



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

### Present:

Councillor Mrs L Butler  
Councillor N Butler  
Councillor J D'Arcy  
Councillor R Eddy  
Councillor R Edgington  
Councillor J Tracey (Chair)

## MINUTES

- 299. Apologies.** The Mayor, Cllrs Mrs MA Grainger & N Murphy gave their apologies – it was resolved to accept them.
- 300. Declarations of Personal and Prejudicial Interests.** - None
- 301. Minutes of the meeting held on 18<sup>th</sup> March 2021** – minutes approved and signed. It was resolved to accept the minutes as a true record.
- 302. Schedule of Accounts already paid/Income** – March & April 2021  
approve – It was resolved to approve the accounts for March and April 2021 as shown. Precept calculations – Cllr N Butler asked if we had received data back regarding the way that precept was calculated. Information had been received from WDC the Town Clerk will liaise with Cllr Butler to review.
- 303. Risk Register – Adopt the scored risks. Review the Red Risks.**  
Red. Closed Church yards – a meeting has been held with WDC and we are awaiting an agreement of responsibilities.  
Cllr N Butler stated the need to add a risk for CIL – ensure processes for CIL are in place.
- 304. Staffing** – Town Clerk advised that the interviews for the Mayoral Secretary role had gone well. Angela Clarke was appointed and will start in the role 1<sup>st</sup> June 2021. Sarah Acklam's last day is the 9<sup>th</sup> June – she has been a good team member and we are sad to lose her to Norfolk but wish her well with her new venture.

Thanks were noted for Chris Saysell Custodian for the work carried out in the Visitor Information Centre removing the rotunda.

**305. Budget v actual 2021** – end figures were reviewed.

New website for the Visitors Information Centre. The Town Clerk reviewed the quotations received and it was resolved to use Dianne Loftus. A statement of works will be provided to ensure a smooth transition.

**306. CIL monies** – A working group was agreed to include Cllr Mrs MA Grainger, Chair of F & P, Councillor J Darcy & T Morris. They will report back to this committee.

**307. Members Allowance** – approve amendments and agree to pay in June annually. It was resolved to approve the document and it was agreed to move payment to June.

**308. Closed Churchyards** – Town Clerk advised that following two meetings with WDC a draft document was being drawn up to laydown “who was responsible for what”.

**309. Civic Guide** – agree amendments to Civic Guide. It was resolved to approve the changes in the Guide.

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