



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE AND POLICY COMMITTEE MEETING

5TH MAY 2020

MINUTES

Present: Cllr Mrs L Butler, Cllr N Butler, Cllr J Darcy, Cllr R Eddy, Cllr R Edgington, Cllr Mrs MA Grainger, Cllr T Morris (Chair), Cllr J Tracey.

369. Apologies: There were no apologies.

370. Declarations of Interest - None

371. Approve the Minutes of the Finance & Policy Committee Meeting held on 12th March 2020.

It was resolved to approve the minutes as a true record of the meeting.

372. Schedule of Accounts already paid/Income – March 2020. It was resolved to Approve the Income and expenditure payments.

373. Actual v Budgets 2019/2020 – report attached for information. The overall income was £16K higher than expected and the expenditure £11k less. Councillors raised queries around overspending in some areas, which were clarified. Final figures will be issued through Management Accounts produced by the Accountant – which show an increase reserves of £78K making total reserves £178K.

The layout of future reports will show a column stating variance and variance percentage and explanations of substantial overs and unders.

374. As a result of the Covid 19 pandemic - Revised budgets for 2020/2021

The proposed figures were reviewed. It was resolved to reduce Christmas lights expenditure by £3k and move this money to the TIC refurbishment to allow the project to progress and also defer the £3k set aside in the Town Centre

Management budget for Information packs and use this money for a project to regenerate Warwick following “Lock down”. All the other figures proposed were agreed.

375. Staffing – The Town Clerk gave Councillors a resume of the effect that Covid 19 had had with regard to working patterns and also plans in place once “Lock down is lifted.

376. Paperless – next steps – There had not been a meeting therefore this item was deferred.

377. To approve an amendment of the powers of Finance & Policy committee.

Amendment to read as follows:

Investments: to allow the committee to make changes to the investments up to level of 75% of the budget figure of the then current year.

It was resolved to approve this change. Cllr N Butler advised that the detail will be laid out in an Investment Policy that will be brought to this committee in June 2020.

378. To approve updated HR Policies

- Sickness and Absence Policy
- Whistle Blowing Policy
- Lone Working Policy
- Workers Grievance Policy
- Training and Development Policy
- Disciplinary Policy
- Equal Opportunities policy
- Health and Safety policy

It was resolved to approve the policies as laid out.

379. To approve Direct Debits and Standing orders and subscriptions.

It was resolved to approve the current list of Direct Debits and Subscriptions. There are no standing orders.

380. To approve Grant funding guidance and form for charities suffering cash flow issues due to the Covid -19 pandemic.

Following a discussion, it was resolved to approve the principle of the forms. The form will be changed to state that it is for Emergency Covid 19 response fund. Available to the end of the Civic year – July 2020. Available to Charities that service the needs of people residing in Warwick (CV34).

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