

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 27 May 2021

PRESENT: Councillor R J Barry (Chair from FGS.196).

Councillors: A G Chalmers, M F Coker, A M Dearing, J A Dearing, R G Dickson, T J Drew, A J Firth, G D Hyde, 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.195 **ELECTION OF CHAIR**

It was proposed by Councillor A J Kennedy, seconded by Councillor A M Dearing and

RESOLVED that Councillor R J Barry be Chair for the ensuing year.

FGS.196 **ELECTION OF VICE-CHAIR**

It was proposed by Councillor M F Coker, seconded by Councillor R J Spencer and

RESOLVED that Councillor J A Cooke be Vice Chair for the ensuing year.

FGS.197 **DECLARATIONS OF INTEREST**

FGS.202	TWINNING ARRANGEMENTS WITH ROCCALUMERA	Councillor A M Dearing	Personal: Member of Twinning Association
FGS.202	TWINNING ARRANGEMENTS WITH ROCCALUMERA	Councillor R G Dickson	Personal: Member of Twinning Association
FGS.202	TWINNING ARRANGEMENTS WITH ROCCALUMERA	Councillor G D Hyde	Personal: Member of Twinning Association
FGS.204	ALLOTMENTS AND THE POUND – UPDATES FROM WDC	Councillor R J Barry	Personal: KATA Member

The priority is to finalise the official Twinning Agreement. Subject to travel restrictions, a Member of KTA will be visiting Roccalumera. It is intended that he will take with him two copies of the Twinning Agreement signed by the Mayor of Kenilworth, obtaining the signature of the Mayor of Roccalumera, leaving one signed copy there and returning with the other.

It is unlikely that any party from Roccalumera will be able to visit Kenilworth until 2022.

Members NOTED this update.

FGS.203 FINANCE TASK AND FINISH GROUP

The Chair gave a verbal update on the work of the Task and Finish, to accompany the published financial forecast documentation.

An initial formal forecast can be made using any of the differential techniques published. This then feeds directly into budget setting. Members felt these were very useful tools.

Members debated this process in detail, including initial findings.

Councillor Michael Coker pointed out that such forecasts showed an emerging issue with the falling level of reserves, in line with his previously minuted comments.

It was proposed, seconded and:

RESOLVED that future budget setting will encompass a full and formal forecasting process, merging information from published processes to produce a single forecast.

FGS.204 ALLOTMENTS AND THE POUND – UPDATES FROM WDC

The Town Clerk reported that WDC anticipate putting the draft Pound Agreement (in KTC name) to Town Council in June. A further update on the proposed Allotment is being sought, following a discrepancy in the plan of the designated area.

Members NOTED this update.

STANDING MATTERS

FGS.205 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

Members reviewed the position following closedown of accounts for year 2020-21 and NOTED the published spending and budget following the first month of the new financial year.

The Town Clerk pointed out specific items to note:

General Reserves stand at £174,702

Bracketed items are where sums were accrued – mostly for payment in April and May.

The next CIL award has been received - £228,803 – Total CIL to date is £402,274
Still awaiting invoice for bi-election
Members NOTED this update.

FGS.206 REVIEW OF GRANTS AWARDED 2020-2021

The Town Clerk reported that the following communications and updates had been received, and these had been circulated to Members by email:

Report received from Citizens Advice 1 April 2020 – 31 March 2021

Report received from Festival

Report and stats received from New Hope Counselling on 11 May

Time 4 Hope Counselling forwarded 4 testimonials

Update on 2 grants from thekenilworthcentre

Amounts to be returned from Scouts and Guide. Meg Murray £100 minus admin costs. Scouts trip to Poland.

Request received from Parenting Project – 22/3/21 Group Leaders indicated that they are in agreement and happy for the funding provided on the project based on the new timescale. extend the timeline of the project and when the final monitoring report is submitted - we are considering an extension to June/July 2021.

Members NOTED this update.

FGS.207 INTERNAL AUDIT – REPORTS AND ACTION

The Town Clerk reported that the end of year (Quarter 4) Audit will take place shortly.

Members NOTED this update.

FGS.208 CEMETERY

Councillor Richard Dickson summarised the published report.

NEW MATTERS

FGS.209 REVIEW OF SIGNATORIES

Members reviewed signatories for financial authorisation for the current year, based on recommendations from the Group Leaders.

It was proposed, seconded and:

AGREED unanimously that the following signatories for financial authorisation be appointed for a two year period -
Councillors: R J Barry, J A Cooke, S A Cooke, K S Dickson,
P J Jones and A J Kennedy.

FGS.210 REVIEW OF INVESTMENTS

Members considered and reviewed the arrangements in place for the Town Council's savings and reserves. The Town Clerk reported that investments remained in a CCLA account. An additional sub account will be set up once signatories available to deposit CIL funds.

Members NOTED this update.

FGS.211 WELCOME BACK FUND PROPOSALS

Members received an overview from the Clerk and Councillor M Coker (Town Centre Working Group) outlining published options for purchase and funding of various projects, from the Welcome Back Fund, administered by Warwick District Council.

The Chair asked Members to submit any further suggestions, which should where possible be costed, to the Town Clerk as soon as possible.

Members NOTED this update.

FGS.212 COUNTDOWN TO COMMONWEALTH GAMES

Councillor R Dickson presented his published report regarding arrangements to mark the 1 year countdown to the Commonwealth Games.

Members NOTED this update.

FGS.213 REPORT RE KENILWORTH RECOVERY GROUP

Councillor R Dickson presented his published report on the Kenilworth Recovery Group, which relates to the Railway Station.

Following a suggestion from Members, Councillor Dickson agreed to enquire about a name change to "Kenilworth Station Recovery Group".

Councillor A Dearing requested a correction to the published report - the Project Working Group commissioned the Wayfinding Audit and it was completed jointly by Councillor Dearing (Tourism Working Group) and Councillor R Barry (Town Centre Working Group).

Members NOTED this update.

FGS.214 BENCHES

Councillor R Dickson raised the issue of benches in the Town requiring maintenance/replacement. One on the corner of Queens Road/Regency Drive was in a serious state of disrepair. No-one will accept responsibility. Councillor Dickson agreed to make further enquiries and bring a proposal back to this meeting.

Members NOTED this update.

FGS.215 RBL CENTENARY and ARMED FORCES DAY

Members NOTED that 26 June 2021 is Armed Forces Day and also the usual day for the Town's Carnival. This may still go ahead with a small event but not the usual procession. The fairground will also still be going ahead so there is an opportunity here to have some presence in the town for Armed Forces Day. The physical presence in the town can be linked with the RBL celebration of 100 years.

4 June 2021 is the Centenary of the Kenilworth Royal British Legion, and it is planned to have large poppies fastened to the lamp posts.

Town Council Group Leaders have authorised the purchase of a special centenary pennant for the Mayor to present to RBL to display/attach to their Standard.

FGS.216 NHS, SOCIAL CARE AND FRONTLINE WORKERS DAY

Members NOTED that the first NHS, Social Care and Frontline Workers' Day takes place on Monday 5 July 2021. A special flag has been designed, with the suggestion that these are formally raised at 10am, alongside a programme of other events including 2 minutes silence at 11am, a National toast, afternoon tea.

A specially commissioned flag has been ordered with the intention that the Mayor will raise this on the Jubilee House flagpole on behalf of the town.

FGS.217 NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 8 July 2021, at 7pm.

Signed

Dated.....