



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

WEDNESDAY 6th JUNE 2018

MINUTES

Present:

Councillor Mrs D Da Cruz
Councillor R Edgington
Councillor Mrs M A Grainger
Councillor G Guest
Councillor T Morris

- 44. To elect a chairman for the Municipal Year 2018/2019** - a nomination was made for Cllr T Morris to Chair this committee – all were in favour.
- 45. Apologies:** – The Mayor, Councillors S Cross & Mrs M Littlejohn
- 46. Declarations of Personal and Prejudicial Interests** – None
- 47. To elect a Deputy Chairman for the Municipal Year 2018/2019** - a nomination was made for Cllr Mrs MA Grainger to act as Deputy Chair for this committee – all were in favour.
- 48. Minutes of the meeting held on 2nd May 2018** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.
- 49. Schedule of Accounts already paid/income received** – April 2018
Following a discussion, it was resolved to approve the income/payments made for the months of April 2018.
- 50. Accounts report for 2017/18 – for information** – The Town Clerk reviewed the report prepared by the Accountant John Plumb – Councillors raised questions which were resolved and the report met approval.
- 51. Staffing/Training** – TC to update
The Town Clerk updated Councillors on Staffing matters.
The training for the box office had started and is being well received.

There are six interviews planned for the Events Co-ordinator role.
Holidays and rota cover in the TIC was reviewed.

52. Standing orders – adopt updated Standing orders – Councillor reviewed the changes in the standing orders and approved them.

53. Annual Meeting /Mayor Making/ Full Council meetings – discuss dates/format

A discussion was held around the format and length of the Annual Town Meeting. Councillors agreed to review at a later meeting.

Due to the election year the date of the Annual Council meeting (Mayor Making) had to be changed – it was agreed to change to the 21st May 2019 (Tuesday) A discussion was held about the venue and reception, it was agreed that St Mary’s had been a suitable choice with the reception to be held by invitation at the Court House.

Full Council Meetings – an observation had been made around Councillors robing for Full Council meetings. Following a discussion it was decided to defer the item to a future Meeting the Town Clerk will speak to equivalent status Town Councils.

A discussion was held about what Councillors needed to know at the end of their Term of Office – the Town Clerk will provide guidance.

54. Mayoral guide – approve – The new guide was introduced for new Mayors as part of their induction. The document was seen to be beneficial and was approved. It was agreed to change the font type.

Cllr T Morris asked for a vote of thanks for Cllr G Guest for his time as Chairman of Finance and Policy – all were in agreement.

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