



## WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

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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 **MONDAY 9<sup>th</sup> JUNE 2025 commencing at 6.30pm**

### **COMMITTEE MEMBERSHIP:**

Councillor D Browne  
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.	<b><u>TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2025/6</u></b> – Town Clerk
2.	<b><u>APOLOGIES:</u></b>
3.	<b><u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u></b> <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</i>

	<i>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>
4.	<b><u>TO ELECT A DEPUTY CHAIRMAN FOR THE MUNICIPAL YEAR 2025/6</u></b> – Chair
5.	<b><u>MATTERS ARISING FROM PREVIOUS MINUTES.</u></b> May 2025. Minutes attached for reference Court House roof assessment still outstanding. Adoption of phone box. <a href="#">F P Minutes May 2025.docx</a>
6.	<b><u>TERMS OF REFERENCE</u></b> – REVIEW/AMEND document agreed last year. Document attached: <a href="#">Warwick Town Council F P Terms of Reference Jan.2024.docx</a>
7.	<b><u>2024/25 ACCOUNTS &amp; AGAR FIGURES</u></b> – REVIEW and APPROVE to be taken to Special meeting 26 <sup>th</sup> June 2025 – Town Clerk.  <a href="#">Copy of Balance Sheet 24-5.xlsx</a>  <a href="#">Copy of IE 24-25.xlsx</a>  <a href="#">AGAR Figures.pdf</a>
8.	<b><u>STAFFING</u></b> To RECEIVE a verbal report from the Town Clerk
9.	<b><u>CLOSED CHURCHYARDS</u></b> To RECEIVE a verbal report, regarding ownership from Cllr J Sinnott Chair and determine next steps.
10.	<b><u>WARD WALKS</u></b> To RECEIVE an update from the Assistant Town Clerk. <a href="#">Ward walks update - May 2025.docx</a>
11.	<b><u>DEVOLVED MANAGEMENT</u></b> - Town Clerk to ask Councillors to form a working group.
12.	<b><u>RISK REGISTER</u></b> – To REVIEW and update current document Document attached: <a href="#">WTC Risk Register V2 July 2024.xlsx</a>
13.	<b><u>DISASTER RECOVERY PLAN</u></b> To REVIEW and update current document Document attached: <a href="#">Disaster Recovery Plan Nov 23.docx</a>
14.	<b><u>AUDITOR Report</u></b> – REVIEW and NOTE reports received from  <a href="#">Warwick 2025 comments.doc</a>
15.	<b><u>GIFT &amp; HOSPITALITY POLICY</u></b> – To REVIEW and update current document Document attached: <a href="#">Gifts and Hospitality Policy Jan 2024.docx</a>

16.	<b><u>FREEDOM OF INFORMATION POLICY</u></b> – To REVIEW and update current document Document attached: <a href="#">Freedom of information policy 2024.docx</a>
17.	<b><u>CAR INSURANCE</u></b> – To REVIEW and APPROVE the insurer update current document Document attached: <a href="#">Civic Car Insurance 2025.docx</a>
18.	<b><u>YOUTH COUNCIL</u></b> – To RECEIVE an UPDATE Cllr S Pargeter

3<sup>rd</sup> June 2025 *Jayne Topham* Town Clerk