



# WARWICK TOWN COUNCIL

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WARWICK  
CV34 4EW  
Tel: 01926 411694

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

THURSDAY 10<sup>th</sup> JANUARY 2019

### MINUTES

#### **Present:**

The Mayor  
Councillor Mrs D Da Cruz  
Councillor R Edgington  
Councillor Mrs M A Grainger  
Councillor Mrs A Littlejohn  
Councillor T Morris (Chair)

**254. Apologies:** – Councillors S Cross & G Guest sent their apologies - their apologies were accepted.

**255. Declarations of Personal and Prejudicial Interests** –none

**256. Minutes of the meeting held on 11<sup>th</sup> October 2018** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

**257. Schedule of Accounts already paid/income received** – October, November & December 2018

Following a discussion, it was resolved to approve the income/payments made for the months of October, November & December 2018.

**258. Staffing** – TC to update

The Town Clerk updated Councillors on Staffing matters.

A consultation is being prepared to change the working hours of TIC staff to seasonalise them.

Fire training has been carried out – the need to announce “housekeeping” prior to formal meetings was raised by Cllr Morris.

It was agreed that the Events Team would present at the March Full Council meeting.

**259. Process for selecting the next Mayor** – review in view of Boundary changes

The proposal to measure votes by percentage of votes in future was approved following

discussion. It was clarified to be percentage of turn out. Votes cast including spoilt papers.

**260. Budgets 2019/20 review** – determine precept level. The Town Clerk reviewed the proposed figures and clarified the current position with reserves.

A budget was set to replace the remaining computer terminals, replace carpets in the TIC, Council Chamber and the stairs at the Court House. Christmas Lights budget was increase to cover costs in repairing replacing the Welcome to Warwick Sign across the High/Jury Street. Court House Kitchen – phase 2 of remodelling to be completed. The Council are in a healthier position but still need to build reserves to ensure contingency with the grade 1 Court House. The Special allowance has been removed. A healthy discussion was held, and it was proposed to increase the precept by 5% all agreed with the exception of Cllr Mrs D Da Cruz.

**261. Digital VAT** – new process being adopted from April 2019. The Town Clerk updated Councillors in the change and the reasons behind it.

**262. Service Level agreement for Councillors** – There has been a recent spate of “non responses to emails sent to Councillors from their peers and residents - following a request from Councillors and the Town Clerk it was agreed that an agreement be drawn up to approve at the Finance and Policy meeting in March for the new administration. A request was also made for Councillors not to “respond to all” unless it was necessary also, for the correct procedures to be followed regarding “apologies” for nonattendance at Committee or Town Council meetings.

**263. Warwick Town Council website statistics** – following the introduction of Social Media the number of visits to the Town Council website has increased by 861%. If Councillors see any adverse comments regarding the site please notify the Town Clerk.

**264. Calendar of meetings 2019/20** – proposed dates were agreed.

**265. Committee meeting – change Plans Committee date to 30<sup>th</sup> April 2019 due to elections and cancel Finance and Policy 16<sup>th</sup> May 2019.** The date changes were agreed.

**266. Mayor’s Award** – proposal for an annual award for a group or individual recognised by the Mayor. The Mayor explained that he would like to present an award to the organisers of the poppies display - at St Mary’s Church in 2018. The idea being that the presentation be made at Mayor Making. This was agreed to be a digressional award for future Mayors.

Signed..... Date.....