



WARWICK TOWN COUNCIL

Court House
Jury Street
WARWICK
CV34 4EW
Tel: 01926 411694

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

25th AUGUST 2022

Present:

Councillor N Butler
Councillor J D'Arcy
Councillor Mrs M A Grainger
Councillor T Morris
Councillor J Tracey

MINUTES

- 100. Apologies:** Councillor Mrs L Butler, Councillor R Eddy & Councillor R Edgington submitted their apologies – it was resolved to accept them.
- 101. Declarations of Personal and Prejudicial Interests - None**
- 102. Schedule of Accounts already paid/Income – June & July 2022.**
It was resolved to approve the accounts for June and July as presented.
- 103. Budget for 2022/23 - Review**
The budgets were reviewed, and the new summary page accepted. Thanks, given to Cllr Mrs L Butler for her work with the layout of the budgets.
The proposed change to the Twinning budget, to include £500 for the Partnership meeting in April 2023 and £2k towards the 30 trees to mark the 30-year anniversary with Verden.
Proposed budget changes for WTC salaries were noted should the new Assistant Town Clerk role be approved at Full Council.
- 104. Staffing –** The Town Clerk advised that a second person had been recruited to work weekend evenings at the Court House.
Assistant Town Clerk role – Following a discussion it was agreed to take the proposed role to Full Council before being advertised.

105. CIL monies – The Town Clerk provided a summary of all the activity on this large project. Cllr J Darcy will organise a working group to plant the daffodil bulbs. Cllr Mrs MA Grainger will find out the contact details for a bench to be jointly funded at the Woodloes. Cllr J Darcy advised that new Bus Stops proposed to be at the Woodloes will have seating already installed.

106. Closed Churchyards – The Town Clerk was still awaiting an update.

107. Carbon Neutral working party – agree members and nominate a chair. Following a discussion, it was agreed that the Town Clerk would email all Councillors again, to ask for their involvement.

108. Standing orders – review amended document. It was resolved to agree to the proposed amendments – this will be ratified at Full Council.

109. HR Policies– amended - Disciplinary policy and procedures
Whistle Blowing policy
Training and Development Policy
Equality & Diversity Policy
Lone Working Policy
Sickness Absence Policy
Grievance Policy

New Performance Improvement

The documents were reviewed and there were some changes proposed. The Town Clerk will circulate the amended documents to the committee for approval prior to taking to Full Council to be ratified.

110. Court House Valuation – Barrett Corp & Harrington were approved.

111. Investment Policy approve amendment – the proposed amendment was approved to take to Full Council to be ratified.

112. Asset register working group – The Town Clerk summarised the activities of the group. Themed displays have been suggested for the VIC. Unlocking Warwick are involved initially to catalogue the silver in the Chamber. The group meet again in September.

113. Ward walk – it was resolved to have two ward walks – All Saints and Woodloes and the new Myton Green development. Dates to be organised by the Town Clerk.

114. Court House – Sash window repairs Classic Windows were approved to repair the faulty window. The Town Clerk will ask them to assess all the windows at the same time.

115. Court House – Anteroom floor deep clean – Elite Floor were approved to use hard wax oil.

Signed..... Dated.....

DRAFT