



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

WEDNESDAY 7th JUNE 2017

MINUTES

Present:

Councillor M Ashford
Councillor P S Birdi
Councillor Mrs D Da Cruz
Councillor Mrs M Grainger
Councillor G Guest
Councillor T Morris

- 17. To elect a chairman for the Municipal Year 2017/2018** – Cllr Mrs MA Grainger proposed Cllr. G Guest to remain as Chairman for the forthcoming municipal year, this was seconded by Cllr. T Morris
- 18. Apologies:** The Mayor (Ex Officio), Cllr Mrs M Littlejohn – it was resolved to accept their apologies.
- 19. Declarations of Personal and Prejudicial Interests.** None
- 20. To elect a Deputy Chairman for the Municipal Year 2017/2018** – Cllr G Guest nominated Cllr. Mrs M A Grainger to remain as Deputy Chairman for the forthcoming municipal year, this was seconded by Cllr M Ashford.
- 21. Minutes of the meeting held on 22nd March 2017** – minutes to be signed – it was resolved to sign the minutes as being a true record of the meeting held on the 22nd March 2017.
- 22. Schedule of Accounts already paid** – March, April & May 2017
(reports attached)
Following a discussion, it was resolved to approve the payments made for the months of March, April and May 2017

23. Accounts report for 2016/17 – for information (see attached) The end of year accounts were presented to the Councillors.

24. Staffing

Training – First Aid training – Training has been held for Councillors, staff and unlocking Warwick volunteers
Fire Steward training planned for Berkeley, Chris and Liz
Sage training organised for Town Clerk/John Plumb/George.

Resource Review – proposed restructure for the office and job roles.
The background to the proposed change was given and the rationale for the new and changed roles following a discussion around implementation it was resolved to grant the required changes. Further work will be carried out over the forthcoming weeks to bring current job descriptions up to date. The new role will be advertised in July/August 2017.

25. Change Policy - proposed for adoption – it was resolved to recommend adoption of this policy.

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