



# WARWICK TOWN COUNCIL

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WARWICK  
CV34 4EW  
Tel: 01926 411694

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

THURSDAY 10<sup>th</sup> OCTOBER 2019

### MINUTES

**Present:**

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

In the absence of the Chair and the Deputy – The Town Clerk asked for nomination for chair of this committee. Councillor N Butler was proposed by Councillor J Tracey, Councillor R Edgington seconded.

All were in favour – there were no other nominations.

**166. Apologies:** – The Mayor, Councillor Mrs MA Grainger and Councillor T Morris sent their apologies – their apologies were accepted.

**167. Declarations of Personal and Prejudicial Interests** –none

**168. Minutes of the meeting held on 22<sup>nd</sup> August 2019** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting.

**168. Schedule of Accounts already paid/income received** – August & September 2019  
There were no queries, it was resolved to approve the income/payments made for the months of August & September 2019.

**169. Budgets to September 2019.** Review – Merge Events and Community grants to one grant fund with one form – It was resolved to merge the grants budgets and grants form. The policy will be reviewed at January's Finance and Policy committee.  
The income and expenditure budgets were reviewed no issues were highlighted.

**170. Staffing – TC to update**

The Town Clerk updated Councillors on staffing matters. Our Custodian and Chauffeur Berkeley has expressed the wish to phase in his retirement. He will relinquish his Custodian duties at the end of the year and retire fully in May 2020. The Custodian role will be advertised next week, with a view to a new person shadowing for the first month. The Chauffeur role will be advertised in the new year to enable the new person to shadow also. Budgets need to be adjusted to accommodate this change.

The Town Clerk, in consultation with the Events team, had drawn up a job advert which was handed round for comment.

**171. Christmas closing –** Christmas closing for the Tourist Information Centre was proposed and accepted. The centre will be closed on the 25/26<sup>th</sup>/31<sup>st</sup> December and the 1<sup>st</sup> January 2020. The office will close at lunchtime on Christmas eve and reopen on the 6<sup>th</sup> January 2020.

**172. Mayor Making 2020 – change date to 28<sup>th</sup> May 2020.** The Town Clerk had received a request to move Mayor Making from a Tuesday to a Thursday. This date is recommended as it doesn't clash with other Mayor Making events in the District.

**173. Discuss the ability to become paperless.** It was agreed at the last meeting to consider the ability to become paperless. The Town Clerk advised that the office are trialling this for the accounts and shared successes of other Town Councils. Cllr N Butler and the Town Clerk will produce a Terms of Reference to progress the initiative.

**174. On-going maintenance –** As part of ongoing maintenance the Town Clerk advised that quotes are being asked for to redecorate the corridor leading to the main door. Also, having replaced the floor tiles on the ground floor of the Court House and TIC a quote had been obtained to follow the same tiles through to the office. The rate was the same and the total cost £1,389.50 plus VAT – this was approved.

An ongoing maintenance plan was suggested. The Town Clerk will work on this with the new Custodian, prior to budget setting.

**175. Court House - External notice board replacing one removed during the refurbishment-** costings attached – It was agreed to review the choices with Conservation who are visiting on the 15<sup>th</sup> before making a decision.

**176. Replacement Dias –** costings attached – Following a discussion it was agreed to purchase from Stage Concepts at a cost of £1,250 plus VAT. A request was made to have a separate lectern, with a light and the town crest for Town Council use – TC to carry out research.

**177. External Audit –** discuss outcome – TC advised that the Audit was complete. The results of the audit were shared:

During the review, a reconciling item of £13,884 in respect of the reduction of the loan amount owed to the PWLB was noted on the reconciliation between the Council's reserves and cash position. It appears that this same year end adjustment has been erroneously made since the receipt of the loan some years ago, and before the involvement of the current Clerk and Accountant.

A request is made to restate the prior year comparative figures when preparing the 2019/20 AGAR.

**178. Investments** – discuss investment opportunities for reserved monies. The Town Clerk has invited CCLA to present at the next Finance and Policy meeting. Following this a project group will be established to create an investment policy.

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