



# WARWICK TOWN COUNCIL

Court House  
Jury Street  
WARWICK  
CV34 4EW  
Tel: 01926 411694

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

WEDNESDAY 16<sup>th</sup> AUGUST 2017

### MINUTES

#### **Present:**

Councillor M Ashford  
Councillor P S Birdi  
Councillor Mrs D Da Cruz  
Councillor Mrs MA Grainger  
Councillor G Guest  
Councillor Mrs M Littlejohn

**100. Apologies:** The Mayor (Ex Officio), Cllr T Morris – it was resolved to accept their apologies.

**101. Declarations of Personal and Prejudicial Interests** - Cllr Guest item 8

**102. Minutes of the meeting held on 7<sup>th</sup> June 2017** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

**103. Schedule of Accounts already paid** – June and July 2017

Following a discussion, it was resolved to approve the payments made for the months of June & July 2017.

**104. Staffing – TC to update**

**Training -** Health & Safety training 7.9.17 new staff  
Fire Steward training 24.10.17  
Data Protection training (new rules) 29.9.17

The Town Clerk updated Councillors with the background to these training needs. The new part-time events role is being advertised in September. Team meeting being held on the 6<sup>th</sup> September- staff to be advised of new paperless pay- system.

**105. Approve Warwick Town Council's DDs & STOs**

All of the DDs were reviewed and approved. There are no Standing Orders.

**106. Budgets v actuals to June 2017.**

Actuals viewed and discussed. The Town Clerk highlighted areas to Councillors and will make suggested budget changes at the next F & P meeting. Overall after the first quarter a £27K saving had been made.

**107. Future of Mayors vouchers – working group to report (Cllr MA Grainger)**

The working group discussed the background to the discussions. It was proposed that:

- The Mayors Vouchers continued to be provided at £5.
- The grant amount to be applied for from King Henry to be £3,500
- The Town Clerk to determine contact details for those in need
- Vouchers to be offered to CV34 residents over 75 and those in need within that postcode
- Retailers to be independent Warwick stores
- Press release and advertising to be carried out this year
- First come, first served basis to remain
- Review again in 2018

All we in agreement to the above proposals.

**108. Community & Culture 7<sup>th</sup> September – start time to change to 6.00pm – approved, the**

Town Clerk pointed out that, since the agenda had gone out, there had been a need to change the date of the October Plans meeting due to a clash with a WDC presentation.

Signed..... Date.....