



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

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FINANCE & POLICY COMMITTEE

OCTOBER 2025

PRESENT:

Councillor D Browne

Councillor Ms K Gorman

Councillor P Murphy (Chair)

Councillor D Skinner

Councillor P Wightman

The Mayor (Ex Officio)

Sub: Councillor Miss CL Moynihan

MINUTES

34.	<u>APOLOGIES:</u> Councillor Simon Pargeter & Councillor J Sinnott sent their apologies, It was resolved to accept them.
35.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> Cllr D Skinner – Item 39 Priory Pool Grant.
36.	<u>SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER MATTERS.</u> August 2025. Minutes attached for reference and to be APPROVED. F P Minutes August 2025.docx It was resolved to approve the minutes – all were in favour. There were no matters arising.
37.	<u>COURT HOUSE ROOF</u> It was agreed to ask Stepnell to assess the condition of the Court House's roof Update – The Town Clerk advised that Stepnell's were not prepared to quote. Two other Companies were requested to quote.

38.	<u>ADOPTION OF PHONE BOX ON EASTGATE</u> To RECAP and DECIDE whether to APPROVE taking over ownership of this phone box. This item was discussed in May. It was resolved to approach WDC to see if they would adopt the phone box. They have responded to say that they do not wish to and it was agreed at the last meeting to bring this item back to discuss again. A discussion was held, and it was resolved to contact our insurers to find out cover in the first instance. A maintenance agreement would be needed with the Rotary. All were in favour of adoption.
39.	<u>GRANT</u> To RECEIVE and APPROVE grant applications – see below, documents attached: Priory Pools Community Centre -£5K supported by Mayor Cllr J Darcy Warwick Town Council - PPCC - Oct 25.docx St Michael's Place - £5K – supported by Cllr J Sinnott St Michael's Place - Grant Application.pdf Both grants were reviewed individually. It was resolved by the majority to approve them to take to Full Council.
40.	<u>PAYMENTS AND INCOME</u> To APPROVE income and payments for July & August 2025 <u>July:</u> Income report produced at 3.18pm on 1st October 2025 Expenditure report produced at 3.18pm on 1st October 2025 July 2025 Income.pdf July 2025 Expenditure.pdf <u>August:</u> Income report produced at 10.24am on 2nd October 2025 Expenditure report produced at 10.24am on 2nd October 2025 August 2025 Income.pdf August 2025 Expenditure.pdf Documents attached. It was resolved to approve the income and payments for July and August 2025 as presented. All were in favour. It was noted how many transactions and the different types of projects involved. Thanks, given to Jayne and George in their management of the volume of financial commitments.

41.	<u>FORECAST 2025/6</u> NOTE Forecast v Actual to end of August 2025 Financial Comparison 310825.pdf Report attached. The Report was Actual v Budget. A separate Forecast to be provided at the next meeting. The report showed a positive picture and was noted.
42.	<u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk. Windows 11 was nearing completion. 3 PC's need to be updated before they can be moved over.
43.	<u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal report, regarding ownership from the Town Clerk. The Town Clerk advised that this item was discussed at a WDC meeting recently. No correspondence had been received. It was felt that the report presented to WDC Councillors was factually incorrect. It was agreed to write to the Churches to find out if there is any records available to us around 1972. Contingency provision to be made in 26/27 budget.
44.	<u>SAFEGUARDING POLICY</u> To REVIEW and APPROVE Policy. Safeguarding Policy WTC.docx WHAT YOU NEED TO DO FLOW CHART.docx Policy attached. It was resolved to approve the policy to be taken to Full Council subject to the following changes: • Flow Chart to be updated with contact details of Lead and vice Lead • Contact list of phone numbers to be clearer and expanded • Ensure the links on the flow chart work • Flow chart linked to policy All were in favour.
45.	<u>DEVOLVED MANAGEMENT</u> - Town Clerk to give an update. The Town Clerk reviewed the meeting held with Chris Elliott. A priority list is being formed.
46.	<u>WAYFINDING COSTS</u> To NOTE summary of costs. Copy of Wayfinding Payments October 2025.xlsx

	The report was noted. With the sale of the “fingers” the Town Council’s contribution remains unchanged.
47.	<u>EXTERNAL AUDITOR REPORT</u> To NOTE comments made. Signed EA Certificate 2025 - Warwick TC 1867757.pdf The report was reviewed and noted.
48.	<u>REVIEW CURRENT POLICIES</u> REVIEW and ACCEPT – no changes proposed. <u>Death of a Royal</u> WTC Death of the Monarch or Senior Figure July 2024.docx It was resolved by the majority to approve the document to take to Full Council.

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