



# WARWICK TOWN COUNCIL

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

Jayne Topham  
Town Clerk

## FINANCE & POLICY COMMITTEE

### MINUTES

5<sup>th</sup> October 2016

#### Present:

Councillor Mrs D Da Cruz  
Councillor G Guest (Chair)  
The Mayor (Ex Officio)

Councillor Mrs M Grainger  
Councillor T Morris  
Councillor S Cross (Sub)

**172. Apologies** – it was resolved to accept apologies from Cllr M Ashford and Cllr M Littlejohn

**173. Declarations of Personal and Prejudicial Interests.** – None received.

**174. Minutes of the meeting held on 18<sup>th</sup> August 2016** – it was resolved to approve and sign the minutes as a true record.

**175. Actual v Budget to end of September 2016 (Half year)** – The Town Clerk reviewed the figures highlighting any areas of concern. No movements were applied. The Tourist Information Centre Stock take has been completed the outcome will be emailed to Councillors.

**176. Schedule of Accounts already paid & received** – August & September 2016 (reports attached) It was resolved to approve payments as recorded. The Town Clerk will bring all subscriptions to the Finance and Policy meeting to be held on the 22nd March 2017.

**177. Audit report for 2015/16** – Town Clerk advised that the audit was complete.

**178. Staffing** – for information only

**Auto enrolment** – all staff have been advised on the process for auto enrolment, those directly affected will be spoken to on a 1:1. All the regulatory requirements have been completed to meet the staging date of the 1<sup>st</sup> November 2016.

**Christmas closing** – The Town Clerk advised that the Tourist Information centre would be closing on Christmas Eve and New Year’s Eve. The office will be closed from 23<sup>rd</sup> December to the 3<sup>rd</sup> January 2017.

**Leamington Tourist information Centre** – The Town Clerk updated Councillors on the review being carried out by David Butler Warwick District Council – full discussion will be held at the Economic & Tourism meeting 6.10.16.

**179.Social Media Policy** – following discussion it was resolved to approve the policy the Town Clerk will take this forward to the next Full Council for adoption.

**180.Proposed sale of Swords** – Town clerk advised that when the Ballroom was restored two swords were found under the floor boards a Luftwaffe sword and a Samaria Sword which can’t be displayed, due to health and safety and have been gathering dust. It was proposed that they were sold at auction and monies raised went back into the ballroom i.e. towards new curtains and repairs to roof, sash windows. Following a discussion, it was resolved to approve the sale through Warwick & Warwick 14<sup>th</sup> December 2016.

**181.Ballroom curtains** – Town clerk advised that a grant from the Warwick Society had been received towards curtains for the ballroom. Base costs have been received from Fenetres Etcetera (Cllr Mrs M Littlejohn) for £8,500 and a grant applied for from King Henry’s endowed Trust and the Court Leet. Two further quotes to be received from independent companies – consideration to be given when budgets are set for 2017/18.

**182. Budgets 2017/18** – Town clerk requested that a working party, made up from Councillors who sat on this committee, met in early December to prepare budget proposals to be taken to the Finance and Policy committee 12<sup>th</sup> January 2017.

**183. Mayors Vouchers** – information was shared about this year’s scheme. It was resolved to review the policy for this traditional service at a Finance and Policy meeting later in 2017.

Signed .....

Dated.....

