



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

22<sup>nd</sup> JUNE 2022

### Present:

Councillor Mrs L Butler  
Councillor N Butler  
Councillor J D'Arcy  
Councillor J Tracey

### MINUTES

27. **To elect a Chairman for the Municipal Year 2022/23** - Cllr J Tracey was nominated all were in favour there were no other nominations received.
28. **Apologies:** Councillor R Eddy, Councillor R Edgington, Councillor Mrs M A Grainger & Councillor T Morris submitted their apologies – it was resolved to approve them. The Mayor was not in attendance.
29. **Declarations of Personal and Prejudicial Interests** - None
30. **To elect a Deputy Chairman for the Municipal Year 2022/23** - Cllr N Butler was nominated all were in favour there were no other nominations received.
31. **Minutes of the meeting held on 19<sup>th</sup> May 2022** – It was resolved to approve the minutes as a true record.  
The District Council were asked where they spent their CIL monies – this is available on their website.
32. **Schedule of Accounts already paid/Income** – April & May 2022- It was resolved to approve payments and income as presented.
33. **Budget /Management accounts & Audit form for 2021/22** – The documents were presented and reviewed they will be ratified at the Special meeting on the 30<sup>th</sup> June 2022. The Town Clerk explained the Audit process and requirements.

It was noted that the reserve requirements are being met, with our end of year general reserves being 74% of the Precept and equivalent of 8 months expenditure.

**34. Audit Report** – The Town Clerk reviewed areas listed. It was resolved for the Town Clerk to discuss elements raised with the Auditor on her return from holiday. A request was made for the report to be expanded with further explanation and terms to be used that a layperson would understand.

**35. Risk Register** – Review the Red Risks.

The only red risk remained the Closed Churchyards to be discussed item 39. All other risks do not need to be reviewed until March 2023.

**36. Staffing** – The Town Clerk gave a general overview on staffing. She also requested a review of the office structure. Several years ago, a vacant Assistant Town Clerk role was split to bring in the Events Team and also the Finance and Communication Officer role.

With increased responsibilities and succession planning it would be sensible to reinstate the role of Assistant Town Clerk. It was resolved for the Town Clerk, Cllr N Butler & Cllr J Tracey to review the structure and report back to the next meeting.

**37. WTC Objectives** – the progress was reviewed. No change at this time – unless an agreement is reached, at the special meeting in June 2022, to approve Town Promotion as a budget line – this would need to be monitored.  
It was resolved to take to the Full Council in July 2022.

**38. CIL monies** – The Town Clerk advised that following a working group meeting all requests from Councillors will be instigated. Final costings will be reported at the next meeting. The total for CIL monies received is £57,959.58.

**39. Closed Churchyards** – The Town Clerk advised that a meeting had been held with Chris Elliot WDC and proposals made following advice from our Solicitor regarding a Counsel's opinion on the matter.

**40. Street furniture** – agree list as responsibility of the Town Council – the list was agreed with black finger posts to be added.

**41. Carbon Neutral working party** – agree members and nominate a chair. It was resolved to ask Cllr T Morris for a term of reference for this group – starting to look at the Town Council's carbon neutral usage first. This will be circulated to Councillors to invite them to join the working party.

**42. Standing orders** – the current document was reviewed, and it was resolved to personalise the names and tidy up the listings – this will be sent to Councillors early next week to be ratified at the Special meeting.

**43. Review Direct and Standing order list** – it was resolved to approve the list as presented.

**44. Court House Valuation** – the Town Clerk advised that we were required to value the

Court House, following the refurbishment HLF required this, and we need to ensure that our insurance cover is correct. Three quotes will be presented at the next meeting.

**45. Grant application** – Safeline £1,496.18 – It was resolved to approve.

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