



Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

MINUTES

THURSDAY 31st MARCH 2016

Present: Councillor G Guest (Chair), Councillor M Ashford, Councillor S Cross, Councillor Mrs D Da Cruz, Councillor Mrs M Grainger, Councillor R Mann, Councillor T Morris

405. Apologies – It was resolved to accept the apologies from Mayor Cllr M Littlejohn.

406. Declarations of Personal and Prejudicial Interests.

Councillor Guest declared an interest in item 5 regarding Freedom of Town Badges.

407. Minutes of the meeting held on 11th February 2016

It was resolved to sign the minutes for the meeting held on the 11th February as a true record.

408. Schedule of Accounts already paid – February, March 2016

Discussion was held around payments for the Franking Machine, we are in a contract until November 2017, usage will be monitored to ensure the viability of the machine as the majority of correspondence is made via email. ADT costs for Alarms was clarified to be an annual charge.

It was resolved to agree for all payments to be made in the schedules provided for February and March 2016.

409. Income & Expenditure v Budget to end February 2016

The Town Clerk advised that the cost centres had been reviewed in preparation for the end of the financial year and impending Audit. Points to note on the income side – Ballroom hire was the main focus as the budgets set had not been met for the last two years. Expenditure – salaries were over budget, as reported previously, the figures included recruitment costs. Christmas lights had a shortfall of £9,027, which is being addressed by the Mayor's Charity. The expenditure overall was on budget. Budgets have been passed down to relevant committees for 2016/17.

Payments to be made outside of Budget:

Freedom of Town Badges £500 – following a discussion, which involved a revision of budgets, it was resolved to purchase 2 badges for Cllr Guest and D Maudlin to be presented at Mayor Making in May 2016. It was also resolved to review the protocol for awarding badges at a Full Council meeting prior to the budget setting for 2017/18.

Civic Car repairs to paintwork £330 – it was decided to retain the Civic Car and therefore maintenance works were required to retain its image. Two local quotes were received to replace the rear bumper and repair the front bumper. It was resolved to accept the quotation that offered better value for money £330 as opposed to £1,119.

Review of Utility costs – Town Clerk to report.

Town Clerk reported that the contract for electricity was due to end in June and having carried out research the most competitive offer of supply was from British Gas which the Councillors agreed to change to with effect from the 1st July 2016.

BT broadband -it was proposed and agreed that the Town Council change to an unlimited package with immediate effect.

Barclaycard – The Town Clerk was looking to change the payment system used in the tourist information centre to Sage Pay linking into the new accounts package – but managed to negotiate a substantial reduction with Barclaycard, current providers, therefore it was agreed to retain their services.

Audit requirements – Town Clerk to report.

The audit pack has been received from Grant Thornton. The deadline for audit is the 24th June 2016. Reporting will be on an Income and Expenditure basis, with the Stock being recorded at purchase price moving forward.

The Town Clerk explained the need to identify Section 137 monies, monies for expenditure outside the normal powers of the Council.

A request for a copy of the Town Council's Powers to spend money was received and the Town Clerk will present this at the next Finance and Policy meeting in June 2016

410. Staffing – 1% NALC pay increase to be applied to all staff in April 2016. Increment increased to be made as per individual contracts.

Following a discussion, it was resolved to approve the required changes

Health & Safety Consultation open to 31st March 2016.

Town Clerk advised Councillors on requirements and highlighted concerns raised, thus far and will report back fully at the next meeting for Finance and Policy in June 2016.

George Palmer, work experience student recruited in TI centre.

Due to staff illness it was agreed to recruit another member to the team on a flexible part time basis.

411. Training - WALC training course for Chairmanship Training 28.5.16 & Being a better Councillor 2.4.16.

The Town Clerk advised the Councillors on the content of the training and invited Councillors to attend. A discussion was held around training for posts within the Council.

- Licence training 12.4.16

10 members of staff and unlocking Warwick volunteers will be attending formal training around licensing laws to act in their capacity of delegated person at future events held at the Ballroom.

412. Banking - Review and approve Direct Debits.

The Town Clerk presented a current list of Direct Debits, as required in The Financial regulations. It was resolved to approved the payments.

Signed.....

Date.....

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