



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

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FINANCE & POLICY COMMITTEE


9th JUNE 2025

PRESENT:

Councillor Ms K Gorman
Councillor Simon Pargeter
Councillor J Sinnott
Councillor D Skinner
The Mayor (Ex Officio)
Town Clerk Jayne Topham

MINUTES

1.	<u>TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2025/6</u> – The Town Clerk asked for nominations for Chair, Councillor J Sinnott was nominated and seconded, there were no other nominations and all were in favour.
2.	<u>APOLOGIES:</u> Cllr D Browne & AP Murphy sent his apologies; it was resolved to approve them. Cllr P Wightman was absent.
3.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> None
4.	<u>TO ELECT A DEPUTY CHAIRMAN FOR THE MUNICIPAL YEAR 2025/6</u> The Chair asked for nominations for Deputy Chair, Councillor AP Murphy was nominated and seconded, there were no other nominations and all were in favour.
5.	<u>MATTERS ARISING FROM PREVIOUS MINUTES.</u> May 2025. Minutes attached for reference Court House roof assessment still outstanding. The Town Clerk will approach WDC to find out the name of the Company they use as our existing roofer is not responding.

	<p>Adoption of phone box. WDC have responded to a request to take the phone box over. The Town Clerk will liaise between them and the PTA at the school and report back at the next meeting.</p> <p>F P Minutes May 2025.docx</p>
6.	<p><u>TERMS OF REFERENCE</u> – REVIEW/AMEND document agreed last year.</p> <p>Document attached:</p> <p> Warwick Town Council F P Terms of Reference Jan.2024.docx</p> <p>It was resolved to accept the current terms of reference unchanged.</p>
7.	<p><u>2024/25 ACCOUNTS & AGAR FIGURES</u> – REVIEW and APPROVE to be taken to Special meeting 26th June 2025 – Town Clerk.</p> <p>Copy of Balance Sheet 24-5.xlsx</p> <p>Copy of IE 24-25.xlsx</p> <p>AGAR Figures.pdf</p> <p>It was resolved to approved to take to the Special meeting.</p>
8.	<p><u>STAFFING</u></p> <p>To RECEIVE a verbal report from the Town Clerk.</p> <p>Paula remains off work, we are keeping in touch with her and wish her a speedy recovery. Stacy our Events Co-ordinator has resigned after 5 years' service, she has moved to London. She will be in post until the end of August 2025. Her job role has been reviewed and will be advertised on Indeed.</p>
9.	<p><u>CLOSED CHURCHYARDS</u></p> <p>To RECEIVE a verbal report, regarding ownership from Cllr J Sinnott Chair and determine next steps. There was no further update this time. Responses are still awaited from WDC.</p>
10.	<p><u>WARD WALKS</u></p> <p>To RECEIVE an update from the Assistant Town Clerk.</p> <p>Ward walks update - May 2025.docx</p> <p>Councillors will respond with suggested dates.</p>
11.	<p><u>DEVOLVED MANAGEMENT</u> - Town Clerk to ask Councillors to form a working group. All present wish to be involved. The group will focus on the impact and timing of potential changes and review the associated risks.</p>
12.	<p><u>RISK REGISTER</u> – To REVIEW and update current document</p> <p>Document attached:</p> <p>WTC Risk Register V2 June 2025.xlsx</p> <p>The register was reviewed and it was resolved to retain the risks as listed.</p>
13.	<p><u>DISASTER RECOVERY PLAN</u> To REVIEW and update current document</p> <p>Document attached:</p>

	<p>Disaster Recovery Plan June 2025.docx</p> <p>The plan was updated and will be retain on the staff share drive.</p>
14.	<p>AUDITOR Report – REVIEW and NOTE reports received from Warwick 2025 comments.doc</p> <p>The Town Clerk reviewed the report and the actions highlighted.</p> <p>The Contracts list has been reviewed to ensure that costs of activities have not increased over the £1K threshold where there is a need to obtain 3 quotes. The WIB item highlighted by the Auditor was picked up and quotes were taken to C & C in April this year.</p> <p>At the last audit there was a request to check the Asset Register – which was completed - this was not taken back to a committee to be minuted and was noted for future.</p> <p>The Disaster recovery plan had not been updated since November 2023. The plan is on this agenda for update. It will be retained on the share drive for all staff and not on the website due to personal information. The plan has been added to the list of policies for future update.</p> <p>When a role is appointed, the salary scale is discussed via the HR consultant and discussed with the Chair of Finance and Policy and the Leader. It was resolved to retain these email discussions as the trail and felt that the scale point didn't need to be in the minutes.</p>
15.	<p>GIFT & HOSPITALITY POLICY – To REVIEW and update current document</p> <p>Document attached:</p> <p>Gifts and Hospitality Policy June 2025.docx</p> <p>It was resolved to approve the policy, unchanged, to take to Full Council.</p>
16.	<p>FREEDOM OF INFORMATION POLICY – To REVIEW and update current document</p> <p>Document attached:</p> <p>Freedom of information policy June 2025.docx</p> <p>It was resolved to approve the policy, unchanged, to take to Full Council. The term Freedom of information is still current.</p>
17.	<p>CAR INSURANCE – To REVIEW and APPROVE the insurer update current document</p> <p>Document attached:</p> <p>Civic Car Insurance 2025.docx</p> <p>It was resolved to approve NFU to continue cover.</p>
18.	<p>YOUTH COUNCIL – To RECEIVE an UPDATE Cllr S Pargeter gave an overview of the last meeting. Safeguarding was a key concern. The Town Clerk will prepare a Safeguarding Policy to take to the next meeting.</p>

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