



WARWICK TOWN COUNCIL

TOWN CLERK

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FINANCE & POLICY COMMITTEE

NOTICE IS HEREBY GIVEN a meeting of the **FINANCE & POLICY COMMITTEE** of **WARWICK TOWN COUNCIL** will be held in the Council Chamber, Court House, Jury Street, Warwick on **THURSDAY 16th JANUARY 2025** commencing at **6.30pm**

COMMITTEE MEMBERSHIP:

Councillor D Browne
Councillor J Darcy
Councillor Ms K Gorman
Councillor P Murphy
Councillor Simon Pargeter
Councillor J Sinnott
Councillor P Wightman
The Mayor (Ex Officio)

AGENDA

Recording, including filming, audio recording, taking photographs, blogging, tweeting and using other social media websites is permitted at Council meetings which are open to the public - however, anyone wishing to do so must speak to the Town Council staff prior to the meeting as there are rules which must be followed.

1.	<u>APOLOGIES:</u>
2.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> <i>Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct. Declarations should be disclosed during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Town Clerk of the interest within 28 days. Members are also reminded of the need to declare predetermination on any matter. If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from the Town Clerk, prior to the meeting.</i>

3.	<p><u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> October 2024.</p> <p>Minutes attached for reference. Discussions regarding CCLA Better World Cautious Fund to be deferred to the March meeting.</p> <p>F P Minutes October 2024.docx</p>
4.	<p><u>GRANTS</u> – review and APPROVE applications:</p> <p>New Hope Counselling - £2979.50 – supported by Cllr S Pargeter. Warwick Town Council New Hope Counselling Application final version November 2024.docx New Hope Counselling Case Study November 2024.pdf New Hope grant - Katherine's questions and answers.docx</p> <p>St Mary's Church (resubmission) - £1,699 – supported by Cllr O Jacques</p> <p>A number of changes have been made since the initial application, notably:</p> <ul style="list-style-type: none"> - The performer's fee has increased from £800 to £1,000 - An application has been made to the St Mary's Hall Trust as a funding provider, for £500. The application is pending (and attached for information) but the Trust has suggested the application has been favourably received. - More schools have been contacted, including Aylesford and Evergreen, and details are included in the form. <ul style="list-style-type: none"> o A colleague and I are meeting with staff at Evergreen on 26th November to explore how the event can be made to work for them, but we are confident of their inclusion. This to be confirmed. - I have included details of the Church's contribution to the project, including contribution in kind (notably staff costs). - There is one quote for the lighting as we have used this supplier before, they know the site well and are regular, trusted suppliers. - <p>2024 StMW Interstellar Grant-Application FINAL2.docx St Mary Hall Interstellar.docx FLYER QUOTATION - St Mary's Church .docx 2024 St marys Warwick Proposal screen-lights.docx</p>
4.	<p><u>PAYMENTS AND INCOME</u></p> <p>To APPROVE income and payments for September, October, November & December 2024</p> <p><u>September</u></p> <ul style="list-style-type: none"> • Income report produced at 9.03am on 24th October 2024 • Expenditure report produced at 9.03pm on 24th October 2024 <p>September 2024 Income.pdf September 2024 Expenditure.pdf</p> <p><u>October</u></p> <ul style="list-style-type: none"> • Income report produced at 4.15pm on 7th January 2025 • Expenditure report produced at 4.16pm on 7th January 2025

	<p>October 2024 Income.pdf October 2024 Expenditure.pdf</p> <p><u>November</u></p> <ul style="list-style-type: none"> Income report produced at 10.26am on 8th January 2025 Expenditure report produced 2024 at 10.27am on 8th January 2025 <p>November 2024 Income.pdf November 2024 Expenditure.pdf</p> <p><u>December</u></p> <ul style="list-style-type: none"> Income report produced at Expenditure report produced at <p>Reports attached for reference.</p>
5.	<p><u>FORECAST 2024/5</u> NOTE Forecast v Actual to end of December 2024. Report attached – same as item 6</p>
6.	<p><u>PRECEPT 2025/6</u> Review proposed forecast and APPROVE a precept figure to take to Special meeting Report attached 4 Year Forecast - Income. Jan 2025.xlsx 4 Year Forecast - Expenditure. Jan 25.xlsx</p>
7.	<p><u>RESERVE POLICY</u> Review policy approved in January 2024. APPROVE to take to the Special meeting. Policy attached for reference, updated to reflect last year's year end. WTC Reserves policy report Jan 25.docx</p>
8.	<p><u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk</p>
9.	<p><u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal report, regarding ownership from the Town Clerk and determine next steps.</p> <p>Review and APPROVE maintenance contractor for the next 3 years, Comparison quotes attached. Churchyard Maintenance Quotes January 2025.xlsx</p>
10.	<p><u>CIL</u> – NOTE summary from the Assistant Town Clerk Report attached CIL report Jan 2025.xlsx</p>
11.	<p><u>WARD WALKS</u> To RECEIVE an update from the Assistant Town Clerk.</p> <p>Report attached Ward walks update - Jan 2025.docx</p>

12.	<p><u>CALENDAR OF MEETINGS – May 2025-2026</u> Review and APPROVE to take to the Special meeting.</p> <p>Calendar attached for reference. 25-26 Committee Meetings - DRAFT.docx</p>
13.	<p><u>TERMS OF REFERENCE</u> – review and APPROVE current terms of reference attached</p> <p>Warwick Town Council F P Terms of Reference June.2024 - Copy.docx</p>
14.	<p><u>DEVOLVED MANAGEMENT</u> - Town Clerk to give a verbal report</p>
15.	<p><u>RISK REGISTER</u> – To REVIEW and update current document Document attached: WTC Risk Register V3 July 2024.xlsx</p>
16.	<p><u>SCHEME FOR MEMBERS ALLOWANCE</u> – review and APPROVE to take to the Special meeting.</p> <p>Current scheme attached. WTC Members Allowance 2024.docx</p>
17.	<p><u>YOUTH COUNCIL</u> – NOTE overall report and financial summary. Reports attached Report to Finance Policy Committee - WYC update January 2025.docx WYC Income Expenditure sheet January 2025.docx</p>

10th January 2025 *Jayne Topham* Town Clerk