

Kenilworth Town Council

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28 January 2022



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in the Council Chamber at Jubilee House, on **THURSDAY 3 FEBRUARY 2022, at 7.00pm**, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'M. Kelly'.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

PUBLIC /PRESS ACCESS TO THE MEETING

Any Member of the Public or Press wishing to attend the meeting MUST contact the Clerk on 01926 859155 to discuss and pre-book a seat. Places are limited due to ongoing Covid distancing restrictions.

Unfortunately it is not possible to live-stream the meeting from the Council Chamber and the legislation permitting Councils to hold the meeting remotely has now expired and is not being extended.

A G E N D A

1. DECLARATIONS OF INTEREST
2. APOLOGIES

3. MINUTES

To **NOTE** the Minutes of the Finance and General Services Committee held on 16 December 2021 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

(1) ALLOTMENTS – UPDATE ON CURRENT POSITION (FGS.130, 140, 248)

To **NOTE** any update available in relation to the transfer of the Allotment Land at Beehive Hill that is taking place from Warwick District Council to Kenilworth Town Council.

(2) RESPONSE FROM FINANCIAL INSTITUTIONS RE COP26

To record and discuss any responses received.

(3) PROCUREMENT ASSISTANCE – UPDATE

To receive a verbal update on current enquiries and options.

5. STANDING MATTERS

(1) REVIEW OF GRANTS AWARDED 2020-2021

To **REVIEW** any updates and reports of grants awarded during the 2020-2021 Financial Year.

(2) INTERNAL AUDIT – REPORTS AND ACTION

To **NOTE** any recent report received from the Internal Auditor and identify any actions required.

(3) TWINNING

To **NOTE** the update from the nominated twinning representatives and the Project Working Group. To consider and **APPROVE** a proposal for funding of the new signage up to a maximum of £5,000. (Report and Details at **Enclosure 2**)

6. NEW MATTERS

(1) PROPOSAL FOR APPROVAL OF SPEND – SHAKESPEARE’S ENGLAND MEMBERSHIP

To **CONSIDER AND DECIDE UPON** a request from the Tourism Working Group for Silver Membership to be purchased by KTC, at a cost of £712.50 for the 18-month period March 2022 to August 2023. Details of proposal at **Enclosure 3**)

(2) CONFIRMATION OF NEW SUBSCRIPTIONS DURING FINANCIAL YEAR 2022-2023

Following adoption of the Budget and setting of Precept for 2022-23 and the information contained within the Budget, to **NOTE** that the following subscriptions will now be taken forward for the new financial year:

WALC - £620.00 + vat

NATIONAL ALLOTMENTS ASSOCIATION £56 + vat

(3) CHANGE TO BANK CHARGES

To **NOTE** and discuss that with effect from 30 November 2021, there has been an introduction of itemised activity charges at the branch, as follows:

Cash paid in notes - £1.50 per £100

Cash/mixed credit paid in - £1.50 per unit

Cheques paid in – 50p per cheque

Branch counter withdrawal - £1.50

Branch cash out coin- £1.50 per £100

Branch cash out notes £1.50 per £100

(4) QUARTERLY REVIEW OF KTC WEBSITES AND SOCIAL MEDIA

To consider the introduction of a periodical review of the Council's social media platforms, to include relevant statistics, comparisons and effectiveness. Suggested format review at **Enclosure 4**

(5) QUEEN'S PLATINUM JUBILEE CELEBRATIONS

(i) To discuss plans within the District and Town for the Jubilee celebrations.

(ii) To consider a proposal from Councillor R Spencer to purchase and plant an oak tree as part of the Queen's Canopy scheme and authorise funds to purchase up to £500.

(iii) To consider the allocation of a budget up to £5,000 and the formation of a Task & Finish Group to look at suggestions and options for the Town to participate in celebrations. (Various suggestions that are being brought forward through the Working Groups should be recorded by the Chairs of the relevant Working Groups and can be discussed by the wider Town Council).

(6) COMMONWEALTH GAMES 2022

To discuss and delegate the arrangements and options for purchase of Street Dressings up to a maximum budget of £5000 (as approved within the budget for 2022-23) to the Town Centre Working Group in conjunction with the Clerk and WDC Officers. (Report at **Enclosure 5**)

(7) CENTENARY OF WAR MEMORIAL

To **NOTE** that the War Memorial in Abbey Fields will reach its centenary on 26 February 2022 and a service has been arranged for 11am in commemoration.

(8) PAVILION IN ABBEY FIELDS

To discuss a suggestion put forward by Friends of Abbey Fields for the use of the Pavilion in Abbey Fields as an educational and tourist hub.

(9) REPORT FROM KTC TRUSTEES – EDWARDS COAT AND GOWN CHARITY

To receive a report from Councillor Kate Dickson (Attached at Enclosure 6)

7. NEXT MEETING

To **NOTE** that the next scheduled meeting of the Finance and General Services Committee will take place on Thursday 19 May 2022, at 7pm.