



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

Court House, Jury Street, Warwick CV34 4EW Tel: 01926 411694

Email: jaynetopham@warwicktowncouncil.org.uk

Website: <https://www.warwicktowncouncil.gov.uk/>

FINANCE & POLICY COMMITTEE

4th JUNE 2026

PRESENT:

Councillor J D'arcy

Councillor Mrs K Dray

Councillor Ms K Gorman

Councillor P Murphy

Councillor J Sinnott

Councillor D Skinner

Councillor P Wightman

The Mayor (Ex Officio)

MINUTES

1.	<u>TO ELECT A CHAIRMAN FOR THE MUNICIPAL YEAR 2026/7</u> – Town Clerk asked for nominations for Chair, Councillor J Sinnott was nominated and seconded, there were no other nominations, and all were in favour.
2.	<u>APOLOGIES:</u> Councillor D Browne sent his apologies; it was resolved to approve them.
3.	<u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> None
4.	<u>TO ELECT A DEPUTY CHAIRMAN FOR THE MUNICIPAL YEAR 2026/7</u> – Chair The Chair asked for nominations for Deputy Chair, Councillor AP Murphy was nominated and seconded, there were no other nominations, and all were in favour.
5.	<u>SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER MATTERS.</u> 14 th May 2026 Minutes attached for reference No Matters arising F P Minutes May 2026.docx

6.	<p><u>TERMS OF REFERENCE</u> – REVIEW/AMEND document agreed last year. Document attached: Warwick Town Council F P Terms of Reference June 2025.docx</p> <p><u>It was resolved to approve the Terms of Reference unchanged. All were in favour.</u></p>
7	<p><u>COURT HOUSE ROOF</u> Update from the Town Clerk. Internal works continue at this stage we are not ready to invite others for further quotes.</p>
8.	<p><u>2025/26 ACCOUNTS & AGAR FIGURES</u> – REVIEW and APPROVE to be taken to Special meeting 22nd June 2026 – RFO. AGAR.pdf Copy of AGAR Figures with Supporting Documents.xlsx Trial Balance.pdf Balance Sheet.pdf Copy of Balance Sheet with Supporting Documents.xlsx</p> <p>It was resolved to approve the AGAR to take to the special meeting – all were in favour.</p>
9.	<p><u>RESERVE POLICY</u> – REVIEW and APPROVE to be taken to Special meeting. Document attached. WTC Reserves Policy May 2026.docx</p> <p>Following a discussion it was resolved to approve the proposed changes. The document is to be changed to show the policy at the start. All were in favour.</p>
10.	<p><u>INTERNAL AUDIT</u> – REVIEW and NOTE reports received from Mr W Wooliscroft Warwick 2026 comments - Bill Anifeed.doc Internal Auditor Comments With Responses.docx</p> <p>The report was noted.</p>
11.	<p><u>FREEDOM OF INFORMATION POLICY</u> – To REVIEW and update current document Document attached: Freedom of information policy June 2025.docx It was resolved to approve the policy without changes – all were in favour.</p>
12.	<p><u>GIFT & HOSPITALITY POLICY</u> – To REVIEW and update current document Document attached: Gifts and Hospitality Policy June 2025.docx</p> <p>It was resolved to approve the policy without changes – all were in favour.</p>
13.	<p><u>DISASTER RECOVERY PLAN</u> To REVIEW and update current document Document attached: Disaster Recovery Plan June 2025.docx</p>

	There were several points raised. Cllr Skinner and the Town Clerk will review and bring the plan back to the next meeting.
14.	CIL – REVIEW summary APPROVE working group members. CIL Income Received.docx <u>Summary attached</u> Following a discussion a new working group was formed.
15.	<u>STAFFING</u> To RECEIVE a verbal report from the Town Clerk Councillors have been invited to Liz Healey’s retirement gathering 24 th July. A new role has been advertised to incorporate support for the Town Centre Manager.
16.	<u>CLOSED CHURCHYARDS</u> To RECEIVE a verbal update - Town Clerk. The Town Clerk advised that there was a meeting with St Nicolas Church next week to look at next steps.
17.	<u>CCLA – INVESTMENT REVIEW</u> – To DISCUSS and NOTE current investments Current Investments May 2026.docx Summary attached Following a discussion the Town Clerk will consult with Jonathan Wassall for guidance regarding CCLA’s performance.

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