WARWICK TOWN COUNCIL

TOWN CLERK
Jayne Topham

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FINANCE & POLICY COMMITTEE

7th OCTOBER 2026

PRESENT:
Councillor J D'arcy
Councillor Mrs K Dray
Councillor Ms K Gorman
Councillor J Sinnott (Chair)
Councillor D Skinner
Councillor P Wightman

Jayne Topham Town Clerk
George Palmer Operations Manager and RFO

MINUTES

1.	**APOLOGIES:** The Mayor (Ex Officio), Councillor D Browne & Councillor AP Murphy sent their apologies, it was resolved to accept them.
2.	**DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:** None
3.	**SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER MATTERS**. 13th August 2026 Minutes attached for reference No Matters arising F P Minutes 2026.docx An email was received from J Wassall regarding CCLA. The advice was to remain as we are at present.

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4.	**DEVOLVED MANAGEMENT** - Chair gave an update. The government has paused this change. The exercise to look to take over Pageant Gardens and House continues.
5.	**COURT HOUSE ROOF** The Town Clerk is in the process of obtaining quotes.
6.	**PAYMENTS AND INCOME** To APPROVE income and payments for July and August 2026 JULY • Income report produced at 5.10pm on 29th September 2026 • Expenditure report produced at 5.11pm on 29th September 2026 July 2026 Income.pdf July 2026 Expenditure.pdf AUGUST • Income report produced at 10.11am on 1st October 2026 • Expenditure report produced at 10.11am on 1st October 2026 August 2026 Income.pdf August 2026 Expenditure.pdf It was resolved to approve the income and expenditure payments for July and August 2026. All in favour.
7.	**ACTUAL v BUDGET 2026/7** To NOTE Actual v Budgets to end of August 2026 Reports attached **26-27 Income Forecasts April - August 26.xlsx** **26-27 Expenditure Forecasts April - August.xlsx** The figures were noted. The Mayor's chain needs repairing at a cost of £1,500. Monies need to be set aside for the internal lift to be repaired. We had reserves set aside for railings at the railway station £5K – this is no longer needed as the railing are being replaced. This was noted to allocated into general reserves.
8.	**INTERNAL AUDIT** – Grant audit by Cllr Jaques – To NOTE Report - WTC Grants Cllr Jacques October 26.docx

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	The report was noted. Thanks to Cllr Jacques
9.	**WARD WALKS** Update from Assistant Town Clerk – To NOTE Ward walks 2026.docx The report was noted and Councillors are encouraged to respond. A walk was carried out by Cllr Skinner the Town Clerk and the Chair of Chamber walked around the Town Centre early summer.
10.	**EXTERNAL AUDIT** – Feedback from the Moore's - To NOTE. Signed External Auditor Report and Certificate 2025-26_2100690.pdf Audit feedback query - email RE Signed External Auditor Report and Certificate 202526.msg The report was noted and thanks passed to George Palmer for competing his first return.
11.	**STAFFING** To RECEIVE a verbal report from the Town Clerk Mayor's PA role, second interviews will be held next week. Paula has retired from the VIC. Christmas Closing, the office will close at the end of the day on the 23rd December 2026 and return 4th January 2027. The VIC will close on the 23rd December 2026 but open between Christmas and New Year.
12.	**CLOSED CHURCHYARDS** To RECEIVE a verbal update - Town Clerk. There has been no response to our letter from WDC. A meeting is being organised with St Mary's Church.
13.	**RISK MANAGEMENT STRATEGY** To REVIEW, UPDATE and APPROVE Risk levels WTC Risk Register Oct 26.xlsx It was resolved to approve the risk levels, unchanged - to take to Full Council to be ratified.
14.	**CIL** - Report from Assistant Town Clerk CIL monies 25.06.26.docx To NOTE the CIL report and APPROVE Wayfinding stage 2 consultation proposal. Warwick Phase 2_Fee Proposal A.pdf Following a discussion it was resolved to approve the Wayfinding consultation proposal. The majority were in favour.

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	A third instalment is due for Gallow's Hill development. £164,362.

Signed……. Dated…….

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