Sf887A__5mR2nIiSXzIuA)Following a discussion regarding the 3-day rule for agendas being issued it was resolved to approve the Standing orders with no change.1. **Financial Regulations**

To REVIEW and propose any amendments to the document. [​docx icon Financial Regulations 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQIbIHoKQqJGl5qqRy1CtLIB5qS-YtqNXyLMF8YRYL6gPA)It was resolved to amend changes to the policy recommended by the Town Clerk as follows:page 7 – 4.1 remove the use of authorisation slips as we don’t use them. Cllr M Edwards asked what would replace the slips. The Town Clerk advised that use of minutes was sufficient. Authorisation slips had never been used.Page 19 14.6 Add that the Assets are revalued every 5 years, by an external auctioneer and valuer.Following a discussion, it was resolved by the majority to approve the amendments.1. **Code of Conduct:**

To REVIEW and propose any amendments to the document [​docx icon Code of Conduct 2022 .docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EZtm34C6m6BFrpEwLU0gimkB2jYOob0TqU3yQ3bDpF6X3w)It was resolved to approve the document – unchanged. |
| 98. | **Right of Way improvement plan –** agree an official RESPONSE – deadline 7th April 2024[**https://ask.warwickshire.gov.uk/insights-service/49f3c1bc/**](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fask.warwickshire.gov.uk%2Finsights-service%2F49f3c1bc%2F&data=05%7C02%7Cjaynetopham%40warwicktowncouncil.org.uk%7Cb32330262a5a4827b15e08dc41c5df26%7Ca758e89364a849ed85f28ecf7baaae26%7C0%7C0%7C638457565323965954%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=LzGRLj6cQynl1e%2Fd6Z7KxzeuSDEmuQ6PKnC0bE%2BNxmo%3D&reserved=0)Following a discussion, it was resolved for individual Councillors to return their views. |

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