



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

18<sup>th</sup> March 2021

### Present:

Councillor Mrs L Butler  
Councillor N Butler  
Councillor J D'Arcy  
Councillor R Edgington  
Councillor Mrs M A Grainger  
Councillor N Murphy  
Councillor J Tracey

## MINUTES

**234. Apologies:** Apologies were received from The Mayor (Ex Officio) and Councillor R Eddy.  
It was resolved to accept these apologies.

**235. Declarations of Personal and Prejudicial Interests.** - None

**236. Minutes of the meeting held on 13<sup>th</sup> January 2021** – It was resolved to accept the minutes as a true record of the meeting.

**237. Schedule of Accounts already paid/Income** – January & February 2021  
approve – it was resolved to accept the payments and income as recorded.  
Cllr J Darcy gave thanks for use of the IPAD and case.

**238. Risk Register** – The new document was received and approved.  
The next step is to score the risks and circulate to all Councillors for input.

**239. Staffing** – The Town Clerk updated Councillors on plans for reopening as Lock-down eases.  
Potential staff changes were also reviewed.

**240. Budget v actual to end of February 2021** – for information.  
End figures were reviewed. The Town Clerk advised that £7, 420 will be taken from

Allotment's expenditure – this money is for rental payments and deposits to be paid to the new association PEAS – Deposit monies for remaining allotment sites will be “ring fenced” £3,100.

Covid grant monies received for the Tourist Information to be “ringfenced” and carried over to the next financial year. £14,500 to be placed into Town Centre Management – To help the Town's recovery.

TIC refurbishment – quote received for £1,344, from Kenilworth Carpets to relay carpet tiles before reopening 12<sup>th</sup> April. This was approved.

**241. Quarterly Audit report** – Cllr N Butler gave a background to the report which was a positive reflection of good controls.

A new auditor will be established once the committee members are agreed.

**242. Insurance - new 3-year contract** – Town Clerk

Three quotes reviewed. Following a discussion, it was resolved to accept the quotation from BHIB for 3 years @£7,291.20 Cyber cover and Terrorism protection were declined.

**243. Closed Churchyards** – The Town Clerk gave a background to current responsibilities.

The Town Council have the power to support the local churches by cutting the grass, weeding and taking responsibility for the trees. It is unclear who is responsible for the Walls and paths within the Churchyards therefore the Town Clerks has met with Chris Elliot WDC to formally agree responsibilities.

**244. Civic Guide** – agree a working party to discuss Mayor's role and review Civic Guide. –

Cllr Mrs MA Grainger. Cllr Grainger gave a background to the working party and advised that she will organise with a view to gaining agreement in time for Cllr R Edgington becoming Mayor.

**245. Financial Regulations** – the current document was reviewed and a proposal was made to change the timescale to review the bank mandate. Change from every two years to the first year of new administration following elections.

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