

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 30 September 2021

PRESENT: Councillor R G Dickson (Chair).

Councillors: P Austin, A G Chalmers, M F Coker, S A Cooke, A M Dearing, J A Dearing, K S Dickson, P J Jones, A J Kennedy, A W Milton, R J Spencer.

Town Clerk: Miss M S Field.

Deputy Town Clerk: Mr N Eaton.

No members of the Public were present.

FGS.230 **DECLARATIONS OF INTEREST**

FGS.233	Allotments – update on current position	Councillor A G Chalmers	Prospective Allotment Holder
FGS.233	Allotments – update on current position	Councillor A M Dearing	Allotment Holder
FGS.233	Allotments – update on current position	Councillor J A Dearing	Allotment Holder
FGS.233	Allotments – update on current position	Councillor P J Jones	Allotment Holder
FGS.242	Grant submitted to Warwickshire County Councillors Grant Fund	Councillor R J Spencer	WCC Member

Councillors K Dickson, R Dickson, A Dearing, J Dearing and A W Milton all made a Declaration of Interest in respect of any item that had a link to or association with Warwick District Council.

FGS.231 **APOLOGIES**

Councillors: R Barry, J A Cooke, A J Firth, G D Hyde.

FGS.232 **MINUTES**

Members NOTED the Minutes of the Finance and General Services Committee held on 08 July 2021. These were received and approved by the Town Council (KTC) on 29 July 2021.

MATTERS ARISING

FGS.233 **ALLOTMENTS – UPDATE ON CURRENT POSITION**

Members NOTED that legal matters remained in progress in relation to the transfer of the Allotment Land at Beehive Hill that is taking place from Warwick District Council to Kenilworth Town Council.

FGS.234 THE POUND

Members discussed a report from Councillor R Barry concerning maintenance and upkeep of the Pound and thanked him for his work on this.

Members AGREED that Councillor R Dickson will contact Compassionate Kenilworth, and Councillor K Dickson Friends of Abbey Fields, with respect to any assistance which may be available.

STANDING MATTERS

FGS.235 5 MONTH REVIEW OF BUDGET

The Responsible Finance Officer (RFO) presented the published report, explaining specific issues in detail. The budget is on target. Most areas showed a slight underspend, although this was offset by reduced income on interest and the additional cost of external audit (due to CIL income affecting the pricing structure). Members requested the RFO to investigate paying additional audit costs out of CIL funds directly. The RFO answered a number of budgetary control questions from Members, including the Election costs process and service charges.

Members confirmed the timescale and arrangements for submitting next years budget proposals. The Chair and RFO will produce a “technical budget” for use by Group Leaders, by 01 November. Final proposals put forward by Groups will then be published on 06 December, prior to consideration by the FGS Committee on 16 December 2021. The recommendations will then be considered by the Town Council on 13 January 2022.

Members NOTED these updates.

FGS.236 REVIEW OF GRANTS AWARDED 2020-2021

The Chair gave a verbal update on grants awarded.

Thorns Primary School had completed works to their swimming pool and all Members were invited to the reopening.

The Arts Festival was a great success, as was the Kenilworth Half Marathon.

Members NOTED this update.

FGS.237 INTERNAL AUDIT – REPORTS AND ACTION

The Chair confirmed that the Internal Audit Report for Quarter 1 had been received and shared with the Chair and Vice Chair.

With respect to the annual External Audit. For Members early attention, The Town Clerk further reported that the Conclusion of Audit, including the External Auditor’s Report has been received and published on the website and noticeboard. This includes the following summary:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Members NOTED these updates and thanked the Town Clerk and her Team for this work.

FGS.238 GRIT BINS

Members NOTED that any requests for additional Grit Bins should be received by 29 October 2021 and will be discussed at the forthcoming Finance & General Services Meeting on 11 November 2021.

NEW MATTERS

FGS.239 APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

Members considered an Application for Funding support in the sum of £2560.00 from CITIZENS ADVICE.

All submitted documentation and budgets were taken into account. Councillor K Dickson reported in detail on the applicant interview, there was support for the bid, and it was:

RESOLVED that the sum of £2560.00 be granted to CITIZENS ADVICE, from the Grants (Unspecified Allocation) budget.

FGS.240 APPLICATION FOR GRANT FUNDING – PARENTING PROJECT

Members considered an Application for Funding support in the sum of up to £11,315.00 from the PARENTING PROJECT.

All submitted documentation and budgets were taken into account. Councillor M Coker reported in detail on the applicant interview, there was support for the bid, and it was:

RECOMMENDED that the sum of £5660.00 be granted to the PARENTING PROJECT, from the Grants (Unspecified Allocation) budget.

FGS.241 CHRISTMAS ARRANGEMENTS

Councillor M Coker gave a verbal update on the Christmas Market and associated activities, due to take place on Saturday 11 December.
Councillor P Jones reminded Members that Christmas Lights would be simultaneously switched on on Friday 26 November.

After further consideration, it was proposed, seconded and:

RESOLVED that Warwick District Council be notified that Saturday 11 December will be a nominated free parking day at WDC Car Parks in Kenilworth.

FGS.242 GRANT SUBMITTED TO WARWICKSHIRE COUNTY COUNCILLORS GRANT FUND

Members NOTED that a Grant of £2,700 for the planting of further Roadside Trees in Kenilworth has been received from the grant fund offered by the Warwickshire County Councillors.

Members further requested that thanks be minuted to Pete Burnell for his work in watering newly planted trees.

FGS.243 BRAYES BUNGALOW (EPC/ WORKS)

Members NOTED that the Group Leaders have received the report prepared in relation to options available and will discuss the report and bring any additional proposals for improvements for the property for consideration at a future Town Council meeting.

FGS.244 NEXT MEETING

Members NOTED that the next scheduled meeting of the Finance and General Services Committee will take place on 11 November 2021, at 7pm.

The meeting concluded at 8.07 pm.

Signed

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