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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 |
| **MINUTES**  |
| Present: The Mayor Cllr D SkinnerCouncillor D Browne Councillor J DarcyCouncillor Mrs K DrayCouncillor Ms K GormanCouncillor Mrs E HarrisonCouncillor O JacquesCouncillor Mrs M MangatCouncillor Miss CL MoynihanCouncillor AP MurphyCouncillor S PargeterCouncillor J SinnottCouncillor P WightmanTown Clerk Jayne Topham |

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|  | **SECTION A Council** |
|  | **WELCOME –** Mayor of Warwick welcomed all to the meeting. |
| **99.** | **PRAYERS –** Jane Sault read prayers |
| **100.** | **APOLOGIES:** Cllr M Edwards sent his apologies it was resolved to accept them.Cllr J Sullivan was absent. |
| **101.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None |
| **102.** | **To APPROVE minutes for FULL COUNCIL meeting held 27th March 2024**[​docx icon Full Council March 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcjxpUtdNcxLn57PwnCkUeABrG7fcv7eXRpbApG3FVyIMw)It was resolved to approve the minutes as a true record. |
| **103**. | **REPORTS OF PLANS COMMITTEE:**To RECEIVE and ADOPT the minutes of the following meetings:* 11th April 2024
* 9th May 2024

 [​docx icon Minutes Planning April 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/ESZZtE8LAddHjBQaK1z6ARQBU4rX0S7E_q-nyCIfx3188A?e=1n1a6p&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3wxYjQyMTFiOWZmNjM0NzQzYmFhNTA4ZGM3MzUxY2FmYXxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTEyMDQyMzQ1MDk4NzAzfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=QXZ3SkVleGwzcFFDZW9qUlpJZ3BOekYzNEp4UUlpa2FJYnIyb0JSamt4TT0%3d)[​docx icon Minutes Planning May 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EdABDvFGbeNEg78l_RLK-YYB0mRhXIVFHAKYbdhmJ_Hqmg?e=T11ac6&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3wxYjQyMTFiOWZmNjM0NzQzYmFhNTA4ZGM3MzUxY2FmYXxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTEyMDQyMzQ1MTEyNTQ0fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=N3JncGxQeTB1aXNSbnh6QmJJdEpUZkw5blgwRXJRR3dQVWxQeU9rMlNxTT0%3d)It was resolved to adopt the minutes for both meetings. |
| **104.** | **COMMITTEE MEETINGS:**To RECEIVE and ADOPT the minutes of the following committees:* Allotments 29th April 2024
* Community & Culture 4th April 2024
* Economic & Tourism 18th April 2024
* Finance & Policy 16th May 2024

[​docx icon Allotment Committee Meeting minutes 29th April 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EdUMOqe4wMhLvI8O8WDPnYwBbOwMhTHFH0hLTb2G3gy8Pg?e=zaTEOr&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3wxYjQyMTFiOWZmNjM0NzQzYmFhNTA4ZGM3MzUxY2FmYXxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTEyMDQyMzQ1MTIyNjg3fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=OGZ6QUhGTWxQSk92VG5qQ0pMZWVkc2lSSDRpSCt6OGxKQ05xY3pYaEhCbz0%3d)[​docx icon F & P Minutes MAY 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EalLKZdvu3NAlJfUby6HWlQBpIrgEm6vYQxhwWfoswBOfQ)[​docx icon E & T Minutes April 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EVDlN35X01pAgffzS33Uo4QBFAhw0aW5tDYSGbZpqnOQvg)[​docx icon C & C minutes April 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EfQnbweYCFJFs4XDG_gCqC8BSklMd4fkCiXcBE00qhWJSQ)It was resolved to adopt the minutes of all of the meetings listed above. |
| **105.** | **APPROVE Policies** (Revised at F & P)* Complaints procedure
* Digital Social media policy
* Fire emergency plan

[​docx icon Warwick Town Council Complaints procedure 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EZhEzP8_yCZEsI-oMyq29KIBJBzmQTSGwZB1psP-HpFisA)[​docx icon SOCIAL MEDIA POLICY FOR WARWICK TOWN COUNCIL - May 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWkV7TE7z29Bh3cpXdNkuBwBVNz4FHR6YPE2drA7eioVNw)[​docx icon Fire Emergency Plan 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUIvo-90S89AnEHWsHkzHrQB4650A6wmRRinrZpTMFu1pA)It was resolved to approve the proposed changes to each document. |
| **106.** | **APPROVE Grants (**Approved at F & P)* Parenting Project 5K
* WDC Smith Street Party and Victorian Evening £5K
* Lord Leycester £5k for 2024/25 and £5K for 2025/26

[​pdf icon Lord Leycester Grant Application WTC 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/Ec-kIKtWUXJLlgKfvGUghCEBRdhP-UZfK8h2LYlPtzYvCw?e=X8h5Kd&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3xlYTk5ODdjZWQyYTM0YWIzZWE1ZDA4ZGM1YTA5Mzc0ZHxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NDg0MjQyODI0NzkwNDc2fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=RzhvZU56emlPbC9nekxlSFFtQTdoN0VRaFhRNFgyaE1JRTQ3L2puRFdyOD0%3d)[​pdf icon Lord Leycester OL-18-07025 Activity Plan.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EbVJeBaSO_5Ag6OBJeCOidUBVVYuoqVTNGuoG43Is8iasg?e=ZmRCif&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3xjZjQwYjdhNjRmY2E0NzM1ZGIwZDA4ZGM1OTQ4Y2VhMnxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NDgzNDE2NDQyMTQ4MzkyfFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=dFJMb0g5aVhwUEM1dkcwSmZ5NG9yVkQvY3pKc2pYM3dGaWE4MllobUtVTT0%3d)[​pdf icon Grant application Parenting Project 2024.pdf](https://warwicktowncouncil-my.sharepoint.com/%3Ab%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EZZK39OldxRBh6_aKxLgSk8BP7c0REW-RtSWKKOItlaCog?e=PyrgMU&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3xjZjQwYjdhNjRmY2E0NzM1ZGIwZDA4ZGM1OTQ4Y2VhMnxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NDgzNDE2NDQyMTE1NzI1fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=YUYyOWhJMlh0dEl2RUNUZVRHUWQ4TUN2aEFqL2JUVG9LTlJGNlZ2Qk81QT0%3d)[​docx icon Grant-Application\_VictorianEvening\_SmithStreetParty\_2024 updated.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/katherine_geddes_warwicktowncouncil_org_uk/EZsItdYg8ilMosWeQ5fQpYIBuvCrzHk77I0ISxXsactKTA?e=BrVbVR&xsdata=MDV8MDJ8amF5bmV0b3BoYW1Ad2Fyd2lja3Rvd25jb3VuY2lsLm9yZy51a3w1OWVkZDQ1NWJjNDg0YjU1ZjAwZDA4ZGM3OTc1YjFlNnxhNzU4ZTg5MzY0YTg0OWVkODVmMjhlY2Y3YmFhYWUyNnwwfDB8NjM4NTE4NzkzNjMwNDUzNTM3fFVua25vd258VFdGcGJHWnNiM2Q4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazFoYVd3aUxDSlhWQ0k2TW4wPXwwfHx8&sdata=UXlPcHB5U2FJL2tyZG5ZcjRBTkMxdkxYbnFUVitQK1lHbjVHSHdkM09RVT0%3d)It was resolved to approve the grants as proposed for the Parenting Project £5K, WDC Smith Street party and Victorian Evening £5K and the Lord Leycester £5 for the next two years. |
|  | **SECTION B MAYOR MAKING** |
| **107.** | **Outgoing Mayor Presentations**:* Presentation to the Mayor’s Charities – The Mayor - Cllr O Jacques presented cheques for £2,300 to Safeline & Molly Ollies wishes.
* Mayor’s awards were presented to Dr Heidi Meyer & Alex Harvey.
* Presentation and thanks were given to the Mayor Cadet Able Cadet John Burston.
* Mayor’s Chaplain Rev J Hearn was not able to attend and will be presented with a certificate separately.
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| **108.** | **Election of Town Mayor.** Mayor Cllr O Jacques invited nominations for the election for Town Mayor 2024/25 – Cllr Mrs M Mangat made a speech and proposed Cllr D Skinner. Cllr D Browne seconded the motion and made a speech. The Mayor Cllr O Jacques – called for further nominations, there were none – the motion was put to the Council for adoption which was accepted unanimously. Cllr D Skinner accepted the position of Town Mayor by making his declaration and signing the book.The new Mayor gave a speech. |
| **109.** | **Vote of thanks to retiring Town Mayor**Mayor Cllr D Skinner presented the past Mayor badge to Cllr O Jacques and made a formal vote of thanks to the retiring Mayor Cllr O Jacques. Cllr Mrs M Mangat seconded the formal vote, and the motion was unanimously accepted by all the Councillors.Cllr O Jacques responded to the vote of thanks. |
| **110.** | **Appointment of Mayor’s Chaplain –** The Mayor announced Jane Sault to be his Chaplin. A Chaplin’s badge was presented to her for the municipal year 2024/5. |
| **111.** | **Appointment of the Mayor’s Cadet** -The Mayor announced Annabel Hale Air Cadet to be his Cadet. A Cadet’s badge was presented to her for the municipal year 2024/5. |
| **112.** | **Election of Deputy Town Mayor**The Mayor invited nominations for Deputy Mayor. Cllr Mrs K Dray proposed the election of Cllr J Darcy and Cllr Miss C Moynihan seconded the motion; the Councillors unanimously agreed. Cllr J Darcy accepted the role of Deputy Town Mayor by making her declaration and signing the book.Cllr J Darcy gave a short speech. |
| **113.** | **Appointment of Petty Officers.** The Town Clerk confirmed that M Reddy wishes to continue to support the Town Council as Town Crier. T Gardener wished to remain as Sargeant of Mace along with W Spraggett as Assistant Sargeant of Mace. |
| **114.** | **To confirm the membership of committees.** The Mayor asked Councillors to confirm their acceptance of the committee membership, as presented. All were in favour. |
| **115.** | **To confirm the representation for outside bodies.** The Mayor asked Councillors to confirm their acceptance of representation on outside bodies, as presented. All were in favour. |

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