



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

12th January 2017

MINUTES

Present:

Councillor M Ashford	Councillor R Eddy (Sub)
Councillor Mrs D Da Cruz	Councillor Mrs MA Grainger
Councillor PS Birdi	Councillor G Guest (Chair)

252. Apologies – It was resolved to accept apologies from Cllr Mrs M Littlejohn and Cllr T Morris.

253. Declarations of Personal and Prejudicial Interests. Cllr Mrs MA Grainger & Cllr M Ashford declared an interest as District Councillors regarding Leamington Tourist Information Centre, item 5.

254. Minutes of the meeting held on 5th October 2016 – it was resolved to accept the minutes as a true record.

255. Schedule of Accounts already paid & received – October, November & December 2016. Following discussion, it was resolved to approve the payments as stated.

256. Staffing – for information only Town Clerk to report.

HR Consultant - Following research Boss HR - have been selected on a 3-year contract to support on HR services.

Leamington Tourist information Centre – Warwick Town Council will no longer manage this centre. Warwick District Council will take over management – communications regarding timescales etc. have not been forthcoming yet. Staff directly affected have been informed. WTC will form a working group to accommodate this change and other identified accountability changes.

Chaplin – we have on a 3 month trial the services of a Chaplin, David Greenwood, to support staff/councillors if need. David will be available on a Thursday morning to speak to between 10 -11am. Should Councillors wish to know more, speak to the Town Clerk or email David direct david.greenwood@methodist.org.uk.

Custodian/Chauffeur role – review hours of role. The Town Clerk advised that the current hours for this role have become insufficient with the increase in Mayoral visits and bookings at the Court House. To ensure fairness it was felt appropriate to make the role full time from February 2017.

257.Disciplinary Policy – proposed for adoption – it was resolved to approve the policy

258.Grievance Policy – proposed for adoption – it was resolved to approve the policy

259.Absence Policy - proposed for adoption – it was resolved to approve the policy

260.Ballroom curtains – Town clerk to advise. We have received grants for £5,000 in total.

This item will be carried over to the next agenda as the 3rd quote had not been received.

261.Sound System in Ballroom – improvements needed to enable full functioning. -Town Clerk to advise. The quote received from Castle Media was discussed and all agreed that the alteration to the system was needed. The quote raised some queries which the Town Clerk will address and it was resolved to obtain comparison quotes before a final decision was made.

262.Actual v Budget to end of December 2016 – The figures were reviewed and helped Councillors review forecasted budget figures.

263.Budgets 2017/18 – discuss precept requirements – Councillors were provided with budget figures to help them to determine precept requirements. The removal of incoming grants and the need to increase reserves lead them to agree to a 5% precept increase for 2017/18.

Cllr Mrs MA Grainger asked that, as part of the Grant review we amalgamated the Community Grant and Support with Grant requests over £3,000 being taken to Full Council.

264.Warwick TIC Stock – review results stock take – Town Clerk to report. Stock take figures were shared. The profit margin was lower than expected 25%. The aim is to increase this to 35% at the next stock take.

265.Unlocking Warwick to be adopted onto Community & Culture – agreement requested. It was resolved to adopt Unlocking Warwick onto the Community and Culture Committee.

266.Councillors email addresses – determine the need for standard Warwick Town Council. Following a discussion, it was agreed to phase this in. Town Clerk to check accessibility before proceeding.

267. Review proposed Council meeting dates for 2017 – (see attached document) – It was resolved to approve the draft dates.

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