



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

15th MARCH 2022

Present:

Councillor Mrs L Butler (sub)
Councillor N Butler (Chair)
Councillor J D'Arcy
Councillor Mrs M A Grainger
Councillor T Morris

MINUTES

331. Apologies: Councillor PS Birdi, Councillor R Eddy & Councillor J Tracey – it was resolved to accept their apologies.
Cllr Birdi was on civic duty.

332. Declarations of Personal and Prejudicial Interests - None

333. Minutes of the meeting held on 13th January 2022 – It was resolved to approve the minutes as a true record.

334. Schedule of Accounts already paid/Income – January & February 2022
It was resolved to approve the accounts as presented.

335. Budgets 2022/23– review contribution to commonwealth games as agreed at E & T Feb 2022. It was resolved to approve a 25% contribution to the costs of the street decorations and therefore an increase to the budget for the commonwealth games from £5,000 to a maximum of £10,000.

336. Risk Register – Score the CIL risk. Review the Red Risks.
The red risk was reviewed – see 340. All the other risks are to be reviewed by the Town Clerk and Cllr N Butler and reported back to the next meeting.

337. Staffing – The Town Clerk relayed staffing changes and advised that the band review exercise was complete. There have been some minor changes it was pleasing to know that the bands were in the correct place. A 1.75% pay increase has been agreed for

21/22 This will be backdated for the year in April and will create the need to review the budget figures for 22/23.

338. WTC Objectives – updates given as follows:

- C2 Produce a ‘Welcome to Warwick’ folder for new residents in the town: The Chamber of Trade has produced a folder for all residents named ‘Life in Warwick’ funded by an EU grant. This is to be distributed to all residents shortly. There is also an electronic version which can be updated as required and sent to all future new residents.
- D3 Reintroduce Ward Walks: One to cover the town centre is to take place on 13th April. This is to ensure everything is in order for the Commonwealth Games at the end of July
- B3 – The Town Clerk has received confirmations from Highways that works are to be carried out before the Commonwealth games.
- C1 – CIL monies being allocated.

339. CIL monies – Town Clerk has suggested that there is not a need for our own CIL policy as we can use the one created by WDC. There is the need for the Town Clerk to write to WDC regarding progress annually – this will be carried out in April 2022. It was noted that the report has to be posted on WTC & WDC’s websites. A further CIL working party meeting to be arranged.

340. Closed Churchyards – Town Clerk reiterated stance from the WDC unfortunately our solicitor had not responded in time for this meeting. The Town Clerk will organise a meeting to state our views. The Town Clerk will also speak to King Henry’s regarding charity funding.

341. May Finance & Policy committee meeting – agree a revised date due to Partnership meeting. – following a discussion, it was agreed to change the meeting to the 19th May 2022.

342. Investments – Discuss investment of £100k into CCLA property fund – the Town Clerk gave a background to the proposal and it was resolved to agree to investing £100k into the property fund.

343. Reserve Policy – Cllr N Butler had reviewed the requirements from NALC Finance and transparency guide. It was resolved for him to complete the policy based on these findings to take to the next Full Council meeting for approval. A minimum of 6 months reserves, aiming for 12 months, were suggested and a title of Town Council enhancements were agreed, for one of the categories alongside Court House and Elections.

The Town Clerk will also review how draft accounts can be supplied to budget meetings.

344. Mayors vouchers – discuss current system – The Town Clerk reviewed the current scheme and the recent decline on vouchers being used. Covid had been a factor, but it was resolved to increase the value of the vouchers in Dec 2022 to £10. A further review would be carried out in a year’s time.

345. Code of Conduct – It was resolved to approve the new document. The Town Clerk will personalise the document to present to Full Council next week.

346. Maintenance of Churchyards – review 3 quotes and approve contractor for the next 3 years. The quotes were reviewed, and it was noted that the contractors had not quoted for the same number of visits annually – the Town Clerk contacted the contractor who requoted and Councillors approved Thomas Fox for the next three years.

347. Grants policy – following a discussion it was agreed to change the policy to make payment of the grant on proof of purchase. If the funds are not available, proof of purchase would need to be provided immediately afterwards. It was also agreed to include the requirement to find the best value. Grants should be refunded back to the Council if not all monies are used. Once the policy is approved relevant documentation will be changed to reflect the changes.

348. Financial regulations – amendment required raised by internal auditor.
Amendment page 17 h. £20,000 changed to £25,000
11.1 b. states £25,000 for public contracts, then 11.h says contracts of less than £20,000. There wasn't anything to cover expenditure between £20k-£25k.
It was resolved to approve the change.

349. Street furniture – agree list as responsibility of the Town Council
Item deferred to next meeting.

350. Employee and Worker Handbook – new document merging all the existing HR policies – approve. The document was seen to be large for the size of Council. It was therefore resolved for the Town Clerk to update the existing policies to bring to the next meeting.

351. Grant – Canalside Allotment Society - £851 – it was resolved to approve the grant application.

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