



WARWICK TOWN COUNCIL

TOWN CLERK

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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 14th MAY 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> 12th March 2026.</p> <p>Minutes attached for reference F P minutes March 2026.docx No Matters arising</p>
4	<p><u>COURT HOUSE ROOF</u></p> <p>Update from the Town Clerk.</p>
5.	<p><u>PAYMENTS AND INCOME</u></p> <p>To APPROVE income and payments for February 2026 & March 2026</p> <p><u>February:</u> Income report produced at 12.41pm on 2nd April 2026 Expenditure report produced at 12.44pm on 2nd April 2026</p> <p>Income Feb 2026.pdf Expenditure February 26.pdf</p> <p><u>March:</u> Income report produced at 12.29pm on 5th May 2026 Expenditure report produced at 12.29pm on 5th May 2026</p> <p>Income March 2026.pdf Expenditure March 2026.pdf</p>
6.	<p><u>ACTUAL v BUDGET 2025/6</u></p> <p>NOTE Actuals to end of financial year 2025/ 2026</p> <p>Income Actual March 2026.xlsx Expenditure Actual March 2026.xlsx</p>
7.	<p><u>INTERNAL AUDIT</u> – REVIEW and NOTE reports received from Cllr O Jacques Quarter</p> <p>Report - WTC Quarterly Audit Q3 2025 -26.pdf Report - WTC Quarterly Audit Q4 2025 -26.docx</p>
8.	<p><u>FIRE EMERGENCY PLAN</u></p> <p>To REVIEW and APPROVE Policy. (changes highlighted in red)</p> <p>Fire Emergency Plan March 2026.docx</p>
9.	<p><u>DIGITAL AND SOCIAL MEDIA POLICY</u></p> <p>To REVIEW and APPROVE Policy. (unchanged from last year)</p> <p>Policy attached SOCIAL MEDIA POLICY FOR WARWICK TOWN COUNCIL - May 2026.docx</p>
10.	<p><u>COMPLAINTS PROCEDURE</u></p> <p>To REVIEW and APPROVE Policy. (unchanged from last year)</p> <p>Policy attached Warwick Town Council Complaints procedure 2026.docx</p>
11.	<p><u>MAYOR'S VOUCHERS</u></p> <p>To RECEIVE a verbal REPORT – Town Clerk</p>

12.	<p><u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk</p>
13.	<p><u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal update - Town Clerk.</p>
14.	<p><u>DEVOLVED MANAGEMENT</u> - Chair to give an update.</p>
15.	<p><u>HR UPDATES</u> To REVIEW and APPROVE</p> <p>FLEXIBLE WORKING POLICY (New) WTC flexible-working-policy-2026.docx.</p> <p>EXPENSES POLICY (No Change) WTC Expenses-policy July 2024.docx</p> <p>ANNUAL LEAVE POLICY (No Change) WTC Annual-leave-policy-July 2024.docx</p> <p>LONE WORKING(No Change) WTC Lone-working-policy July 2024.docx</p> <p>HEALTH & SAFETY (No Change) Warwick Town Council Health and Safety Policy July 2024.docx</p>
16.	<p><u>PUBLIC SPEAKING LEAFLET</u> To REVIEW and APPROVE changes Leaflet attached. Public Speaking Leaflet 2026.doc</p>
17.	<p><u>RISK MANAGEMENT STRATEGY</u> To REVIEW and APPROVE Risk Strategy</p> <p> Risk Management Strategy January 2024</p> <p><u>C:\Users\JayneTopham\OneDrive - Warwick town council\Documents\Adopted Procedures\Risk Management\Risk Management Strategy January 2024.docx</u></p>

8th May 2026 *Jayne Topham* Town Clerk