



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 **WEDNESDAY 27th AUGUST 2025 commencing at 6.30pm**

COMMITTEE MEMBERSHIP:

Councillor D Browne
Councillor Ms K Gorman
Councillor P Murphy
Councillor Simon Pargeter
Councillor J Sinnott
Councillor D Skinner
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.	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> June 2025. Minutes attached for reference Court House roof assessment still outstanding. Adoption of phone box. F P Minutes 2025.docx
4.	<u>GRANT</u> To RECEIVE and APPROVE grant applications – see below, documents attached: Raising the roof - £2,781 supported by Cllr O Jacques Raise The Roof Theatre Company.pdf
5.	<u>PAYMENTS AND INCOME</u> To APPROVE income and payments for April, May & June 2025 <u>April</u> : Income report produced at 3.02pm on 31st July 2025 Expenditure report produced at 3.02pm on 31st July 2025 April 2025 Income.pdf April 2025 Expenditure.pdf <u>May</u>: Income report produced at 11.15am on 1st August 2025 Expenditure report produced at 11.15am on 1st August 2025 May 2025 Income.pdf May 2025 Expenditure.pdf <u>June</u>: Income report produced at 12.13pm on 1st August 2025 Expenditure report produced at 12.14pm on 1st August 2025 June 2025 Income.pdf June 2025 Expenditure.pdf
6.	<u>FORECAST 2025/6</u> NOTE Forecast v Actual to end of June 2025 Budgets April - June 2025.pdf Report attached.
7.	<u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk
8.	<u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal report, regarding ownership from Cllr J Sinnott Chair and determine next steps.
9.	<u>SAFEGUARDING POLICY</u> To REVIEW and APPROVE Policy.

	WTC Youth Council Safeguarding Policy 2025 (002).docx
10.	<u>DEVOLVED MANAGEMENT</u> - Town Clerk to give an update.
11.	<u>GRANTS POLICY</u> To REVIEW and APPROVE Policy Part 1 - Guidance Notes 2025.docx Part 2 - Grants Policy 2025.docx Part 3 - Grant Application Form 2025.docx
12.	<u>MAYORS VOUCHERS</u> – Town Clerk To APPROVE the new criteria set by King Henry’s. Vouchers to be means tested using Pension Credit for proof of ID.
13.	<u>CONTRACTS REGISTER</u> To REVIEW current list of providers Contracts Register August 2025.docx Register attached for reference
14.	<u>CIVIC MANUAL</u> To APPROVE proposed changes- highlighted in yellow Warwick Town Council Civic Manual DRAFT 2025.docx Manual attached.
15.	<u>INTERNAL AUDITOR</u> To REVIEW and APPROVE recommendation for an Internal Auditor for the next 3 years. Internal Auditor Quotes.xlsx Recommendations attached

21st August 2025 *Jayne Topham* Town Clerk