



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

16th MARCH 2023

Present:

Councillor Mrs L Butler
Councillor N Butler (Chair)
Councillor R Eddy
Councillor R Edgington

MINUTES

307. Apologies The Mayor (Ex Officio), Councillor J D'Arcy. Councillor Mrs M A Grainger. Councillor T Morris & Councillor J Tracey sent their apologies. It was resolved to accept their apologies.

308. Declarations of Personal and Prejudicial Interests. None

309. Matters arising from January minutes. – Town Clerk

Working Parties:

CIL – a meeting was held on the 13th March this will be an agenda item for the May meeting.

Carbon Neutral – the project has been shared with committees. A date for the next meeting is being agreed.

Youth Council – initial meeting being held on the 21st March 2023.

310. Court House Hire – presentation Fiona Molloy Business Development Manager (Presentation attached) The change in strategy was welcomed it was suggested that a presentation video was created by Fiona to show to all Councillors for their information and support. This could also be used for new councillors.

311. Schedule of Accounts already paid/Income – December 2022, January & February 2023- Approve. It was resolved to accept the payments and income as presented.

312. Budgets to end of February 2023 – the budget figures were reviewed. They are very positive. There were no queries.

313. Staffing – The Town Clerk advised:

Alice and Ashley have joined us in the VIC. We are now fully staffed.

Due to the need for a higher standard of cleaning and the change in the marketing strategy for the Court House, we have not recruited to replace Ellie the Event custodian – instead we are trialling a commercial cleaning company to focus on bringing the building up to standard – whilst allowing Chris to spend more time on maintenance issues.

Litter picker – role being advertised in April.

Training

Health and safety training in April - Liz is nominated as H & S advisor and will check individuals.

Fire training being held 29th March.

Fire Stewards have just been retrained.

Fire Drill carried out.

Edge IT – Finance training & Agendas & minutes

All office staff are undergoing GDPR training.

Contracts – new contracts being issued for our 3 casual staff members.

Salaries – a proposal for a £1,925pa for SCP 2 -43 3.88% increase for bands 44 and above has been turned down by the unions – outcome expected to be known

July/August 2023 – this will affect our budgets.

314. WTC Objectives – the Town Clerk will speak to Councillors individual for an update.

315. Closed Churchyards – the Town Clerk advised that maintenance is being picked up by the District Council.

316. Grant – Warwick Rotary - £738

Guy of Warwick - £1,474

It was resolved to approved both grants, to be paid this financial year, should funds allow or to be “ringfenced” into a grant reserve to be paid next financial year.

317. Risk Management – review all risks

All risks were reviewed. A revised document will be presented to Full Council.

318. Change date of next meeting from 11th May to 2nd May 2023 – due to elections –

It was resolved to approve the proposed change and to take to Full Council.

319. Mayor car – new lease 2023.

Revised figures were provided. The Town Clerk and Cllr Morris met to discuss the options Cllr Morris emailed Councillors with his thoughts, as he was unable to attend the meeting. Following a discussion, it was resolved to accept the lease for the Lexus due to its low emissions. It was confirmed that we are unable to purchase our current car.

320. Internal Audit – Cllr D Skinner

The report was acknowledged. Cllrs Skinner's comments were noted regarding George Palmer's support.

321. IT support – Comparison of providers – review – Town Clerk

Following discussion at the last meeting, further information was provided regarding the removal of Azure and also the reduction of cost by removing security level one.

It was resolved to retain the services of Zen Zero and to pay the £1,500 to move from Azure at a saving of £2,683 per annum.

322. Civic Guide - Changes in Red – review and approve to take to Full Council

The proposed changes were reviewed. It was resolved to change the title to Civic Code of Conduct. Also, item 11. Mayor's expenses of office – it was resolved to add expenses are open to discussion with the Town Clerk as each Mayor would have different circumstances.

323. Grants policy /forms–revised – changes in Red – review and approve to take to Full Council.

The proposed changes were reviewed and accepted. It was also ratified to merge the Grant form and Councillors supporting form into one document.

324. Reserve Policy – Following a discussion it was ratified to add a reserve for grants to retain monies pledged but not paid at the end of the financial year. £5K for the railings at Warwick station and £1k received from the developer for a new shed at Myton green will be placed in the Town Council enhancement reserve. £15K proposed to be added to the Court House maintenance reserve. Additional amounts to be decided once the year end figures are known.

325. Financial Regulations – changes in red – it was resolved to approve the proposed changes with an additional change – 4.1.point 3 to read in conjunction with chair of finance and policy or appropriate committee chair.

326. Calendar of meetings 2023/4 – the proposed dates were approved to take Full Council, with the amended date for May 2023 F & P.

327. Visitor Information Centre – New information boards – the proposed costings were reviewed and it was resolved to approve Claret Sales & Marketing.

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