



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

12th JANUARY 2023

Present:

Councillor Mrs L Butler
Councillor N Butler
Councillor J D'Arcy
Councillor R Eddy
Councillor R Edgington
Councillor Mrs M A Grainger
Councillor T Morris
Councillor J Tracey
The Mayor (Ex Officio)

MINUTES

244. Apologies - None

245. Declarations of Personal and Prejudicial Interests - None

246. Matters arising from October minutes. – The Town Clerk advised that:

Working Parties:

CIL - Assistant Town Clerk to organise a Team's meeting.

Carbon Neutral – Town Clerk to clarify next steps with Cllr O Jacques

Youth Council – Town Clerk to organise an initial Team's meeting – Cllr J Tracey to Chair.

247. Schedule of Accounts already paid/Income – October & November 2022- it was resolved to approve the income and payments as shown.

248. Accounts software review – following a discussion it was resolved to approve Advantage Edge as the provided for our accounts package and also the agendas and Minutes. The intention is to use the package for the financial year 2023/24. The transition will be project managed with the assistance of Cllr Mrs L Butler.

- 249. Staffing** – The Town Clerk advised that Elie El-Lamma, Custodian had resigned. The Supervisor role had been filled- Lucy Shepherd joined on the 4th January but resigned due to a better job offer – Alice Priestly will be joining us in March 2023. Recruitment will start to fill the weekend vacancy. A welcome is made to Mrs Katherine Geddes Assistant Town Clerk.
- 250. WTC Objectives** – progress reviewed – updated document to be presented at the next meeting.
- 251. Closed Churchyards** – The Town Clerk advised that Warwick District Council had agreed to take responsibility for the Closed Churchyards in Warwick. The Town Council will continue to maintain the trees, hedges and grass cutting. A letter of confirmation is awaited from Chris Elliott CEO WDC.
- 252. Grant – Warwick Singing Town - £5K** – following a discussion the application is being deferred. Cllr PS Birdi will discuss changes with the Town Clerk with a view to representing the amended application to Community & Culture in February 2023.
- 253. Risk Management** – the red risk – churchyards to be reduced to amber until correspondence is received. All risks to be reviewed at the March meeting.
- 254. Cost of Living** –the District Council’s initiative was discussed. It was left for the Town Clerk to discuss the project with Mrs B Allen and to offer a way forward collating venues in Warwick that were available as “warm hubs” including the Court House, if necessary. Mrs Allen will report back at Community & Culture.
- 255. Mayor car** – new lease 2023. Initial discussions were held. As costings and availability are constantly moving it was agreed for the Town Clerk and Cllr T Morris to review and feedback to the next meeting.
- 256. Precept/ Budget 2023/24** – following a discussion it was agreed to propose a nil precept increase for 2023/24. Keeping the amount of £44.79. The proposal will be ratified at the Special meeting January 18th, 2023.
- 257. Internal Auditor** – The Town Clerk advised that WALC auditor – Bill Woolliscroft has been appointed for the next three years.
- 258. IT support** – Comparison of providers – Following the review it was agreed to carry out further investigation before a decision was made.
- 259. Additional Sash Windows Quote** – approval was made for all the windows to be serviced.
- 260. Members Allowance Policy** – It was resolved to approve the changes to be ratified at the Special meeting.
- 261. Gift and hospitality policy** – It was resolved to approve the policy to be ratified at the Special meeting.

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