



WARWICK TOWN COUNCIL

TOWN CLERK

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FINANCE & POLICY COMMITTEE

THURSDAY 16th JANUARY 2025

PRESENT:

Councillor D Browne

Councillor Ms K Gorman

Councillor P Murphy

Councillor Simon Pargeter

Councillor J Sinnott (Chair)

Councillor P Wightman

MINUTES

67.	<u>APOLOGIES:</u> The Mayor, Councillor J Darcy sent their apologies. It was resolved to accept them.
68.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> None
69.	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> October 2024. Minutes attached for reference. Discussions regarding CCLA Better World Cautious Fund to be deferred to the March meeting.
70.	<u>GRANTS</u> – review and APPROVE applications: New Hope Counselling - £2979.50 – supported by Cllr S Pargeter. New Hope Counselling grant application form Jan 25 -signed.pdf New Hope Counselling Case Study November 2024.pdf New Hope grant - Katherine's questions and answers.docx Cllr Pargeter reviewed the application that he was supporting. Following a discussion, it was approved unanimously.

	<p>St Mary's Church (resubmission) - £1,699 – supported by Cllr O Jacques</p> <p>A number of changes have been made since the initial application, notably:</p> <ul style="list-style-type: none"> - The performer's fee has increased from £800 to £1,000 - An application has been made to the St Mary's Hall Trust as a funding provider, for £500. The application is pending (and attached for information) but the Trust has suggested the application has been favourably received. - More schools have been contacted, including Aylesford and Evergreen, and details are included in the form. <ul style="list-style-type: none"> o A colleague and I are meeting with staff at Evergreen on 26th November to explore how the event can be made to work for them, but we are confident of their inclusion. This to be confirmed. - I have included details of the Church's contribution to the project, including contribution in kind (notably staff costs). - There is one quote for the lighting as we have used this supplier before, they know the site well and are regular, trusted suppliers. - <p>2024 StMW Interstellar Grant-Application FINAL2.docx St Mary Hall Interstellar.docx FLYER QUOTATION - St Mary's Church .docx 2024 St marys Warwick Proposal screen-lights.docx</p> <p>Oliver Hancock from St Mary's attended the meeting to review the comments made on the initial application. He gave an overview of the event and the benefit to the local schools. Following a discussion, it was decided to decline the application as it was felt not to be good value for money for the community.</p>
71.	<p><u>PAYMENTS AND INCOME</u></p> <p>To APPROVE income and payments for September, October, November & December 2024</p> <p><u>September</u></p> <ul style="list-style-type: none"> • Income report produced at 9.03am on 24th October 2024 • Expenditure report produced at 9.03pm on 24th October 2024 <p>September 2024 Income.pdf September 2024 Expenditure.pdf</p> <p><u>October</u></p> <ul style="list-style-type: none"> • Income report produced at 4.15pm on 7th January 2025 • Expenditure report produced at 4.16pm on 7th January 2025 <p>October 2024 Income.pdf October 2024 Expenditure.pdf</p> <p><u>November</u></p> <ul style="list-style-type: none"> • Income report produced at 10.26am on 8th January 2025

	<ul style="list-style-type: none"> Expenditure report produced 2024 at 10.27am on 8th January 2025 November 2024 Income.pdf November 2024 Expenditure.pdf <p><u>December</u></p> <ul style="list-style-type: none"> Income report produced at 11.02am on 10th January 2025 Expenditure report produced at 11.02am on 10th January 2025 December 2024 Income.pdf December 2024 Expenditure.pdf <p>Reports attached for reference.</p> <p>It was resolved to approve the income and expenditure figures for September, October, November and December 2024. All were in favour.</p>
72.	<p><u>FORECAST 2024/5</u></p> <p>NOTE Forecast v Actual to end of December 2024. Report attached – same as item 6 Following a discussion it was resolved to note the report.</p>
73.	<p><u>PRECEPT 2025/6</u></p> <p>Review proposed forecast and APPROVE a precept figure to take to Special meeting Report attached Income Forecast to January 2025.xlsx Expenditure Forecast to January 2025.xlsx</p> <p>A discussion was held around the proposed figures. It was resolved to recommend a demand for the precept with an increase of £2.92 taking the figure to £51.52 a 6% increase. All were in favour.</p>
74.	<p><u>RESERVE POLICY</u></p> <p>Review policy approved in January 2024. APPROVE to take to the Special meeting. Policy attached for reference, updated to reflect last year's year end. WTC Reserves policy report Jan 25.docx</p> <p>It was resolved to approve the policy. All were in favour.</p>
75.	<p><u>STAFFING</u></p> <p>To RECEIVE a verbal report from the Town Clerk The Town Clerk advised that key staff had received first aid training, and all staff had attended Health and safety training. A Christmas party was enjoyed.</p>
76.	<p><u>CLOSED CHURCHYARDS</u></p> <p>To RECEIVE a verbal report, regarding ownership from the Town Clerk and determine next steps. The Town Clerk clarified that a letter had been written to WDC a response was awaited. Review and APPROVE maintenance contractor for the next 3 years, Comparison quotes attached. Churchyard Maintenance Quotes January 2025.xlsx</p> <p>It was resolved to appoint Thomas Fox for the next 3 years. The majority were in favour.</p>

77.	<p><u>CIL</u> – NOTE summary from the Assistant Town Clerk Report attached CIL report Jan 2025.xlsx The report was noted.</p>
78.	<p><u>WARD WALKS</u> To RECEIVE an update from the Assistant Town Clerk. Report attached Ward walks update - Jan 2025.docx</p> <p>It was agreed to start again, attending each ward, for the new year – starting with All Saints and Woodloes.</p>
79.	<p><u>CALENDAR OF MEETINGS – May 2025-2026</u> Review and APPROVE to take to the Special meeting.</p> <p>Calendar attached for reference. 25-26 Committee Meetings - DRAFT.docx It was resolved to approve the proposed dates. All were in favour.</p>
80.	<p><u>TERMS OF REFERENCE</u> – review and APPROVE current terms of reference attached</p> <p>Warwick Town Council F P Terms of Reference June.2024 - Copy.docx It was resolved to approve the terms of reference. All were in favour.</p>
81.	<p><u>DEVOLVED MANAGEMENT</u> - Town Clerk to give a verbal report. The meetings that had been arranged with Chris Elliott and Kenilworth had to be rescheduled to the 31st January 2025.</p>
82.	<p><u>RISK REGISTER</u> – To REVIEW and update current document Document attached: WTC Risk Register V3 July 2024.xlsx The register was reviewed – the maintenance on the Court House to be moved to high as the roof is a concern. The Town Clerk will organise for a company to review the roof and report back.</p>
83.	<p><u>SCHEME FOR MEMBERS ALLOWANCE</u> – review and APPROVE to take to the Special meeting. Current scheme attached. WTC Members Allowance 2024.docx It was resolved to amend item 2 to included subject to paragraph 7 as well as 5. The members allowance should increase by 3% in line with the forecast an LGA increases. It was felt that the same % should apply to the stipend payments each year. The majority were in favour.</p>
84.	<p><u>YOUTH COUNCIL</u> – NOTE overall report and financial summary. Reports attached Report to Finance Policy Committee - WYC update January 2025.docx WYC Income Expenditure sheet January 2025.docx Following a discussion the reports were noted.</p>

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