



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 **THURSDAY 15th JANUARY 2026** 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.	<p><u>SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER MATTERS.</u> October 2025. Minutes attached for reference and to be APPROVED. F P Minutes October 25.docx</p> <p>No Matters arising</p>
4	<p><u>COURT HOUSE ROOF</u> Update from the Town Clerk.</p>
5.	<p><u>ADOPTION OF PHONE BOX ON EASTGATE</u> UPDATE from the Town Clerk</p>
6.	<p><u>PAYMENTS AND INCOME</u> To APPROVE income and payments for September, October & November 2025</p> <p><u>September:</u> Income report produced at 2.31pm on 15th October 2025 Expenditure report produced at 2.31pm on 15th October 2025</p> <p>September 2025 Income.pdf September 2025 Expenditure.pdf</p> <p><u>October:</u> Income report produced at 09.26am on 8th January 2026 Expenditure report produced at 09.28am on 8th January 2026</p> <p>Income October 2025.pdf Expenditure October 2025.pdf</p> <p><u>November:</u> Income report produced 11.35am on 8th January 2026 Expenditure report produced at 11.36am on 8th January 2026</p> <p>Income November 2025.pdf Expenditure November 2025.pdf</p> <p>Documents attached.</p>
7.	<p><u>ACTUAL v BUDGET 2025/6</u> NOTE Forecast v Actual to end of November 2025</p> <p>Copy of Income Forecast.xlsx Copy of Expenditure Forecast.xlsx</p> <p>Reports attached</p>
8.	<p><u>BUDGETS 2026- 2027</u> To APPROVE Budgets and APPROVE Precept requirements for 2026-7 to be taken to the Special meeting— Cllr J Sinnott</p> <p>Copy of 26-27 Income 13.1.26.xlsx Copy of 26-27 Expenditure 13.1.26.xlsx</p>

	<p><u>Copy of Precept proposals 13.1.26.xlsx</u></p> <p>Report attached</p>
9.	<p><u>RESERVE POLICY</u></p> <p>To REVIEW and APPROVE Policy.</p> <p><u>WTC Reserves Policy 130126.docx</u></p>
10.	<p><u>RISK MANAGEMENT</u></p> <p>To REVIEW and APPROVE Register.</p> <p><u>WTC Risk Register V2 June 2025.xlsx</u></p>
11.	<p><u>DATA PROTECTION POLICY</u></p> <p>To REVIEW and APPROVE policy</p> <p><u>DATA PROTECTION POLICY January 2026.docx</u></p>
12.	<p><u>IT POLICY</u></p> <p>To REVIEW and APPROVE Policy.</p> <p><u>Warwick Council IT Policy.docx</u></p>
13.	<p><u>MEMBERS ALLOWANCE POLICY</u></p> <p>To REVIEW and APPROVE Policy.</p> <p><u>WTC Members Allowance 2026.docx</u></p>
14.	<p><u>STAFFING</u></p> <p>To RECEIVE a verbal report from the Town Clerk</p>
15.	<p><u>CLOSED CHURCHYARDS</u></p> <p>To RECEIVE a verbal report, regarding ownership from the Town Clerk.</p>
16.	<p><u>CALENDAR OF MEETINGS- May 2026 – May 2027</u></p> <p>To REVIEW and APPROVE proposed dates.</p> <p><u>26-27 Committee Meetings.docx</u></p>
17.	<p><u>DEVOLVED MANAGEMENT</u> - Chair to give an update.</p>
18.	<p><u>CIL – SUMMARY OF INCOME AND EXPENDITURE</u></p> <p>NOTE update from Town Clerk</p> <p><u>Copy of CIL income up to December 2025.xlsx</u></p> <p>Report attached</p>
19.	<p><u>INTERNAL AUDITOR REPORTs Q4 & Q1/Q2</u></p> <p>To NOTE comments made.</p> <p>Comments attached.</p> <p><u>Report - WTC Quarterly Audit Q4 2024 -25 b.docx</u></p> <p><u>Report - WTC Quarterly Audit Q1 2025 -26.docx</u></p> <p><u>Report - WTC Quarterly Audit Q2 2025 -26.docx</u></p>

20.	<p><u>WARD WALKs</u> To RECEIVE an update from the Assistant Town Clerk. Report attached <u>Ward walks update - December 2025.docx</u></p>
21.	<p><u>COURT HOUSE VALUATION</u> To NOTE report from Barrett Corp Harrington 5-year Review <u>Major Review Report for The Court House CV34 4EW (122079).pdf</u></p>

8th January 2026 Jayne Topham Town Clerk