



WARWICK TOWN COUNCIL

TOWN CLERK

Jayne Topham

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FINANCE & POLICY COMMITTEE

14th MAY 2026

PRESENT:

Councillor D Browne
Councillor Simon Pargeter
Councillor J Sinnott
Councillor D Skinner
Councillor P Wightman
Councillor Mrs C Bryan (sub)


Town Clerk Jayne Topham
RFO George Palmer

MINUTES

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| 91. | <u>APOLOGIES:</u> The Mayor, Councillor Ms K Gorman & Councillor AP Murphy sent their apologies it was resolved to accept them. |
| 92. | <u>DECLARATION OF PERSONAL OR PREJUDICIAL INTEREST:</u> None |
| 93. | <u>SIGN MINUTES OF PREVIOUS MEETING AND CONSIDER MATTERS.</u> 12 th March 2026. Minutes attached for reference F P minutes March 2026.docx No Matters arising |
| 94 | <u>COURT HOUSE ROOF</u> Update from the Town Clerk. With the better weather work is being carried out. As soon as this is finished 2 more quotes will be requested. |
| 95. | <u>PAYMENTS AND INCOME</u> |

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| | <p>To APPROVE income and payments for February 2026 & March 2026</p> <p>February: Income report produced at 12.41pm on 2nd April 2026 Expenditure report produced at 12.44pm on 2nd April 2026</p> <p>Income Feb 2026.pdf Expenditure February 26.pdf</p> <p>March: Income report produced at 12.41pm on 2nd April 2026 Expenditure report produced at 12.44pm on 2nd April 2026</p> <p>Income March 2026.pdf Expenditure March 2026.pdf</p> <p>Reports attached.</p> <p>It was resolved to approve the income and expenditure figures as presented for February and March 2026. All were in favour.</p> |
| 96. | <p><u>ACTUAL v BUDGET 2025/6</u></p> <p>NOTE Actuals to end of financial year 2025/ 2026</p> <p>Reports attached</p> <p>Income Actual March 2026.xlsx Expenditure Actual March 2026.xlsx</p> <p>The reports were noted. There were no comments.</p> |
| 97. | <p><u>INTERNAL AUDIT</u> – REVIEW and NOTE reports received from Cllr O Jacques</p> <p>Quarter</p> <p>Report - WTC Quarterly Audit Q3 2025 -26.pdf Report - WTC Quarterly Audit Q4 2025 -26.docx</p> <p>The reports were noted – no action was required.</p> |
| 98. | <p><u>FIRE EMERGENCY PLAN</u></p> <p>To REVIEW and APPROVE Policy. (changes highlighted in red)</p> <p>Policy attached</p> <p>Fire Emergency Plan March 2026.docx</p> <p>It was resolved to approve the plan. All were in favour.</p> |
| 99. | <p><u>DIGITAL AND SOCIAL MEDIA POLICY</u></p> <p>To REVIEW and APPROVE Policy. (unchanged from last year)</p> <p>Policy attached</p> <p>SOCIAL MEDIA POLICY FOR WARWICK TOWN COUNCIL - May 2026.docx</p> <p>It was resolved to approve the policy. All were in favour.</p> |
| 100. | <p><u>COMPLAINTS PROCEDURE</u></p> <p>To REVIEW and APPROVE Policy. (unchanged from last year)</p> <p>Policy attached</p> |

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| | <p>Warwick Town Council Complaints procedure 2026.docx</p> <p>The procedure gives the Mayor powers in a meeting it was agreed that this should state Mayor and Chair to cover committees. It was resolved to approve the policy. All were in favour.</p> |
| 101. | <p><u>MAYOR'S VOUCHERS</u></p> <p>To RECEIVE a verbal REPORT – Town Clerk</p> <p>The Town Clerk summarised what was agreed last time. Cllr Pargeter had held a meeting with King Henry's. They wished to continue with the scheme. The deadline for the vouchers being spent will be extended to the end of January. The four main Community Centres to be involved in allocating vouchers. The criteria will be for over 70's residing in CV34 only. A new google form will be used. The Town Council will have to apply for a grant in June for £4k. A meeting will be arranged to finalise details.</p> |
| 102. | <p><u>STAFFING</u></p> <p>To RECEIVE a verbal report from the Town Clerk</p> <p>Saffy has been recruited to replace Paul as Maintenance Operative and is settling in to the role well.</p> |
| 103. | <p><u>CLOSED CHURCHYARDS</u></p> <p>To RECEIVE a verbal update - Town Clerk.</p> <p>The Town Clerk has met with each Church and reviewed the letter. Cllr Wightman will support with a template response letter.</p> |
| 104. | <p><u>DEVOLVED MANAGEMENT</u> - Chair to give an update.</p> <p>No further news at present. Decisions to be announced by the Government in July 2026. Working group will have their next meeting after this announcement. The Town Clerk is talking to WDC regarding Pageant House.</p> |
| 105. | <p><u>HR UPDATES</u></p> <p>To REVIEW and APPROVE</p> <p>FLEXIBLE WORKING POLICY (New) WTC flexible-working-policy-2026.docx.</p> <p>EXPENSES POLICY (No Change) WTC Expenses-policy July 2024.docx</p> <p>ANNUAL LEAVE POLICY (No Change) WTC Annual-leave-policy-July 2024.docx</p> <p>LONE WORKING(No Change) WTC Lone-working-policy July 2024.docx</p> <p>HEALTH & SAFETY (No Change) Warwick Town Council Health and Safety Policy July 2024.docx</p> <p>It was resolved to approve each of the policies – all were in favour.</p> |

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| 106. | <p><u>PUBLIC SPEAKING LEAFLET</u> To REVIEW and APPROVE changes Leaflet attached. Public Speaking Leaflet 2026.doc It was resolved to approve the leaflet. All were in favour.</p> |
| 107. | <p><u>RISK MANAGEMENT STRATEGY</u> To REVIEW and APPROVE Risk Strategy</p>  <p>Risk Management Strategy January 2024</p> <p><u>C:\Users\JayneTopham\OneDrive - Warwick town council\Documents\Adopted Procedures\Risk Management\Risk Management Strategy January 2024.docx</u></p> <p>It was resolved to approve the strategy. All were in favour.</p> |

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