



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

THURSDAY 12<sup>th</sup> MARCH 2020

### MINUTES

**Present:**

Councillor Mrs L Butler  
Councillor N Butler  
Councillor R Eddy  
Councillor R Edgington  
Councillor Mrs M A Grainger  
Councillor J Tracey  
Councillor T Morris

**332. Apologies:** – The Mayor and Cllr J Darcy sent their apologies –their apologies were accepted.

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

**334. Minutes of the meeting held on 9<sup>th</sup> January 2020** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

**335. Schedule of Accounts already paid/income received** – January & February 2020  
There were no queries, it was resolved to approve the income/payments made for the months of January and February 2020.

**336. Staffing** – TC to update

The Town Clerk updated Councillors on staffing matters. The new Chauffeur and Events Co-ordinator have joined the team and are settling in well. Training has been organised for the Fire Stewards and Health and Safety for new staff. Berkeley was very grateful for his leaving reception and generous collection.

**337. Internal auditor – review** – The Town Clerk advised Councillors of the proposals received Following discussion, it was resolved to appoint DM Payroll Services who will take over from John Plumb for the year 2020 -2021 the contract will be for three years.

**338. Paperless** – the working group had meet for the first time. Considerations given to other Town Councils in the District and their view of Paperless – the majority of Councillors are not asking for paper copies.  
Stratford upon Avon are paperless and use a service called One Drive to store papers.  
We are working with our IT Company to improve evening WIFI.  
Cost per copy for our meetings averages 60p.  
Our own devises can be used – subject to GDPR.  
The Group will meet again shortly to progress the initiative.

**339. Review the powers of each committee** – Request to move Christmas lights to E & T.  
This change was agreed by the committee.

**340. Investments** – working group to update Cllr N Butler to report.  
Present Cllr N Butler (Chair), Cllr Mrs L Butler, Cllr T Morris, Cllr J Tracey and Mrs J Topham (Town Clerk)

This group had been asked to review the possible options for the Town Council to invest some or all of its reserves.

The reserves at the end of 2018/19 stood at £104k and the figure for that year that might be added to reserves would be £70k.

The current rate of interest from our savings account is 0.01% and there is no government protection available to the Town Council through the Government's scheme.

After discussion it was agreed that the following recommendation would be taken to the next Finance & Policy (F&P) committee: -

- 1) A sum of £100k to be invested
- 2) It would be invested in CCLA Public Sector Deposit Fund. This has a current yield of 0.70%
- 3) An investment policy should be prepared for ratification by Full Council
- 4) Until then the F&P powers should be updated to allow it to make changes to the investments up to level of 75% of the budget figure of the then current year.

**341. Yeomanry Museum – agree 10-year extension to existing licence** – TC reported that the 10-year agreement for the Yeomanry to rent space in the basement of the Court house was due for renewal on the 16<sup>th</sup> May 2021. The recommendation is to renew the agreement for a further 10 years from that date. For the rent to remain at £300 per year for the next 5 years increasing to £350 for the further 5 years. – It was resolved to approve this extension.

**342. Coronavirus** – TC advised Councillors of the contingency plans made to enable to office and TIC to function remotely. Information sent to hirers and staff. Cleaning processes explained to protect staff and hirers.

**343. Review updated policies** – the policies below were approved to be ratified at Full Council.

- Digital and Social Media Policy
- Freedom of Information Policy
- Public Speaking Leaflet

- Complaints procedure
- Members Allowance

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