



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

THURSDAY 21st MARCH 2019

### MINUTES

**Present:**

Councillor S Cross  
Councillor Mrs D Da Cruz  
Councillor R Edgington  
Councillor Mrs M A Grainger  
Councillor T Morris (Chair)

**314. Apologies:** – Cllrs G Guest, Mrs A Littlejohn and the Mayor sent their apologies - their apologies were accepted.

**315. Declarations of Personal and Prejudicial Interests** –none

**316. Minutes of the meeting held on 10<sup>th</sup> January 2019** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

**317. Schedule of Accounts already paid/income received** – January and February 2019

Following a discussion, it was resolved to approve the income/payments made for the months of January and February 2019.

**318. Staffing** – TC to update

The Town Clerk updated Councillors on Staffing matters.  
The consultation to change the working hours of TIC staff to annualised has been completed and implementation will be in the winter season.

Health & Safety training is to be carried out on the 3<sup>rd</sup> April for all staff.  
Risk Assessments will have been updated prior to the training.

April brings pay and pension increases – all of which have been budgeted for.

A weekend cleaner has been recruited on casual hours to cover the busy events period

at the Court House.

**319. Budgets review** – The Town Clerk verbally quoted figures to the end of February. No concerns were raised.

**320. Mayor's car** – proceed with Lease agreement as previously agreed – approve sale of Vauxhall. Cllr Morris referred to agreements made at the January 2018 meeting to replace the Mayor's car. A budget has been set aside to commence a lease agreement. This will now be applied. The Vauxhall has been valued at between £700-£750 it will be sold.

**321. Process for Councillors standing down/not re-elected**– TC advised that she will meet with exiting Councillors, on a 1:1, as soon as the list of those who are standing at the forthcoming elections is known. A list of requirements to meet data protection will be applied. She will meet with unsuccessful Councillors after the elections. All Councillors will be invited to Mayor Making on the 21<sup>st</sup> May.

**322. Committee meeting changes** – Community & Culture change time of meeting to 6pm on the 5<sup>th</sup> September. The change of time was approved due to the Warwick in Bloom awards.

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