



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

THURSDAY 9th JANUARY 2020

MINUTES

Present:

Councillor Mrs L Butler
Councillor N Butler
Councillor J D'Arcy
Councillor R Eddy
Councillor R Edgington
Councillor Mrs M A Grainger
Councillor J Tracey
Councillor T Morris

261. Apologies: – The Mayor sent his apologies –his apologies were accepted.

262. Declarations of Personal and Prejudicial Interests –none.

263. Minutes of the meeting held on 10th October 2019 – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

264. CCLA presentation – investments – Mark Davies

Mark Davies gave Councillors an overview of the investment opportunities available through CCLA. Councillors agreed to form a working party to report back to this committee in March 2020, with a proposal. Cllr T Morris, Cllr Mrs L Butler, Cllr N Butler & Cllr J Tracey will form the working party, which Cllr N Butler will chair.

265. Schedule of Accounts already paid/income received – October, November & December 2019 - There were no queries, it was resolved to approve the income/payments made for the months of October, November and December 2019.

266. Budgets to November 2019. There were no issues highlighted. The layout of the report was discussed and this will be reviewed before the next meeting.

- 267. Proposed budgets and precept requirements for 2020/2021** – The Town Clerk presented proposed figures to the Council, highlighting changes that may affect expenditure. Following a discussion, it was resolved to present revised figures to the Special meeting, with a view to proposing a 25p per month increase in the precept.
Appendix 1
- 268. Staffing** – TC to update
The Town Clerk updated Councillors on staffing matters. The new Custodian starts on the 13th January 2020. The new Chauffeur start date will be known in the next few weeks. A collection and event will be arranged for Berkeley who has worked for the Council for the last 12 years.
- 269. Internal auditor – review** – The Town Clerk advised Councillors of the proposals received thus far; two more applications are awaited, and a decision will be made at the March 2020 meeting.
- 270. Paperless** – a terms of reference were passed to Councillors for comment – the only concern raised was suitable Wi-Fi. It was agreed to form a working party to discuss issues and bring a proposal back to this committee in March 2020. Cllrs J Darcy, Mrs M A Grainger will form the working party with a view to gaining another Councillor to join them from the Special meeting 16th January 2020.
- 271. Review the powers of each committee** – The Town Clerk had prepared a document stating the powers of each committee – this was reviewed and slight amendments made. Appendix 2
The document will be presented to Full Council in March 2020 to be ratified.
- 272. Revised Code of Conduct** – It is an annual requirement to review policies and procedures
The Town Clerk proposed bringing Warwick Town Council’s Code of Conduct in line with that of the District Council – as we share the same monitoring officer. – It was resolved to take the new code of conduct to the March 2020 Full Council to be ratified.
Appendix 3
- 273. Councillors apologies** – The Town Clerk wished to remind Councillors that they are summoned to attend Committee meetings and Full Council meetings and should they not be able to attend they should notify the Town Clerk 48 hours before. Reasons for not attending should be given, via email.
- 274. Severn Trent request for the Court House kitchen to have a grease trap installed** –
Following a discussion, it was agreed that the Town Clerk will discuss the request with Environmental health before expense was occurred.

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