

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 08 October 2020

PRESENT: Councillor R J Barry (Chair).

Councillors: P Austin, A G Chalmers, M F Coker, J A Cooke, S A Cooke, A M Dearing, J A Dearing, K S Dickson, R G Dickson, T J Drew, A J Firth, G D Hyde, P J Jones, A J Kennedy, A W Milton.

Town Clerk: Miss M S Field.

Deputy Town Clerk: Mr N. Eaton.

One Member of the Public was present. The Press were not represented.

FGS.135 **DECLARATIONS OF INTEREST**

FGS.147	APPLICATION FOR GRANT FUNDING – THE KENILWORTH CENTRE	Councillor R G Dickson	Personal; Trustee
FGS.151	APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS	Councillor A G Chalmers	Personal; Family involved in event
FGS.151	APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS	Councillor R G Dickson	Personal; Known (as Mayor)

Councillors J A Cooke, K S Dickson, R G Dickson, A J Kennedy, A W Milton, made a general declaration of personal interest in relation to any items regarding Warwick District Council including Allotments Update (FGS.140) and the Pound (FGS.141).

Councillor J A Cooke made a general declaration of personal interest in relation to any items regarding Warwickshire County Council including the WCC Grant applied for (FGS.156).

FGS.136 **APOLOGIES**

Councillors: J E P Worrall

FGS.137 **MINUTES**

Members NOTED the Minutes of the Finance and General Services Committee held on 09 July 2020. These were received and approved by Town Council on 30 July.

MATTERS ARISING

FGS.138 TOWN CENTRE WORKING GROUP (FGS. 115)

Councillor Michael Coker presented the published update report. He pointed out the temporary movement of 3 Town Centre planters to the Railway Station and asked that additional new planters be procured if this temporary arrangement was successful. It was proposed, seconded and:

RECOMMENDED that Kenilworth Town Council procure up to 3 additional wooden planters, at a total cost of up to £1,725.54, for permanent siting at Kenilworth Railway Station, subject to a prior audit on the long term siting of existing wooden planters.

Councillor Sam Cooke requested that the Shop Window Working Group be amalgamated with the Town Centre Working Group. She explained the roles overlapped and this would provide additional support. It was proposed, seconded and:

RECOMMENDED that the Shop Windows Working Group becomes a sub Committee of the Town Centre Working Group

FGS.139 COMMUNITY INFRASTRUCTURE LEVY (CIL) (TC.174,FGS.84 and FGS.106)

Members NOTED that the CIL protocol was formally adopted by Town Council on 30 July 2020 and AGREED that the CIL item will subsequently be added to the Standing Items of the Finance & General Services Agenda.

The Chair reported that 2 enquiries had been received so far. These have both been sent the protocol and invited to draft a business case for their proposal, which will be passed to the Chair of Finance for initial perusal.

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

The Chair reported that WDC's legal representatives have the transfer of the Allotment Land at Beehive Hill to Kenilworth Town Council in hand, but unfortunately have come across some legal issues requiring resolution.

Members NOTED this update.

FGS.141 THE POUND (FGS.131)

The Chair reported that a copy of the Agreement between the Kenilworth Civic Society and Warwick District Council has been received, and a request has been made for this to be redrafted, with a view to being placed as an Agenda item at a Town Council meeting for Agreement by Resolution.

The process is convoluted and the Town Clerk will ensure the matter is resolved as soon as reasonably practicable.

Members NOTED this update.

STANDING MATTERS

FGS.142 6 MONTH REVIEW OF BUDGET

The Responsible Finance Officer 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 Castle Passes and interest. The RFO answered a number of budgetary control questions from Members.

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 02 November. Final proposals put forward by Groups will then be published on 11 December, prior to consideration by the FGS Committee on 17 December 2020. The recommendations will then be considered by the Town Council on 14 January 2021.

Members NOTED these updates.

FGS.143 REVIEW OF GRANTS AWARDED 2019-2020

The Chair reported that update reports had been submitted from the Kenilworth Centre and Citizens Advice (As part of new Grant requests).

Details of progress and updates were briefly outlined by the Clerk in relation to the Chamber of Trade, Shakespeares Hospice, Talisman Theatre and the Parenting Project.

FGS.144 INTERNAL AUDIT – REPORTS AND ACTION

The Chair presented the Internal Audit Report for Quarter 1, carried out on 6 August 2020.

The auditor picked up that only part of the VAT return had been refunded by HMRC. This has now been rectified. The auditor’s report stated “Internally there are no problems and all seems to be in good shape and accounted for correctly. As usual the paperwork and records that were checked are all in good order and correct.”

The Chair thanked the Town Clerk and her Team for this work.

Members NOTED this update.

FGS.145 CEMETERY

Councillor Richard Dickson presented the published report.

Members NOTED this update

FGS.146 GRIT BINS

The Chair reported that the next audit of the Grit Bins will take place during October/November and a full report, detailing any outstanding actions, will be submitted to the meeting of Town Council to be held on 3 December 2020.

Members NOTED this update.

NEW MATTERS

FGS.147 APPLICATION FOR GRANT FUNDING – THE KENILWORTH CENTRE

Members considered an Application for Funding support in the sum of up to £7672.91 from the Kenilworth Centre.

All submitted documentation and budgets were taken into account. The Chair confirmed that the applicant had been interviewed, and there was support for the bid, and it was:

RECOMMENDED that the sum of £7672.91 be granted to the Kenilworth Centre, from the Grants (Unspecified Allocation) budget.

FGS.148 APPLICATION FOR GRANT FUNDING – THE HARRY SUNLEY MEMORIAL PROJECT

Members considered an Application for Funding support in the sum of up to £1602.16 from the Harry Sunley Memorial Project.

All submitted documentation and budgets were taken into account. The Chair confirmed that the applicant had been interviewed, and there was support for the bid, and it was:

RECOMMENDED that the sum of £1602.16 be granted to the Harry Sunley Memorial Project.

The Chair confirmed that the most appropriate budget code for this grant will be discussed with the RFO outside of this meeting.

FGS.149 APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

Members considered an Application for Funding support in the sum of up to £2560.00 from Citizens Advice.

All submitted documentation and budgets were taken into account. The Chair confirmed that the applicant had been interviewed, and there was support for the bid, and it was:

RECOMMENDED that the sum of £2560.00 be granted to Citizens Advice, from the Grants (Unspecified Allocation) budget.

FGS.150 APPLICATION FOR GRANT FUNDING – THORNS INFANT SCHOOL

Members considered an Application for Funding support in the sum of up to £26,675.00 from Thorns Infant School. The comparatively large size of this bid

was noted, set against the limited funds available to the Town Council. After full consideration, it was proposed, seconded and:

RESOLVED that consideration of grant funding to Thorns Infant School be deferred until the next appropriate meeting of the Town Council. This will enable other funding sources to be explored by the applicant in the meantime.

FGS.151 APPLICATION FOR GRANT FUNDING –KENILWORTH LIONS

Members considered an application for Funding support in the sum of £500 from Kenilworth Lions. Members discussed this application for a Minor Grant and it was proposed, seconded and:

RESOLVED that the sum of £500 be granted to Kenilworth Lions, from the Grants (Town Events) budget.

FGS.152 REMEMBRANCE

The Chair reported on latest details of the Remembrance plans. including discussing a Recommendation to Town Council to live-stream the Service, (with some sound amplification) at a total cost of up to £1930 excl vat.

Various meetings in person and on line have taken place, with KTC, WDC , Royal British Legion, together with email communications from the Clergy (St Nicholas Church). Details are still being finalised but are anticipated to be a closed area for the Service – which will be led by Clergy, George Illingworth (RBL) and the Mayor There will be no hymns although it is hopeful that a Bugler can be present. The National Anthem will be played via CD. Wreaths will be laid by a reduced number of organisations with some attendees likely to lay 2 wreaths. The wreath laying will be a one-way continuous procession. Whilst not restricted to the rule of 6 as it is a Religious Service, it is anticipated that Town Councillors will be asked not to attend in person.

Liaison is taking place and it is planned that the Town Council will organise for the service to be live streamed. A resident who is keen to co-ordinate the painted poppy pebbles being placed near the War Memorial has been in contact and permission and instructions have been agreed with WDC and RBL. Shakespeare Hospice have once again agreed to display the Wreaths in their window.

There is no update regarding arrangements for Wednesday 11 at this stage.:

After discussion on the cost and benefit of live streaming, it was proposed, seconded and:

RECOMMENDED that Kenilworth Town Council fund the live streaming of the Remembrance Service (with some sound amplification) at a total cost of up to £1930 excl vat.

FGS.153 CHRISTMAS ILLUMINATIONS AND RELATED FESTIVE ARRANGEMENTS 2020

Councillor Peter Jones gave a verbal update following discussions with WDC Events Team and the Illuminations Committee. Provision of Christmas Illuminations was a complex issue, involving several stakeholders and funding streams. All available finance will be taken up in providing illuminations for Warwick Road. The Town Council will need to fund the installation of a renovated lighting system in the High Street. The RFO pointed out that this was the only feasible way forward. It would create a manageable overspend in the budget but that would be expected to “future proof” this display for some time. This would have a positive effect on future budget setting. It was proposed, seconded and:

RECOMMENDED that Kenilworth Town Council fund the provision and installation of new Christmas Lights in the High Street, up to a maximum value of £6000.

A brief resume of the proposed Christmas events schedule was set out:

1. End October: announce Christmas shop window competition and Chamber of Trade 'Spend Christmas in Kenilworth'. The Mayor's Charity Fund will also be promoting a 'Buy-a-Bike' alternative gift.
2. 27 November: Christmas lights switch-on
3. 12 December - possible Christmas Saturday with Santa and announce winners of shop window competition. Free carparking in town centre to be explored.
4. 19 December - Lions Christmas carol concert online with virtual choir
5. 26 December - Boxing Day morning 10:00-11:30 at the Castle.
6. 26 December - Boxing Day Mayor's Walk on Millenium Way 11:45 - a spatially distanced walk open to anyone who would like to join in.

An English Heritage (EH) Liaison Meeting will take place remotely on 14 October – when Boxing Day arrangements will be discussed in detail – but EH are keen in principle to continue with the event – which will need to be ticketed.

Councillor Michael Coker pointed out the importance of the 12 December “Christmas Saturday with Santa” event. Members agreed that Jeremy Wright MP should be formally invited to attend. Councillor Coker further agreed to explore tentative arrangements for a market on this day. This would all be subject to any Covid – 19 restrictions, with public health paramount. In accepting these proposals, it was further proposed, seconded and:

RESOLVED that Kenilworth Tow Council formally request WDC to provide free car parking in Kenilworth on 12 December 2020.

Members further agreed that all arrangements for the 12 December event should be delegated to the Town Centre Working Group.

FGS.154 INSURANCE RENEWAL

Members NOTED that the renewal of the Town Council Insurance will take place on 1 November, at a cost of £1820.73 (part of a Long Term Agreement).

The Town Clerk reported that new Christmas Illuminations for High Street had been added to the insurance at no additional cost (FGS.153 refers).

FGS.155 IMPLEMENTATION OF STAFF PAY AGREEMENTS

Members NOTED that following the NJC Agreement to the Local Government Services Pay Agreement 2020-21, the new pay rates have been implemented (including back pay from April) in the September salaries.

FGS.156 GRANT SUBMITTED TO WARWICKSHIRE COUNTY COUNCILLORS GRANT FUND

Members NOTED that a Grant requesting up to £2,500 for the planting of further Roadside Trees in Kenilworth has been submitted to the grant fund offered by the Warwickshire County Councillors.

FGS.157 ARRANGEMENTS IN PLACE TO COMPLY WITH NEW COVID REGULATIONS

Members NOTED that on 18 September 2020, new regulations came into force making it a legal requirement for venues to log details of visitors, customers, and staff. Local council venues and buildings that allow public access or bookings must have a system in place to request and record contact details of their customers, visitors and staff, and register for an official NHS QR code and display the official NHS QR poster from 24 September 2020.

These arrangements have been implemented, and Members are requested to use the QR system (wherever possible) on entering the Council Offices and Chamber.

FGS.158 EPC INSPECTION - BRAYES BUNGALOW

Members NOTED that an Energy Performance Certificate (EPC) Inspection has been conducted for Brayes Bungalow, with a rating of E having been achieved. The Group Leaders will discuss the report and recommendations at a meeting on 12 October with the Clerk and bring any proposals for energy improvements for the property for consideration at a Town Council meeting.

FGS.159 NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 17 December 2020, at 7pm.

The meeting concluded at 9.05 pm.

Signed

Dated.....