



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

Court House, Jury Street, Warwick CV34 4EW Tel: 01926 411694

Email: jaynetopham@warwicktowncouncil.org.uk

Website: <https://www.warwicktowncouncil.gov.uk/>

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**

PRESENT:

Councillor D Browne
Councillor Ms K Gorman
Councillor Simon Pargeter
Councillor J Sinnott (Chair)
Councillor D Skinner
Councillor P Wightman
The Mayor (Ex Officio)

(Cllr O Jacques attended to report on a grant he was supporting)

MINUTES

19.	<u>APOLOGIES:</u> Cllr AP Murphy sent his apologies it was resolved to accept them.
20.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> None
21.	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> June 2025. Minutes attached for reference Court House roof assessment still outstanding. WDC are using Stepnell Roofing which the Town Clerk will contact. Adoption of phone box. WDC are not interested in taking on the phone box. It was agreed to put this item on the agenda for October. F P Minutes 2025.docx

22.	<p><u>GRANT</u> To RECEIVE and APPROVE grant applications – see below, documents attached:</p> <p>Raising the roof - £2,781 supported by Cllr O Jacques</p> <p>Raise The Roof Theatre Company.pdf</p> <p>3 representatives from Raise the roof theatre attended. Cllr Jacques gave an overview of the project. Following a detailed discussion the majority were in favor of supporting.</p>
23.	<p><u>PAYMENTS AND INCOME</u> To APPROVE income and payments for April, May & June 2025</p> <p><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</p> <p><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</p> <p><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</p> <p>It was resolved to approve the income reports and expenditure reports for the months of April, May and June as presented. All were in favour.</p>
24.	<p><u>FORECAST 2025/6</u> NOTE Forecast v Actual to end of June 2025 Budgets April - June 2025.pdf Report attached.</p> <p>It was resolved to note the Forecast as presented. It was confirmed that the 3.2% pay increase had been allowed for.</p>
25.	<p><u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk</p> <p>The Town Clerk advised that today was Stacy’s last day from the Events Team. Tabbatha had started as her replacement and was fitting into the Team well.</p> <p>A Team meeting is being held next Wednesday.</p> <p>There had been a 3.25% LGA salary confirmation.</p> <p>Christmas party is booked</p>

	<p>Data protection training offered to relevant staff.</p> <p>Windows 11 will be updated on all PCs/devises before the end of October. Zen Zero are supporting with the transition. Cllr Skinner offered support if necessary.</p>
26.	<p><u>CLOSED CHURCHYARDS</u></p> <p>To RECEIVE a verbal report, regarding ownership from Cllr J Sinnott Chair and determine next steps.</p> <p>The Town Clerk had chased again for a response to the Town Councils letter. She had also received an email from St Mary's raising concerns about the path. It was suggested that St Mary's were advised to contact WDC direct.</p>
27.	<p><u>SAFEGUARDING POLICY</u></p> <p>To REVIEW and APPROVE Policy.</p> <p>WTC Youth Council Safeguarding Policy 2025 (002).docx</p> <p>Following a discussion the following amends were suggested:</p> <ul style="list-style-type: none"> • The term he/she was replaced with they • Cllr D Browne and Cllr S Pargeter will be the named contacts • Their Council emails should be used • Out of office contact details needed <p>It was resolved to take the policy with amendments to Full Council.</p>
28.	<p><u>DEVOLVED MANAGEMENT</u> - Town Clerk to give an update.</p> <p>The changes for devolved management are a long way off as yet.</p> <p>The Town Clerk summarised the meetings held with WCC, Solicitors and Ex Town Clerk. The meetings were to understand what Assets were held in Warwick. A meeting is planned with Chris Elliott at the end of September.</p> <p>The aim is to ensure that Assets of the Town are retained for the Town.</p>
29.	<p><u>GRANTS POLICY</u></p> <p>To REVIEW and APPROVE Policy</p> <p>Part 1 - Guidance Notes 2025.docx Part 2 - Grants Policy 2025.docx Part 3 - Grant Application Form 2025.docx</p> <p>It was resolved to take the changes to Full Council. Subject to the following amendments:</p> <ul style="list-style-type: none"> • Full Council is taken out of the policy for time sensitive applications.

	<ul style="list-style-type: none"> The Application form states that projects should not have started or completed – this will be reflected in the guidance notes also.
30.	<p><u>MAYORS VOUCHERS</u> – Town Clerk</p> <p>To APPROVE the new criteria set by King Henry’s. Vouchers to be means tested using Pension Credit for proof of ID. It was resolved to approve the new criteria. Following a discussion the scheme will be reviewed in the new year.</p>
31.	<p><u>CONTRACTS REGISTER</u></p> <p>To REVIEW current list of providers</p> <p>Contracts Register August 2025.docx</p> <p>There were no questions, in future this document will be circulated annually for information.</p>
32.	<p><u>CIVIC MANUAL</u></p> <p>To APPROVE proposed changes- highlighted in yellow</p> <p>Warwick Town Council Civic Manual DRAFT 2025.docx</p> <p>It was resolved to approve the amendments to take to Full Council.</p>
33.	<p><u>INTERNAL AUDITOR</u></p> <p>To REVIEW and APPROVE recommendation for an Internal Auditor for the next 3 years.</p> <p>Internal Auditor Quotes.xlsx</p> <p>Following a discussion, it was resolved to approve Anifeed to conduct audits for the next 3 years. Whilst it was felt that it would be good to change auditor the £2k increase could not be justified.</p>

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