



# WARWICK TOWN COUNCIL

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WARWICK  
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Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

**NOTICE IS HEREBY GIVEN** that the next meeting of the **FINANCE & POLICY COMMITTEE** of **WARWICK TOWN COUNCIL** will be held on Teams on **TUESDAY 5<sup>th</sup> MAY 2020** commencing at **5.30pm**

To join the meeting via the internet please use this link: [Join Microsoft Teams Meeting](#)

To dial in use this number and code: [+442038555316](#) (Toll)  
Conference ID: 722 048 77#

### **Committee Membership:**

Councillor Mrs L Butler  
Councillor N Butler  
Councillor J D'Arcy  
Councillor R Eddy  
Councillor R Edgington  
Councillor Mrs M A Grainger  
Councillor T Morris (Chair)  
Councillor J Tracey  
The Mayor (Ex Officio)

## AGENDA

### **1. Apologies**

### **2. Declarations of Personal and Prejudicial Interests.**

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

### **3. Minutes of the meeting held on 12<sup>th</sup> March 2020 – minutes approved and signed.** (Draft minutes attached)

- 4. Schedule of Accounts already paid/Income** – March 2020 - approve (reports attached).
- 5. Actual v Budgets 2019/2020** – report attached for information
- 6. As a result of the Covid 19 pandemic - Revised budgets for 2020/2021** report– attached for approval
- 7. Staffing** – TC to update
- 8. Paperless** – next steps – TC to report
- 9. To approve an amendment of the powers of Finance & Policy committee.**

Amendment to read as follows:

Investments: to allow the committee to make changes to the investments up to level of 75% of the budget figure of the then current year.

- 10. To approve updated HR Policies** (documents attached)

There have been no material changes to the policies, all conform to the Green book. Our HR Consultant has been consulted and there have been no changes to Law.

- Sickness and Absence Policy
- Whistle Blowing Policy
- Lone Working Policy
- Workers Grievance Policy
- Training and Development Policy
- Disciplinary Policy
- Equal Opportunities policy
- Health and Safety policy

- 11. To approve Direct Debits and Standing orders and subscriptions.** (Document attached)

- 12. To approve Grant funding guidance and form for charities suffering cash flow issues due to the Covid -19 pandemic.** (Documents attached)

*Jayne Topham*  
29.04.20