



WARWICK TOWN COUNCIL

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

Jayne Topham
Town Clerk

FINANCE & POLICY COMMITTEE

WEDNESDAY 15th JUNE 2016

MINUTES

Present:

Councillor Mrs D Da Cruz,
Councillor M Littlejohn
The Mayor (Ex Officio)

Councillor Mrs M Grainger, Councillor G Guest
Councillor T Morris

27.To elect a chairman for the Municipal Year 2016/2017 – It was proposed by Cllr MA Grainger that Cllr G Guest be retained as Chairman for this committee this was seconded by Cllr M Littlejohn – No other nominations were received and all present agreed and it was resolved that Cllr G Guest become Chairman of Finance and Policy for the municipal year of 2016/17.

28.Apologies - Apologies were accepted for Cllr M Ashford and Cllr R Mann.

29.Declarations of Personal and Prejudicial Interests.

Members are reminded that they should declare the existence and nature of their personal interests at the commencement of the relevant item (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Warwick District Councillors declared their position regarding item 6 – Joint standard Committee.

30.To elect a Deputy Chairman for the Municipal Year 2016/2017 - It was proposed by Cllr G Guest that Cllr MA Grainger be retained as Deputy Chair for this committee this was seconded by Cllr M Littlejohn – No other nominations were received and all present agreed and it was

resolved that Cllr MA Grainger become Deputy Chair of Finance and Policy for the municipal year of 2016/17.

31.Minutes of the meeting held on 31st March 2016 – minutes to be signed

It was resolved to accept and sign the minutes as a true record.

32.Joint Standards committee – Graham Leach Democratic Service Manager & DMO

Graham Leach, Democratic Services Manager and Deputy Monitoring Officer Warwick District Council explained the background to the item and benefits of Warwick Town Council supporting the committee. Following a discussion, it was resolved to accept the proposal.

“That this Council supports the continuation of the Joint Standards Committee for Warwick District Council and the proposals for representation of the Parish/Town Councils, that there should be four representatives one representing Warwick Rural East Community Forum area, one representing Warwick Rural West Community Forum Area and two representing the areas covered by the four towns.

The Joint Standards Committee will be responsible for undertaking hearings into the Conduct of Councillors following a report to them by the Monitoring Officer. As set out in the Arrangements for Dealing with Complaints about Councillors cases will be determined by Hearing Panels appointed by the Monitoring Officer, in consultation with the Chairman of the Standards Committee. If necessary, the Committee will also be entitled to issue appropriate sanctions against those Councillors involved.”

33.Schedule of Accounts already paid – April & May 2016

It was resolved to approve the payments listed for April and May 2016.

34.Audit report for 2015/16 – The Town Clerk presented the figures proposed for the Audit report – the figures for 2014/15 had to be restated to use the income and expenditure bases in line with 2015/16. A discussion was held around the information.

35.Register of interest forms – Cllrs to review and amend as appropriate (form to be issued at meeting, as required) The Town Clerk reminded Councillors of their annual need to review their declarations and request a form from her to update if necessary.

36.Staffing – for information only

Training – Personal Licence – Training has been held for the Custodians Trudy, Vicki and unlocking Warwick representatives.
WALC – Code of conduct training attended by Trudy.
WALC – How to be a chairman training attended by Cllr Mrs C Cross

37.Councils Powers – document issued to Councillors for reference.

Councillors were issued copies of the Powers of the Town Council for reference only.

38.Complaints procedure – proposed for adoption – it was agreed to take the procedure to Full Council on the 17th June 2016 for adoption.

39.Freedom of information policy – review of current procedures - the procedure was reviewed and it was agreed to take the document to Full Council on the 17th June 2016 proposing the policy remained unchanged.

40.Risk Management policy – proposed for adoption- the procedure was reviewed and it was agreed to take the document to Full Council on the 17th June 2016 proposing the policy was reviewed again in 6 months' time.

Signed Date.....