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| A black and white logo  Description automatically generatedWARWICK TOWN COUNCIL |
| TOWN CLERK Jayne Topham |
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| FULL COUNCIL |
| **25th JULY 2024**  |
| **MINUTES**  |
| Present: The Mayor Cllr D SkinnerCouncillor J DarcyCouncillor Mrs K DrayCouncillor M EdwardsCouncillor Ms K GormanCouncillor Mrs E HarrisonCouncillor O Jacques (Part A only)Councillor Miss CL MoynihanCouncillor AP MurphyCouncillor S PargeterCouncillor J SinnottCouncillor P WightmanTown Clerk Jayne Topham |

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|  | **SECTION A Council** |
| **1.** | **PRAYERS –** Jane Sault gave a reading of reflection. |
| **2.** | **APOLOGIES:** Councillor D Browne & Councillor Mrs M Mangat gave their apologies it was resolved to accept them.  |
| **3.** | **DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None. |
| **4.** | **MAYORS ANNOUNCEMENTS:** The Mayor summarised the events that he had attended since becoming Mayor. |
| **5.** | **CONFIRMATION OF MINUTES FROM SPECIAL MEETING HELD 24th JUNE 2024.** To RECEIVE and APPROVE the minutes of the meeting.[​docx icon Full Council Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETIvowVH_z5EmmBWRXOFVFkBnddQLthQFm9tZa_QAsDsSg)It was resolved to approve the minutes as a true record. |
| 6. | **REPORTS TO BE RECEIVED FROM DISTRICT OR COUNTY COUNCILLORS**[​docx icon Report from WCC Cllr J Holland.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EQJ4-44P1aJKlP64fgOpiQoB5o9EeXR3mSZCW7VyEjCWPQ)[​docx icon WCC report Cllr J Darcy.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETt9PEc_tthOum5UOm4ZE_sBjI9Rgt94D18I0cW9QYOa5g)[​docx icon WDC July Report for Town Council (DH).docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ETiLPwk6wNdDh0kJzN865c0B7vuVprmHfxrsaUYDMIczkg)The reports were reviewed and the content was noted. |
| 7. | **REPORTS OF PLANS COMMITTEE:**To RECEIVE and ADOPT the minutes of the following meetings:6th June 20244th July 2024[​docx icon Minutes-Planning-June-2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUm27f2aTyRMqPyfAkJpJ6MBLzmxL1nFNSJCjc576xMOng)[​docx icon Minutes Planning July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EapP7F_ADwpBgGuYo6MKqksBoWjxTOygrDKKOH_vhii7Ew)It was resolved to approve and adopt the decisions of the planning committee meetings held in June and July 2024. |
| 8. | **COMMITTEE MEETINGS:**To RECEIVE and ADOPT the minutes of the following committees:Allotments 15th July 2024Community & Culture 13th June 2024Economic & Tourism 27th June 2024(Vision document – Councillor volunteers needed)Finance & Policy 20th June 2024[​docx icon Allotment Committee Meeting minutes 15th July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUliqMacU5NHra0pYrBeDTABRci98BVIcyuDRxzwgeuhIA)[​docx icon C & C Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EcGgwmTdKKBNnM8T-MtoEhEBwJi22X0uFGskgLzKldMcsw)[​docx icon E & T Minutes June 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EU8J8EUTI7xHrMOCbb6pMxMBjmjSmhtMp1969nWhCJbb5A)[​docx icon F P minutes JUNE 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EWKP2TzuBkBItmC2643-1bEB0Wh8r8T5h_KhmUh5p6PxYA)It was resolved to approve and adopt the decisions made by all committees. It was noted that the new Town Centre Manager will be tasked to take the outputs of the vision workshops forward. Councillors O Jacques and Ms Cora-Laine Moynihan would like to support. |
| 9. | **COMMUNITY & CULTURE meeting 19th September 2024 –** APPROVE proposed change of time to 6pm due to WIB awards evening.It was resolved to approve the time change for this meeting to accommodate the Warwick in Bloom awards. |
| 10.  | **MEMBERS QUESTIONS –** No questions were raised.Members may PRESENT a question to be considered and actioned if appropriate**.** |
| 11. | **YOUTH COUNCIL – Chair to REPORT**[​docx icon WYC Timeline to Date July 24.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EV05bdnbsxZFg8AeDrIoXRoB-Rct9xp6yHOEdWP2W5FLTw)[​docx icon Report - Warwick Youth Council update July 2024.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EUcbFvVhOtJFkVzlfePWRzYBSWs3JRfOtQnRIyW4i-343g)The Chair of the Youth Council Miss Sabrina Eimaan Bailey presented a report.The content was noted. It was resolved to invite the Chair and Deputy to Council events. |
|  | **SECTION B GENERAL PURPOSES** |
| 12. | **PUBLIC QUESTION TIME:**A member of the public raised a question regarding the next meeting of the St Mary’s Lands committee. Cllr P Wightman advised that a meeting was imminent. |
| 13. | **RISK REGISTER - REVIEW**To REVIEW and APPROVE the proposed changes. Cllr J Sinnott.[​xlsx icon WTC Risk Register V2 July 2024.xlsx](https://warwicktowncouncil-my.sharepoint.com/%3Ax%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/Ef_gHtoLDFVKmlO79qdT0AkB6X28PTTbNUerQUXWIf0lhA)Cllr Sinnott presented proposed changes. Cllr Mrs E Harrison requested that an outcome box was added which was agreed. Councillors were asked to contact the Town Clerk with any additions requests or updates. The intention is to link the risk to a committee – this will be reviewed at the next Finance and Policy  |
| 14. | **APPROVE POLICIES:**1. **Grants Policy**

To REVIEW and propose any amendments to the document, (No changes made at F & P)1. **Gifts and Hospitality Policy**

To REVIEW and propose any amendments to the document. (No changes made at F & P)1. **Freedom of Information Policy:**

To REVIEW and propose any amendments to the document (No changes made at F & P)1. **Warwick Town Council Civic Manual:**

To REVIEW and propose any amendments to the document (No changes made at F & P)[​docx icon Grants Policy 2024 (draft).docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EazRWjWf-mZDjw_GoK3kHmkB4fBmfTHEX9MVtWR9fKyvLw)[​docx icon Freedom of information policy 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ERiuSWAV5P5Dl1ps4y1lTgQBZjnaxnu2Y7JQrHrJY_cFVA)[​docx icon Gifts and Hospitality Policy Jan 2023.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/ESUWgIDCL7VJhYkh4d7VhrkBFszkRO2dtUbU16GwkbCbXQ)[​docx icon Warwick Town Council Civic Manual 2023 - June 24 draft.docx](https://warwicktowncouncil-my.sharepoint.com/%3Aw%3A/g/personal/jaynetopham_warwicktowncouncil_org_uk/EaZUiuZR0_pOuAyw2bBJ3V0BLYCyvLkZGhry0trnbpMtMA)It was resolved approve the policies listed and the Civic Manual. |
| 15. | **INTERNAL AUDIT REPORT:**To CHANGE the Councillor conducting future quarterly transaction reports. Following a discussion at F & P committee two Councillors expressed an interest in the role. Cllr O Jacques and Cllr M Edwards.It was resolved that, following a vote, Cllr O Jacques will take on the quarterly transaction reports. |

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