



Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

THURSDAY 11th FEBRUARY 2016 6.30pm

MINUTES

Present: Cllr Guest (Chairman), Cllr Mrs D Da Cruz, Cllr S Cross, Cllr Mrs M Grainger, Cllr T Morris

324 Apologies -It was resolved to accept apologies from Cllrs Ashford, Mann and The Mayor.

325 Declarations of Personal and Prejudicial Interests.

No declarations were received.

326 Minutes of the meeting held on 25th November 2015 – it was resolved to accept the minutes as a true record.

327 Schedule of Accounts already paid – November, December 2015 – January 2016

It was resolved to approve the payments presented.

Members allowance – last year a cheque was presented to each Councillor for £500. A request was made to provide Councillors with covering paperwork. Town Clerk to review process prior to next payment and can supply a covering letter for those who need it – retrospectively.

328 Income & Expenditure v Budget to end December 2015

Town Clerk provided reports to clarify accounts. Accounts provided to the end of December 2015.

329 Budgets 2016/17 – budgets were reviewed and amended following the accounts review. It was resolved to approve the budgets for 2016/17. Copies to be distributed to Councillors at Full Council.

330 Budget summary Breakdown sent to Warwick District Council for inclusion in the Council Tax leaflet - £334,414 Band D Equiv. £28.91

Planning and Economic Development	£45k
Recreation and Tourism	£124K
Community	£95k
Other	£70K
Total	£334K

331 Schedule of meetings 2016/17 – approve proposed dates. Dates were approved.

332 Internal Auditor - John Plumb was contracted to conduct an independent audit to the end of December. Following a review of his contract it is recommended that he concludes the audit requirements for internal audit 2015/16. It was resolved to appoint John Plumb as auditor for the forthcoming financial year and beyond.

333 Financial Regulations, standing orders.

Regulatory documents have been bought up to date and are presented for adoption. It was resolved to adopt the documents presented.

334 Accounts and payroll system for 2016/17

It is proposed that Sage accounts and payroll are used for 2016/17 onwards to allow for a clearer reporting facility and tighter controls.

The current payroll provider costs £65 per month – Sage payroll and accounts would cost £76 per month. It was resolved to move to Sage Accounts and payroll with immediate effect.

335 Staffing

Following a success full recruitment campaign Sarah Acklam was recruited as Mayor's Secretary – her 16-hour contract commenced on the 18th January her role is set at SCP 19.

Part time Custodian has been advertised for to support Berkeley. Peter Jano has been appointed SCP 17 14-hour contract he starts 8th February 2016. To help identify the Custodian's it is requested that Polo Shirts are supplied at a cost of £36 for 6.

Appraisals have been organised for February 2016 for all staff.

Training – Health and Safety is being held on the 8th and 10th February

CILCA – Jayne & Trudy have started the first module

Personal Licence – Jayne has successfully attended the training and all requirements are in place – it is proposed that Berkeley attends designated supervisor course.

WALC are holding End of Year Training which Jayne is attending on 6th February (Sat) at the cost of £30.

Fire Safety training is being organised.

Planning training has been requested from WDC and is being organised for Councillors

Standing orders – Town Clerk to train Chairman/ Councillors who have not attended recent WALC training.

It was resolved to approve the above actions and training.

336 Banking

- Court Leet – the Court Leet have requested that the Barclays account currently named Warwick Town Council Social Fund be changed to Warwick Court Leet Social Fund.
- Court Leet – the Nat West Account name will also be changed to Warwick Court Leet Beer Festival, Derek Maudlin’s signature removed and the address for correspondence changed to the Town Clerk. A second account is to be opened to set aside Grant funds.
- Lloyds Bank – Warwick Town Council account – signatories have been changed and a mandate received to add Cllr M Grainger as a signatory. A Petty cash account has been opened with a view to closing the current Barclays Petty cash account and debit cards ordered to replace Derek’s credit card. The debit cards are for Berkeley and Jayne Topham. A spend limit has been made of £50 and the cards are held securely in the safe. Mayors Charity account – signatories are in the process of being changed Derek Maudlin and J Clayton’s names to be removed.
- Online Banking – as a Council we would like to be able to make payments by BACS and start the facility for on-line banking. Access to be given to the Town Clerk and Chairman of Finance and Policy.

It was resolved to approve all the above changes with immediate effect.

Signed.....