



# WARWICK TOWN COUNCIL

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WARWICK  
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Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

WEDNESDAY 13<sup>th</sup> JANUARY 2021

### 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 N Murphy  
Councillor J Tracey (Chair)  
The Mayor (Ex Officio)

**153. Apologies** – there were no apologies

**154. Declarations of Personal and Prejudicial Interests.** None

**155. Minutes of the meeting held on 15<sup>th</sup> October 2020** – minutes approved and signed.  
It was resolved to approve the minutes as a true record.

**156. Schedule of Accounts already paid/Income** – October, November & December 2020 – approve. It was resolved to approve the payments and income as shown.

**157. Risk Register – approve amended document.**

Cllr N Butler lead the Councillors through the proposed changes. Following a discussion, the changes were approved.

It was agreed that the owners of the risks should be the Chair of F&P and the Leader of the Council. Following comment by the Risk trainer, it was agreed that the description of the risks could be improved, and Cllr Butler will bring suggested wording back to the next meeting.

**158. Staffing** – The Town Clerk gave Councillors a resume of changes made due to Covid Restrictions.

**159. Budget v actual to end of December 2020** – for information.

There were no queries. It was noted that the TIC had exceeded their revised income figures.

**160. Budgets 2021/2022** – approve precept requirement and budget figures.

Cllr Tracey gave a background to the figures proposed. Following a discussion, it was agreed that any proposed budget had to balance the books. An increase was required due to the loss of tax base numbers and additional responsibilities being taken on from the District Council. All felt that should the situation change with the Covid restrictions excess monies should be used to create the correct level of reserves or support local need. All agreed to the proposal of a £4 increase.

**161. Contract list** – for your information

The document has been changed to date order and will be diarised by the Town Clerk to ensure any changes are brought to relevant committees if needed.

**162. Calendar of meetings 2021/22** – approve.

It was resolved to approve the dates presented.

**163. CCLA Investment statement** – for information

There was no comment.

**164. Quarterly Audit report** – Cllr N Butler

This was the first audit carried out using a transaction trail. The Councillors agreed with the aims and scope of the audit as a sensible cause of action. The report resulted in the contract list being produced for ease of reference. Cllr Butler would document the aims and scope for future use. Cllr Butler felt that the office was well run.

Signed.....

Dated.....