KENILWORTH TOWN COUNCIL

Minutes of the MEETING of the TOWN COUNCIL

commencing at 7.00 pm on 09 September 2021

PRESENT: Councillor P J Jones (in the Chair).

Councillors: P Austin, A G Chalmers, M F Coker, J A Cooke, S A Cooke (til TC.567), K S Dickson, R G Dickson (til TC.569), G D Hyde, A W Milton, R J Spencer.

Town Clerk: Miss M S Field.
Deputy Town Clerk: N A Eaton

1 Member of the press was present.

The fire and safety brief was displayed on the screens prior to the commencement of the meeting.

TC.555 DECLARATIONS OF INTEREST

Councillors J A Cooke, K S Dickson, R G Dickson and A W Milton, made a general declaration of personal interest in relation to any items regarding Warwick District Council.

Councillors J A Cooke and R J Spencer made a general declaration of personal interest in relation to any items regarding Warwickshire County Council.

TC.556 MAYOR'S QUESTIONS

It was NOTED that no questions had been submitted to the Mayor.

TC.557 PUBLIC QUESTION TIME

It was NOTED that no public questions had been submitted.

TC.558 COMMUNICATIONS AND ANNOUNCEMENTS

The Chair confirmed the following:

To note that a Civic Reception will be held on Thursday 16 September.

An Eco Fayre will take place on 2 October – A KTC stand will be staffed by Climate Emergency Working Group.

Warwick District Council are conducting a public consultation regarding Riverside House which is open for comments until 1 October 2021

A public consultation regarding the possible merger of Warwick District Council with Stratford District Council will take place from Monday 6 September until Sunday 24 October. This Council has received a letter direct from WDC/SDC inviting comments. This item will

be placed on the agenda for October TC. Members should feed their comments through the three Group Leaders as soon as possible.

Kenilworth Arts Festival will take place 17-19 Sept – itinerary on Kenilworthweb.

The Mayor confirmed that he had carried out the following recent engagements -

Aug 1st. Met Horses for Health Relay at Queen & Castle car park. Annoyed member of the public, apparently.
Aug 14th. Opened Soroptimists' Trail of 100 Important Women at Abbey End.
Aug 21st. Attended opening of Repair Cafe at United Reform Church, Abbey Hill.
Aug 22nd. Guest of honour at Odibourne Allotments Open Day. Felt I was King of Odibourne.
Aug 23rd. Gave short talk on my charities to Kenilworth Rotarians at the Clarendon. Received generous cheque for my efforts, now in Mayor's Charity Account.
Aug 26th. Attended Soroptimists' Garden Party at Pears Close.
Aug 29th. Met Mayor of Coventry at Festival of Culture event at Bluecoat School.

The Chair reported on the valuable role and work of the Soroptimists. In addition, his intention to give an Award of Merit to Anne Cross, for her work with the Waverley Day Centre.

Members NOTED these updates.

TC.559 APOLOGIES

Councillors: R J Barry, A M Dearing, J A Dearing, T J Drew, A J Firth, A J Kennedy.

TC.560 MEMORIALS AND PETITIONS

Members sadly NOTED the death of former Mayor and Town Councillor Pauline Edwards. A funeral service will be held on September 14 at 11.15am at St Nicholas Church, Abbey Fields, Everyone is welcome.

A number of moving tributes were made from Members including Councillors Michael Coker, Kate Dickson and John Cooke, who had all known and worked alongside Pauline on this Council and relayed fond memories.

The Mayor intimated his wishes to attend the funeral service, provided this was agreed by the Family.

TC.561 MINUTES

The Minutes of the Town Council held on 29 July 2021 were moved, seconded, ADOPTED and signed.

MATTERS ARISING

TC.562 COMMUNITY ASSET REGISTER

Councillor R Dickson presented the published report. The Chair suspended Standing Orders and requested the press temporarily leave the Meeting, in order to further discuss suggested options, which was considered commercially sensitive (SO 26.04 refers).

Members NOTED this update.

TC.563 CIL/COMMUNICATIONS TASK AND FINISH GROUP

Councillor M Coker gave a verbal update from the Task & Finish Group.
The recent Town Consultation had provided a good basis to guide the Town Council. However, additional input from young people would be beneficial and this would be pursued, including through Kenilworth School.

Councillor Coker emphasised that this guidance should now be considered, along with the Protocol and any plans of the Council itself, having regard to funds available and time limits imposed on expenditure. In addition, in line with the Protocol, outside bodies should also be able to make applications, although they would clearly need to evidence long term community benefit and viability. Finally, in projects considered by the Town Council to be most worthy of consideration, financial assistance could include help towards professionally formulated plans and business case.

After consideration, it was proposed seconded and:

> RESOLVED that Group Leaders will consider this report and collate suggestions to be put to the next Finance and General Services Committee. To facilitate this, the Town Clerk will circulate a hard copy of this verbal update report.

TC.564 WELCOME BACK FUND

Councillor M Coker gave a verbal update from the Task & Finish Group on progress in relation to utilising the fund.
A number of tentative proposals were discussed, including arrangements for Station Road (should it remain closed). Councillor Coker emphasised that the role of the Town Council was to submit formulated ideas. Warwick District Council are responsible for financing and procurement.
Councillor R Dickson emphasised this was taxpayers money. There may be other ways to send out the "welcome back to town centres" message.

Members NOTED this update.

TC.565 ZERO CARBON HOMES DPD

Councillor J Dearing presented the published proposed Town Council response to be submitted to the Warwick District Council DPD.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council submit their published response to the Consultation on the WDC Development Plan Document for Net Zero Carbon.

STANDING MATTERS

TC.566 HS2 LTD UPDATE

Councillor M Coker gave a general update report on relevant aspects of HS2. This included the recent liaison meeting, notes of which had previously been circulated to Members.

WDC have a new HS2 Project Officer, John Morgan, who will be the contact for all HS2 related matters for Warwick District. He will be invited to meet and talk with Members in due course.

Members NOTED this update.

TC.567 UPDATING OF THE TOWN COUNCIL COMMUNITY EMERGENCY PLAN AND FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC.

Councillor K Dickson reminded Members that the Emergency Plan requires updating and a template is available from the Coventry, Solihull and Warwickshire (CSW) Resilience Team. Councillor Dickson suggested collaboration with the Compassionate Kenilworth Group. This will be looked into by Councillor R Dickson, who is a Trustee.

Members NOTED this update.

PROJECT WORKING GROUP

TC.568 Members NOTED the published report.

TC.569 After consideration, It was agreed that further progress on the Wayfinding project would be DEFERRED in the light of additional information recently received from WDC regarding their ability to provide support in procurement and pending further discussions.

TC.570 CYCLING DELIVERY WORKING GROUP

Councillor A Milton presented the published report. He further advised Members on The High Sheriff's forthcoming Big Bike Ride – Showcasing the best of Warwickshire.

Members NOTED this update.

TC.571 COMMUNICATIONS WORKING GROUP

Councillor A Milton presented the published report from the Working Group, following recent consultation on residents' communication preferences and confirmed that details regarding content will be the subject of a future proposal.

After consideration, it was proposed, seconded and:

> RESOLVED that Kenilworth Town Council establish an email database, and the funding of up to £3,000 from the Communications budget for the circulation and printing of two editions of a newsletter.

TC.572 CLIMATE WORKING GROUP

Members NOTED the published report.

TC.573 TOURISM WORKING GROUP

The submitted report was NOTED by Members.

TC.574 TOWN CENTRE WORKING GROUP

Councillor M Coker presented the published report. Members discussed arrangements for the Christmas market, agreeing this should be combined with the Shop Window Competition and second free car/cycle parking day. This should be a different weekend to the Christmas lights switch on. Councillor Coker further advised that discussions had started regarding the option to offer trees from the St Nicholas Church Christmas Tree Competition to be relocated into Town Centre shop windows, once the Church display had finished. This could then coincide with awarding of a Mayors prize.

Members NOTED this update.

TC.575 ABBEY FIELDS MANAGEMENT PLAN

Councillor K Dickson reported verbally that she had recently met with WDC Officer Dave Anderson. There had been no progress on publication of the prosed plan, due to manpower issues at Ide Verde. This remained imminent.

Members NOTED this update.

TC.576 UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

Councillor A Milton presented the published report.

With regard to any commemoration of 125 years of outdoor swimming in Abbey Fields, Councillor Dickson confirmed that WDC will look to supporting any Town Council suggestions.

Members NOTED this update.

TC.577 UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

Councillor J Cooke presented the published report.

Members NOTED this update.

NEW MATTERS AND CORRESPONDENCE

TC.578 AWARD OF CONTRACT FOR CHRISTMAS LIGHTS

Members considered a recommendation of allocating the sum of up to £50,000 over the next 3 year period towards the award of a Contract for the Council owned Christmas lights around the town. A contribution of £8,000 per year is to be received from WDC, and additional funds are to be contributed by the Illuminations Committee.

Members debated this recommendation in detail, noting the major issues resulting from WDC withdrawing from future involvement and agreeing that a long term strategy was needed to consider subsequent years, along with formal agreement with the Illuminations Committee as to respective roles and responsibilities.
It was subsequently proposed, seconded and:

RESOLVED that Kenilworth Town Council allocate a sum of up to £50,000 over the next 3 year period towards the award of a Contract for the installation, switch on and removal of the Council owned Christmas lights around the town. This is on

the assumption that a contribution of £8,000 per year is to be received from WDC, and additional funds are to be contributed by the Illuminations Committee.

It was further proposed, seconded and:

RESOLVED that Kenilworth Town Council delegate the award of the Contract for Christmas Lights to the Town Clerk, the Chair of Finance and the Illuminations Committee representative, subject to satisfactory assurances being received regarding arrangements for storage and maintenance of the lights.

TC.579 UPDATE REPORT RE BIRMINGHAM AIRPORT

The Chair read out the following statement from WDC Councillor George Illingworth, who acts as the representative for the District on the Birmingham Airport Liaison Committee. (This is not an official statement from Birmingham Airport.)

"You may not be aware of how involved Birmingham Airport has been in the refugee flights of the last couple of weeks. The matter has intentionally not been published until it was completed. RAF Aircraft flying from Kabul took civilians only to Dubai. From there they flew by special civilian aircraft to the UK. About 40 flights were to Birmingham and 8,100 people were landed there. This is about 60% of the civilians landed in the UK in this operation.

Birmingham was already equipped to deal with people flying from a "red" COVID country but many additional organisations were involved in dealing with all the various issues from administration and health to food and families. This was a 24 hours a day operation as 15 of the flights were at night and the usual noise restrictions were understandably ignored."

Members NOTED this update and wished to thank WDC Councillor George Illingworth for his informative statement..

TC.580 OFFICER'S REPORTS

None.

TC.581 COMMITTEE REPORTS

None.

TC.582 STATEMENTS OF EXPENDITURE FOR THE 2021 - 2022 FINANCIAL YEAR

The Statements of Expenditure, inclusive of Petty Cash Expenditure, for the month of July (Month 4), including supporting documentation and trial balance, was proposed and seconded. Following this it was:

RESOLVED that the Statement of Expenditure and supporting material (inclusive of petty cash expenditure) for the month of July 2021 (Month 4), including supporting material be APPROVED.

TC.583 NOTICES OF MOTIONS

Members NOTED that no Notices of Motion had been received.

TC.584 NEXT MEETING

Members NOTED that the that the next scheduled Meeting of the Town Council will be held in Jubilee House on Thursday 21 October 2021 at 7.00pm.

The Meeting closed at 8.30 pm.

Signed: ….…….……

Dated: ……

INITIALS ……..……

ENCLOSURE 2

Notes from meeting with BBV 13/10/21

Update from BBV on;

Work since the last meeting

Ongoing construction of the compound at Crackle Lane. There were some delays here and cabins for workers are now expected to arrive in November.

Earthworks have been done for Bockenden Cutting.

Earthworks to move earth from Kenilworth Cutting to Bockenden.

Crackley Lane cutting has excavation complete including 3 ponds.

Work has commenced on Roughknowles cutting

Temporary drainage works continue.

Upcoming work

Continue temporary drainage works

Widening of Crackley Lane to allow for lights control to allow plant crossing

Continuing earthworks at Roughknowles.

This will mean **traffic restrictions:**

- A429 traffic lights have now finished (earlier than expected)
- Crackley Lane will be closed 2-19th November and then traffic lights to allow for plant crossing.
- Cromwell Lane restrictions will be extended.

In answer to questions;

The connection of the Greenway at the Berkswell end is likely to take 2or 3years as the land is still in the ownership of Solihull Council.

Members of the group were still unclear of the new plans for the Crackley Gap. It was agreed that this would form the major part of the next meeting and maps and plans would be available for examination.

In answer to a question on the removal of hedges, we were told that 20m more hedge will need removal in the area.

BBV and the community

BBV are making collections of toys, clothes etc for Helping Hands charity and are also running a soup kitchen for Kenilworth. If anyone has ideas of other ways they can help the community they be happy for suggestions

Useful websites

WWW.One.network/UK -this site shows all road works

WWW.hs2.org.uk

ENCLOSURE 3

Kenilworth Town Council Cycling Delivery Group

October 2021

Members of the group were busy over the last few months supporting activities across the town.

On September 11th we supported the Cycleways stand at the Charities Day organised by Kenilworth Lions. The day was a great success and we had lots of conversations about the Visionary Cycle Network that has been used by Cycleways to illustrate their submission to the LCWIP consultation. The network has incorporated the routes contained within the Town Council's Cycling Strategy. There were lots of questions about when K2L will be started/finished and lots of people who want to cycle more but are waiting for better infrastructure to arrive.

On October 2nd the group took part in the EcoFayre at St John's Church organising a display of different cycle options including cargo bikes, electric bikes, folding bikes and also a tricycle. Despite the poor weather it was another chance to speak to members of the public about what's needed in the town to encourage cycling – expectations are high!

We also organised a cycling escort for the High Sheriff of Warwickshire and her team on her fund raising ride across the county. We were joined by members of the Cycling group and the mayor as we visited local businesses (Leaders and Kenilworth Books) before finishing up at the EcoFayre.

The group will be meeting in the next few weeks to agree plans for encouraging cycling as part of the Christmas activities on December 11th.

ENCLOSURE 4

KTC Climate Emergency Working Group

WG Report for Town Council Meeting 9-9-21

The latest CE Roadmap group meeting (4-10-21) received a positive report on the KTC Ecofayre stall which promoted the Climate Roadmap activities and trail leaflets. The stall received many visitors and ~20 more signed-up to an email list for receiving Climate newsletters. Bee Friendly Kenilworth and Kenilworth All Together Greener also had well visited stalls, and the KTC Cycling Delivery group's external display of e-cargo bikes etc attracted attention despite the very wet conditions. Min Willoughby de Broke, the High Sheriff, also visited the KTC stall as part of her cycling journey through Warwickshire and congratulated the council on its climate change initiatives.

Progress continues with plans for a Plant-A-Tree week (6th-12th February 2022) to coincide with the Queen's Green Canopy initiative at the time of her Platinum Jubilee. The KTC scheme will encourage Kenilworth residents to plant trees (specimen or hedgerow) in their own gardens or land. Conversations with the Castle management will suggest planting a specimen tree in the grounds to celebrate the Jubilee year. A draft press release is ready for announcing the initiative through media channels

The Climate Emergency Working Group seeks approval from the Town Council for funds not exceeding £350 to provide an incentive to the scheme. The first 70 town residents (i.e. celebrating 70th year of her reign) will receive a £5 discount on purchase of trees from local nurseries.

As a follow-up to the EcoFayre stall, the group agreed to produce non-political articles for The Courier/KWN/Nub News etc about COP26/climate change/impacts/solutions.

It was also agreed to move forwards with organisation of a winter public webinar on domestic Solar Panels. This would be run by an external expert/consultant but perhaps linked to prior briefing articles in press etc to promote the event.

Agendas, notes and action points are available to TC members on request.

JAD 12-10-21

Tourism Working Group: Report on Activity for Town Council Meeting 21.10.21

The 13th meeting was on 17th September 2021-minutes lodged with the Clerk. Jo Randall from WDC was a welcome new member to add to local businesses, "Attraction" managers, residents, and established interest Groups who meet promote Kenilworth's considerable assets, encourage tourism and increase footfall for our businesses and retailers.

- **Shakespeare's England** proposed a group membership option (full details were shared with all Councillors in August). This is a membership only model which required 10 businesses to sign up for Gold category and would promote Kenilworth via a newsletter, press releases, social media and trade shows at a cost of £110 per annum. This will involve making connections/facilitation by the TWG and Town Council. A range of local businesses have been contacted directly and by Sarah Kershaw of Chamber of Trade, for levels of interest with a view to a proposal for Town Council (to be updated). A sub group has been formed to plan how KTCs membership could be used to good effect.

- **The Wayfinding and Implementation Strategy** WDC having given notice of its inability to help with procurement; and is now being organised under the Project Working Group.

- **Nature, Heritage and Castle and Abbey Trail Leaflets**. 30,000 now distributed within Kenilworth, around the county and in Coventry. Gemma Hollingsworth (new Admin Assistant at Town Council) will manage the stock levels and distribution going forward with the next 30,000 reprint and dispensers are available. Black Spiral Design is working on a 4th trail leaflet to be a mobile version only promoting sites of creative interest to be ready for Christmas. Matt Bulford of the Castle has reported that EH visitor numbers in 2021 had been 'good' with 1,750 downloads of the heritage trail leaflet.
- **The new Visit Kenilworth Leaflet** is being reprinted (10k, and by WDC via Joanne Randall) after edits by the Group and new branding. This will be more widely disseminated than above, to include regional TICs, and major Attractions. If any councillors wish to help, please let Gemma know. Perspex holders have been purchased to contain all 4 leaflets easily and have been very much welcomed by retailers and hospitality venues.

- **The Visit Kenilworth Website** https://visit.kenilworthweb.co.uk/ Please continue to visit and add to the Events Page. Please contact james@blackspiraldesign.co.uk with any ideas for the blog, ideas for interesting articles, spot errors and if any listings need to be changed please use the form on: https://visit.kenilworthweb.co.uk/resources/ . Let your contacts know the destination exists and please share digitally as widely as possible on your own digital sites.

- **Arts Sub-Group:** Consideration is being given to a mural at Abbey End funded by the Welcome Back Fund money provided by the EU e.g. to portray what Abbey might have looked like. Kenilworth Arts Festival group was also looking at introducing benches in Kenilworth.

Next Meeting: Friday December 10th at 11am on Webex.
Cllr Alix Dearing (Chair TWG) 12th October 2021

ENCLOSURE 6

WDC Report for Town Council 21.10.21

1. **SDC/WDC Proposed Merger**
   Aim is to cover shortfalls in funding. There is current public consultation (deadline 24 October), but they are already working together practically e.g on waste collection. If a full political merger is approved next year, then District/Town elections will be a year later, in 2024. The merger proposal will go to District Council on 13th December for approval. There are clear indications that the effect on Town and Parish Councils could be significant: it will be up to us as a Town Council to consider whether we want to take on more responsibilities. There are likely to be different arrangements in terms of responsibilities at all levels.

2. **Leisure, Tourism and Culture**
   - **Abbey Fields Pool/Castle Farm Leisure Centre**: Both have been approved by WDC Planning Committee; commencement of building tbc.
   - **Tennis Football and Athletics Facilities**: An independent Report by Strategic Leisure has produced a series of recommendations on future management. The current tennis consultation focuses on 2 key issues – how the courts are managed in the future, and the option to charge for use of the facilities. This affects Abbey Fields (at present free). Funds would be used to maintain the facilities and enable a wider range of coaching opportunities. The public consultation exercise on tennis is now underway and open until 24th October, allowing the feedback gathered to inform the Cabinet report in Dec 21.
   - **Green Spaces:** We have been assured that the Abbey Fields Management Plan will be issued in early December.

3. **Environmental and Operational Services (Neighbourhood Services) :** A new Waste Contract has been negotiated for 2022-6 and the change in collections will start from 31.7.22 when the new 123 System will operate. This means food bins will be emptied weekly, recycling fortnightly , residual waste three weekly. It is likely that green bin charges in line with Stratford DC will be introduced, but a final decision has not yet been made.
   Link for details and FAQs: www.warwickdc.gov.uk/123collections

4. **A Climate Action Plan** is being negotiated between WDC and SDC. £1million has been allocated. There is a large programme of small and large actions, e,g retrofitting council houses, development plan for low energy housing, higher planning and energy standards, but pushback from developers may occur. The Climate Action Plan has recently been scrutinised by the two representative Climate Panels/Advisory Boards and will go to the respective Cabinets for approval before Xmas.

Cllr A Dearing 13.10.21

ENCLOSURE 7

Lapworth & West Kenilworth Division County Council News October 2021

Campaign to plant trees to celebrate the Queen's Platinum Jubilee kicks off in Warwickshire

An event to mark the start of the official planting season for The Queen's Green Canopy (QGC) took place in Warwickshire this week, as Cllr Izzi Seccombe, Leader of Warwickshire County Council, Monica Fogarty, Chief Executive, Warwickshire County Council, and Tim Cox, Her Majesty's Lord-Lieutenant of Warwickshire planted a small-leaved lime tree at WCC's Staff Cricket Club grounds in Warwick.

The QGC was launched earlier this year and encourages everyone to plant a tree for the Jubilee. With a focus on planting sustainably, QGC is a national project to create a legacy in honour of The Queen's 70 years on the throne, to benefit current and future generations.

Everyone from individuals to organisations and community groups is being asked to plant a tree to mark the long and historic reign of The Queen. https://queensgreencanopy.org/

Warwickshire youth asked to help make Warwickshire the best it can be

The Council has launched a survey specifically for young people to capture their feedback which will feed into the development of a new Council Plan to deliver services as effectively as possible over the next five years. The survey can be found at www.warwickshire.gov.uk/councilplanyp.

Warwickshire has a great track record of stepping up to meet big challenges. The past 18 months have been no different. Thousands of people and organisations have worked hard to tackle COVID-19, support those most at risk, and look out for each other.

As the future of our county, the council is committed to hearing what young people have to say, what matters to them and what they need. Their contributions will be essential to shape the Council Plan and help make Warwickshire the best it can be.

WCC is investing £750k on local initiatives to support mental health and wellbeing

Warwickshire County Council's COVID-19 Mental Wellbeing and Resilience Fund has awarded £750k to support local community groups and businesses to develop sustainable and innovative solutions to help improve the mental health, wellbeing and resilience of the local community and workforce both during and in the aftermath of the COVID-19 pandemic.

Following a round of bidding earlier this year, the council is pleased to announce that 36 local projects have been successful in receiving funding for their proposals to support people's wellbeing.
The successful projects will cover the breadth of Warwickshire with community and voluntary organisations and businesses within all five of the districts and boroughs receiving a share of the one-off fund. Grants awarded range in amount from £6,000 up to the maximum amount available of £50,000, with some projects designed to deliver countywide support, while others will focus on providing support that will directly benefit residents in the localities.

New SEND Inclusion Guidance for schools to boost support for children and families in Warwickshire

The Guidance is available online as part of Warwickshire's Local Offer and its purpose is to help school staff to implement effective extra support for young people. It is structured in the four broad areas of need as outlined in the government's SEND Code of Practice to support schools to plan provision for learners. The four areas are Cognition and Learning, Social Emotional and Mental Health, Communication and Interaction and Physical and Sensory.

The guidance was developed working alongside practitioners and parents, and promotes Warwickshire's inclusive, needs-led ethos in supporting children and young people with SEND in mainstream schools when appropriate. A video with more information is also available by clicking here.

Warwickshire Fire and Rescue Service Warn of the Dangers of Storing Petrol and Diesel at Home

Consumers may be tempted to buy more fuel than they need and store it at home, warn Trading Standards Officers, but this is incredibly dangerous. Petrol and diesel vapour is highly explosive and can be ignited by a single spark. It can be damaging if it comes in to contact with the skin and if not stored in a UN approved container can leak, releasing vapour. As well as producing a fire hazard, the vapour can cause irritation of the eyes, nose and throat, and exposure to high concentrations, particularly in restricted spaces, can cause dizziness and unconsciousness.

Warwickshire Fire and Rescue Service is joining Trading Standards in reminding residents that to protect us all there are rules and regulations around storing fuel and the smallest amounts can have devastating effects, causing death and serious injuries, when they are involved in fire situations. If storing petrol or diesel at home, residents are advised that they should only purchase small amounts for specific uses such as for lawn mowers and other gardening equipment and the machine's tank should be filled as soon as possible rather than keeping it in a UN approved container.

Support available if you're worried about your memory

Stress, anxiety, depression, certain physical illnesses, infections and vitamin and thyroid deficiencies are just a few of the things that can make memory worse. However, if your memory is getting noticeably worse, or affecting everyday life, please book an appointment with your GP as it may be a sign of dementia, and help, support and treatment is available. Almost half of Warwickshire residents with dementia are undiagnosed meaning they cannot access information and support available to them.

There are many benefits to receiving an early diagnosis; it can help you and your family to understand your symptoms and help you to make plans for, and choices about your future. Some of the main benefits of an early diagnosis include:

- An explanation for symptoms that may have been worrying you or your family
- Access to treatments that can improve symptoms and slow down the effects of the disease. Treatments are usually more effective the earlier they are started.
- Access to advice and support. Individuals diagnosed early in the disease process can take advantage of early-stage support groups and learn tips and strategies to better manage and cope with the symptoms of the disease.
- Time to prepare for the future and plan ahead. An earlier diagnosis enables the person to participate in their own legal, financial, and long-term care planning and to make their wishes known to family members. It also allows the person the opportunity to prioritise how they spend their time – focusing on what matters most to them – perhaps completing life goals such as travel, recording family history, completing projects, or making memories with grandchildren while they still can.

Access to support from a Dementia Advisor who can provide a range of support as well as information on all of the local services in your area.

Tel: 0333 150 3456 or via email at dementia.connect@alzheimers.org.uk

ENCLOSURE 7

Warwickshire's Living Well with Dementia Website contains a resource with a range of information about dementia, a map of services at district and borough level with details of all of the services in the area: www.warwickshire.gov.uk/dementia.

Cllr John Cooke October 2021

ENCLOSURE 8

Kenilworth Site Delivery Officer Update – October 2021

1. The new Kenilworth School site continues to programme with an expected opening of the start of the academic school year in September 2023. The physical works will be completed a couple of months prior to that.

   The demolitions and ground work phases are complete. A lot of soil has had to be shifted around the site. The sports areas require the soil in certain areas to be sifted and tested to ensure the pitches are in good condition. Beneath some of these areas the ground attenuation crating for drainage is currently being put in place.

   In the next few months on site the steel frame structure will continue to rapidly progress – in recent weeks the sports hall and drama studio wing of the building has been particularly visible. There are some anticipated Highways works to create a temporary additional access point into the site programmed for the end of the year.

2. The two existing secondary and sixth form schools upon becoming vacant will be released for redevelopment. WDC are the landowners for these sites having acquired the sites and granted Kenilworth School back lease interests to continue operating until they relocate to their new accommodation off Glasshouse Lane. WDC are progressing bringing forward these two sites for housing. I am involved with these projects and the pre-development works are underway to bring these sites forward.

3. The Avant housing (adjacent to the new school) was granted outline planning permission and reserved matters have now been submitted for a detailed scheme. The case officer in Development Management (Dan Charles) has fed back comments from Highways and other statutory consultees as well as their own comments. A response has been received from the Applicant and is currently being reviewed. This is for 99 dwellings.

4. The Barwood scheme (planning application reference W/20/2020) went to Planning Committee in September. This was a hybrid application i.e. part detail and part outline, for a mix of residential, retail and employment uses with supporting highways infrastructure, a community centre and primary school. The Judicial Review challenge period is still underway. Development Management aim to have completed the s106 Agreement within 3 months and draft documentation is circulating between WDC and Barwood. More should be understood regarding how the various development uses will be progressed in the coming months and whether this will be led by Barwood themselves. I will be engaging with colleagues in WDC regarding the detailed planning for the majority of this, as well as the delivery of the Community Centre and employment units in the coming months. I will also be engaging with WCC regarding the primary school and highways aspects.

5. Application reference W/21/1811 has just been validated which relates to the largest parcel of land covered by the Land East of Kenilworth Development Brief (this was previously known as the Catesby site). There will be considerable work in the coming weeks reviewing the documentation and in engaging with the Applicant and various statutory consultees. This will be led by the case officer in Development Management (Dan Charles) but I will be involved with assisting in this. The initial part is reviewing the Application and asking for clarification on anything that is not fully understood either with the Applicant or, for example, with WCC Highways and requesting amendments where necessary and

appropriate. Similar to the Barwood application this site includes a school and other uses although it is predominantly housing.

6. I continue to work with the two sports clubs (Kenilworth Wardens and Kenilworth Rugby Club) to deliver new accommodation for them to release their three existing sites for housing as designated in the Local Plan at land adjacent to Castle Farm and adjacent to the Pavilions Housing Development off Warwick Road. These are complex projects and it is important for the town that their new accommodation is fit for purpose and will allow them to flourish in providing high quality sporting and social facilities for the town and neighbouring villages.

7. The replacement Recreation Centre and Scouts facility at Castle Farm went to Planning Committee in September with an Officer recommendation for Approval. I am waiting for confirmation as to whether the Secretary of State has approved the Committee Approval without the need for a call in to review further given that this land sits within the green-belt. It is anticipated that the existing facility will close at Christmas 2021 with construction works commencing shortly thereafter.

8. The replacement Leisure Centre at Abbey Fields likewise went to Planning Committee in September. I am not closely involved with this project but will assist if so required to enable the delivery of this new facility. The Judicial Review period is still on-going.

9. There are two large scale residential developments at Crackley Triangle (Kenilworth Corner) and on the Warwick Road (The Pavilions). The Pavilions comprises of 125 dwellings and the front section of the site is either now occupied or the plots are "under offer". Crackley Triangle comprises of 93 dwelling and now has only two plots available.

My role for WDC is to facilitate the delivery of these sites in accordance with the Local Plan, and any supplementary Planning documents, as well as preparing other Committee Reports in terms of housing numbers, supporting infrastructure, and the Council's wider objectives as far as possible. The different land ownerships that form the Land East of Kenilworth makes this a complicated jigsaw. However, by engaging with the various parties, both in terms of the Developers and a range of relevant Stakeholders, and through being involved at an early stage, then there is a greater possibility of better linked development coming forward. This is particularly key when existing uses must be relocated to release land for redevelopment.

Thanks

Wendy

Wendy Thompson MRICS
Site Delivery Officer
Place and Economy
Warwick District Council
Riverside House, Milverton Hill,
Royal Leamington Spa, CV32 5HZ

ENCLOSURE 9

K E N I L W O R T H T O W N C O U N C I L

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

INITIALS.....

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:

INITIALS.....

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 08 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:

INITIALS.....

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 …….…….

Dated.…….…….....

INITIALS.....

ENCLOSURE 10

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	ADMINISTRATION								
1001	Letting Income	150	375	0	(375)			0.0%	
1031	Adm Castle Pass	300	1,615	4,000	2,385			40.4%	
1076	Precept	0	91,964	183,928	91,964			50.0%	
1083	BLEF Funding R'cd	31,898	0	0	0			0.0%	
1091	Refunds Received	0	825	0	(825)			0.0%	
1096	Bank Interest Received	5	33	250	217			13.3%	
	ADMINISTRATION :- Income	**32,353**	**94,812**	**188,178**	**93,366**			**50.4%**	**0**
4001	Salaries	7,421	28,208	75,530	47,322		47,322	37.3%	
4002	Employers NIC	672	2,364	6,200	3,836		3,836	38.1%	
4003	Employers S/Annuation	338	1,246	3,270	2,024		2,024	38.1%	
4008	Training	0	0	1,000	1,000		1,000	0.0%	
4009	Travel	0	0	100	100		100	0.0%	
4010	Rating Demand	0	106	500	394		394	21.1%	
4014	Service Charge/Maintenance	0	(0)	10,000	10,000		10,000	0.0%	
4020	Miscellaneous Expenses	0	305	750	445		445	40.7%	
4021	Telephone/Fax/Broadband	0	1,386	2,500	1,114		1,114	55.4%	
4022	Postage	0	132	500	368		368	26.4%	
4023	Stationery	64	133	1,300	1,167		1,167	10.3%	
4025	Insurance	0	0	2,000	2,000		2,000	0.0%	
4026	Subscriptions/Memb'ship Fees	0	317	450	133		133	70.4%	
4027	Photocopier and Charges	65	244	600	356		356	40.7%	
4028	IT Support / MTCE	798	2,026	8,000	5,974		5,974	25.3%	
4030	Recruitment Adverts/Costs	788	1,050	0	(1,050)		(1,050)	0.0%	
4055	Audit - External	0	(600)	600	1,200		1,200	(100.0%)	
4056	Audit - Internal	0	0	1,000	1,000		1,000	0.0%	
4057	Accountancy & Support	25	321	1,750	1,429		1,429	18.3%	
4058	Legal Fees	0	0	500	500		500	0.0%	
4059	Other Professional Fees	35	35	0	(35)		(35)	0.0%	
	ADMINISTRATION :- Indirect Expenditure	**10,205**	**37,272**	**116,550**	**79,278**	**0**	**79,278**	**32.0%**	**0**
	Net Income over Expenditure	**22,148**	**57,540**	**71,628**	**14,088**				
102	CIVIC EXPENSES								
4009	Travel	0	81	4,000	3,919		3,919	2.0%	
4201	Mayor's Allowance	0	0	2,000	2,000		2,000	0.0%	
4211	Civic Hospitality	0	25	7,500	7,475		7,475	0.3%	
4216	Civic Insignia/Regalia	0	0	1,000	1,000		1,000	0.0%	
4219	Annual Meeting	0	143	750	608		608	19.0%	
4221	Elections Expenses	0	0	10,000	10,000		10,000	0.0%	

Continued over page

ENCLOSURE 10

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4225	Civic Hosp. Tickets	0	0	500	500		500	0.0%	
	CIVIC EXPENSES :- Indirect Expenditure	**0**	**248**	**25,750**	**25,502**	**0**	**25,502**	**1.0%**	**0**
	Net Expenditure	**0**	**(248)**	**(25,750)**	**(25,502)**				
103	COMMUNITY INFRASTRUCTURE LEVY								
1082	WDC CIL transfer	0	228,803	0	(228,803)			0.0%	228,803
	COMMUNITY INFRASTRUCTURE LEVY :- Income	**0**	**228,803**	**0**	**(228,803)**				**228,803**
	Net Income	**0**	**228,803**	**0**	**(228,803)**				
6001	less Transfer to EMR	0	228,803						
	Movement to/(from) Gen Reserve	**0**	**0**						
108	GRANTS & DONATIONS (incl S137)								
4712	Projects - Remembrance Expense	0	0	1,200	1,200		1,200	0.0%	
4715	Grit Bins -Grant (New)	0	0	300	300		300	0.0%	
4723	Christmas Illuminations	0	0	5,000	5,000		5,000	0.0%	
4724	Christmas Lights Maintenance	0	0	7,000	7,000		7,000	0.0%	
4922	Working Group Inititives	0	380	10,000	9,620		9,620	3.8%	
4923	Tow n Events Support	0	12,600	15,000	2,400		2,400	84.0%	
4930	Ex WDC Watering/Planting costs	0	0	1,700	1,700		1,700	0.0%	
	GRANTS & DONATIONS (incl S137) :- Indirect Expenditure	**0**	**12,980**	**40,200**	**27,220**	**0**	**27,220**	**32.3%**	**0**
	Net Expenditure	**0**	**(12,980)**	**(40,200)**	**(27,220)**				
109	TOWN PROJECTS								
1083	BLEF Funding R'cd	0	31,898	31,898	0			100.0%	
	TOWN PROJECTS :- Income	**0**	**31,898**	**31,898**	**0**			**100.0%**	**0**
4029	Tree Planting Grant Spend	0	379	0	(379)		(379)	0.0%	379
4900	Projects - Unspecified Allocat	0	6,395	35,000	28,605		28,605	18.3%	
4903	Projects - Shop Window Comp'n	0	(300)	500	800		800	(60.0%)	
4915	Business Grant	2,820	2,820	0	(2,820)		(2,820)	0.0%	
4917	BLEF Project	31,898	28,048	31,898	3,850		3,850	87.9%	
4924	Tourism Development	0	0	10,000	10,000		10,000	0.0%	
4925	Communication Development Proj	0	0	4,000	4,000		4,000	0.0%	
4999	Total Spend from Earmarked Res	4,625	6,361	0	(6,361)		(6,361)	0.0%	6,361
	TOWN PROJECTS :- Indirect Expenditure	**39,343**	**43,703**	**81,398**	**37,695**	**0**	**37,695**	**53.7%**	**6,740**
	Net Income over Expenditure	**(39,343)**	**(11,805)**	**(49,500)**	**(37,695)**				
6000	plus Transfer from EMR	4,625	6,740						
	Movement to/(from) Gen Reserve	**(34,718)**	**(5,065)**						

Continued over page

ENCLOSURE 10

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	GATEHOUSE								
4290	Boxing Day Open Day	0	0	850	850		850	0.0%	
	GATEHOUSE :- Indirect Expenditure	**0**	**0**	**850**	**850**	**0**	**850**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(850)**	**(850)**				
203	ALLOTMENTS								
1011	Rent Received	0	0	1,470	1,470			0.0%	
	ALLOTMENTS :- Income	**0**	**0**	**1,470**	**1,470**			**0.0%**	**0**
	Net Income	**0**	**0**	**1,470**	**1,470**				
204	BRAYS BUNGALOW								
1011	Rent Received	246	1,230	2,952	1,722			41.7%	
	BRAYS BUNGALOW :- Income	**246**	**1,230**	**2,952**	**1,722**			**41.7%**	**0**
4012	Water/Sewerage	0	0	300	300		300	0.0%	
4041	Buildings Maintenance	0	0	250	250		250	0.0%	
	BRAYS BUNGALOW :- Indirect Expenditure	**0**	**0**	**550**	**550**	**0**	**550**	**0.0%**	**0**
	Net Income over Expenditure	**246**	**1,230**	**2,402**	**1,172**				
	Grand Totals:- Income	**32,599**	**356,744**	**224,498**	**(132,246)**			**158.9%**	
	Expenditure	**49,548**	**94,204**	**265,298**	**171,094**	**0**	**171,094**	**35.5%**	
	Net Income over Expenditure	**(16,949)**	**262,540**	**(40,800)**	**(303,340)**				
	plus Transfer from EMR	**4,625**	**6,740**						
	less Transfer to EMR	**0**	**228,803**						
	Movement to/(from) Gen Reserve	**(12,324)**	**40,476**						

ENCLOSURE 10

Kenilworth Town Council Current Year

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 15/10/2021

A/c	Description	Actual		
	Current Assets			
105	VAT Control	1,152		
200	Current/Deposit Account	451,456		
225	CCLA	250,000		
230	Petty Cash	200		
	Total Current Assets		**702,808**	
	Current Liabilities			
526	S/Annuation Due	500		
	Total Current Liabilities		**500**	
	Net Current Assets			**702,307**
	Total Assets less Current Liabilities			**702,307**
	Represented by :-			
300	Current Year Fund	262,540		
310	General Reserve	(47,804)		
330	EMR Equipment Upgrades	6,686		
331	EMR CIL	396,277		
340	EMR Election Fund	7,318		
341	EMR Planting Trees	455		
342	EMR Wayfinder	10,000		
343	EMR Communications	7,790		
344	EMR Brays Bungalow Fund	13,543		
345	EMR Civic Insignia	2,522		
346	EMR Castle Green	8,696		
347	EMR Wrking Group Initiatives	11,400		
349	EMR Grit Bins	1,913		
353	EMR Staff & Training Costs	5,568		
363	EMR Legal fees	10,380		
365	EMR Special Project Fund	4,024		
371	EMR Adverse Weather Fund	1,000		
	Total Equity			**702,307**

ENCLOSURE 10

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			1,151.67	
200	Current/Deposit Account			451,455.92	
225	CCLA			250,000.00	
230	Petty Cash			200.00	
310	General Reserve				174,258.66
330	EMR Equipment Upgrades				6,685.88
331	EMR CIL				396,277.00
340	EMR Election Fund				7,317.59
341	EMR Planting Trees				455.19
342	EMR Wayfinder				10,000.00
343	EMR Communications				7,790.00
344	EMR Brays Bungalow Fund				13,543.38
345	EMR Civic Insignia				2,522.25
346	EMR Castle Green				8,696.00
347	EMR Wrking Group Initiatives				11,400.00
349	EMR Grit Bins				1,912.50
353	EMR Staff & Training Costs				5,568.15
363	EMR Legal fees				10,380.00
365	EMR Special Project Fund				4,024.28
371	EMR Adverse Weather Fund				1,000.00
526	S/Annuation Due				500.28
1001	Letting Income	101	ADMINISTRATION		375.00
1011	Rent Received	204	BRAYS BUNGALOW		1,230.00
1031	Adm Castle Pass	101	ADMINISTRATION		1,615.00
1076	Precept	101	ADMINISTRATION		91,964.00
1082	WDC CIL transfer	103	COMMUNITY INFRASTRUCTURE		228,803.32
1083	BLEF Funding R'cd	109	TOWN PROJECTS		31,898.00
1091	Refunds Received	101	ADMINISTRATION		825.00
1096	Bank Interest Received	101	ADMINISTRATION		33.20
4001	Salaries	101	ADMINISTRATION	28,207.99	
4002	Employers NIC	101	ADMINISTRATION	2,363.95	
4003	Employers S/Annuation	101	ADMINISTRATION	1,245.71	
4009	Travel	102	CIVIC EXPENSES	81.00	
4010	Rating Demand	101	ADMINISTRATION	105.71	
4014	Service Charge/Maintenance	101	ADMINISTRATION		0.27
4020	Miscellaneous Expenses	101	ADMINISTRATION	305.03	
4021	Telephone/Fax/Broadband	101	ADMINISTRATION	1,385.98	
4022	Postage	101	ADMINISTRATION	132.00	
4023	Stationery	101	ADMINISTRATION	133.40	
4026	Subscriptions/Memb'ship Fees	101	ADMINISTRATION	317.00	
4027	Photocopier and Charges	101	ADMINISTRATION	243.93	
4028	IT Support / MTCE	101	ADMINISTRATION	2,026.00	

Continued over page

ENCLOSURE 10

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4029	Tree Planting Grant Spend	109	TOWN PROJECTS	378.50	
4030	Recruitment Adverts/Costs	101	ADMINISTRATION	1,050.00	
4055	Audit - External	101	ADMINISTRATION		600.00
4057	Accountancy & Support	101	ADMINISTRATION	321.00	
4059	Other Professional Fees	101	ADMINISTRATION	35.00	
4211	Civic Hospitality	102	CIVIC EXPENSES	24.67	
4219	Annual Meeting	102	CIVIC EXPENSES	142.50	
4900	Projects - Unspecified Allocat	109	TOWN PROJECTS	6,395.00	
4903	Projects - Shop Window Comp'n	109	TOWN PROJECTS		300.00
4915	Business Grant	109	TOWN PROJECTS	2,820.00	
4917	BLEF Project	109	TOWN PROJECTS	28,048.00	
4922	Working Group Inititives	108	GRANTS & DONATIONS (incl S137)	380.49	
4923	Town Events Support	108	GRANTS & DONATIONS (incl S137)	12,600.00	
4999	Total Spend from Earmarked Res	109	TOWN PROJECTS	6,361.43	
6000	Transfer from EMR	109	TOWN PROJECTS		6,739.93
6001	Transfer to EMR	103	COMMUNITY INFRASTRUCTURE	228,803.00	
			Trial Balance Totals :	**1,026,714.88**	**1,026,714.88**
			Difference	**0.00**	

ENCLOSURE 10

Receipts for Month 5 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**461,540.53**					**461,540.53**	
	Banked: **02/08/2021**	**246.00**							
	M P Berry		246.00			1011	204	246.00	Brayes Bungalow
	Banked: **02/08/2021**	**4.95**							
	CCLA		4.95			1096	101	4.95	CCLA
	Banked: **13/08/2021**	**150.00**							
	Eastw ood Partners		150.00			1001	101	150.00	Room Hire
	Banked: **13/08/2021**	**7,118.77**							
	HM Revenue & Customs		7,118.77			105		7,118.77	VAT Return
	Banked: **17/08/2021**	**300.00**							
	Kenilw orth Residents		300.00			1031	101	300.00	Castle Passes
	Total Receipts for Month	7,819.72		0.00	0.00			7,819.72	
	Cashbook Totals	469,360.25		0.00	0.00			469,360.25	

Continued on Page 2

ENCLOSURE 10

Payments for Month 5 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/08/2021	AccountAble	BP102	30.00		5.00	4057	101	25.00	Salaries
06/08/2021	RCS Plants	BP103	3,384.00		564.00	4915	109	2,820.00	Planting Summer Containers
24/08/2021	ICO	BP104	35.00			4059	101	35.00	Data Protection
31/08/2021	Salaries	BP105/108	5,747.95			520		5,747.95	Salaries
31/08/2021	HMRC	BP109	2,182.63			525		2,182.63	Nics & Tax
31/08/2021	Black Spiral Design Ltd	BP110	4,625.00			4999	109	4,625.00	Wide Survey on use of CIL
						331	0	-4,625.00	Wide Survey on use of CIL
						6000	109	4,625.00	Wide Survey on use of CIL
31/08/2021	Colbek Systems Ltd	BP111	170.40		28.40	4028	101	142.00	Invoice 28295
31/08/2021	Colbek Systems Ltd	BP112	216.00		36.00	4028	101	180.00	Invoice 28296
31/08/2021	Colbek Systems Ltd	BP113	150.96		25.16	4028	101	125.80	Invoice 28336
31/08/2021	Jam Creative	BP114	420.00		70.00	4028	101	350.00	SocialMedia /Website
31/08/2021	Toms Office Services	BP115	46.47		7.75	4027	101	38.72	Copier-4851
31/08/2021	Toms Office Services	BP116	31.50		5.25	4027	101	26.25	Copier -4878
31/08/2021	Chameleon Green	BP117	787.50			4030	101	787.50	Admin.Ass.Vacancy
31/08/2021	Display Sense Ltd	BP118	76.92		12.82	4023	101	64.10	Leaflet Holder
	Total Payments for Month		17,904.33	0.00	754.38			17,149.95	
	Balance Carried Fwd		451,455.92						
	Cashbook Totals		469,360.25	0.00	754.38			468,605.87	

ENCLOSURE 10

Kenilworth Town Council Current Year

Detailed Income & Expenditure by Budget Heading 15/10/2021

Month No: 6 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	ADMINISTRATION								
1001	Letting Income	0	375	0	(375)			0.0%	
1031	Adm Castle Pass	710	2,325	4,000	1,675			58.1%	
1076	Precept	91,964	183,928	183,928	0			100.0%	
1091	Refunds Received	0	825	0	(825)			0.0%	
1096	Bank Interest Received	5	38	250	212			15.3%	
	ADMINISTRATION :- Income	**92,679**	**187,491**	**188,178**	**687**			**99.6%**	**0**
4001	Salaries	6,277	34,485	75,530	41,045		41,045	45.7%	
4002	Employers NIC	470	2,834	6,200	3,366		3,366	45.7%	
4003	Employers S/Annuation	281	1,527	3,270	1,743		1,743	46.7%	
4008	Training	255	255	1,000	745		745	25.5%	
4009	Travel	0	0	100	100		100	0.0%	
4010	Rating Demand	0	106	500	394		394	21.1%	
4014	Service Charge/Maintenance	0	(0)	10,000	10,000		10,000	0.0%	
4020	Miscellaneous Expenses	5	310	750	440		440	41.3%	
4021	Telephone/Fax/Broadband	142	1,528	2,500	972		972	61.1%	
4022	Postage	33	165	500	335		335	33.0%	
4023	Stationery	30	163	1,300	1,137		1,137	12.6%	
4025	Insurance	0	0	2,000	2,000		2,000	0.0%	
4026	Subscriptions/Memb'ship Fees	0	317	450	133		133	70.4%	
4027	Photocopier and Charges	38	282	600	318		318	47.0%	
4028	IT Support / MTCE	350	2,376	8,000	5,624		5,624	29.7%	
4030	Recruitment Adverts/Costs	0	1,050	0	(1,050)		(1,050)	0.0%	
4055	Audit - External	1,000	400	600	200		200	66.7%	
4056	Audit - Internal	0	0	1,000	1,000		1,000	0.0%	
4057	Accountancy & Support	25	346	1,750	1,404		1,404	19.8%	
4058	Legal Fees	0	0	500	500		500	0.0%	
4059	Other Professional Fees	0	35	0	(35)		(35)	0.0%	
	ADMINISTRATION :- Indirect Expenditure	**8,906**	**46,178**	**116,550**	**70,372**	**0**	**70,372**	**39.6%**	**0**
	Net Income over Expenditure	**83,773**	**141,313**	**71,628**	**(69,685)**				
102	CIVIC EXPENSES								
4009	Travel	0	81	4,000	3,919		3,919	2.0%	
4201	Mayor's Allowance	0	0	2,000	2,000		2,000	0.0%	
4211	Civic Hospitality	1,181	1,206	7,500	6,294		6,294	16.1%	
4216	Civic Insignia/Regalia	0	0	1,000	1,000		1,000	0.0%	
4219	Annual Meeting	0	143	750	608		608	19.0%	
4221	Elections Expenses	0	0	10,000	10,000		10,000	0.0%	
4225	Civic Hosp. Tickets	54	54	500	446		446	10.8%	
	CIVIC EXPENSES :- Indirect Expenditure	**1,235**	**1,483**	**25,750**	**24,267**	**0**	**24,267**	**5.8%**	**0**
	Net Expenditure	**(1,235)**	**(1,483)**	**(25,750)**	**(24,267)**				

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ENCLOSURE 10

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
103	COMMUNITY INFRASTRUCTURE LEVY								
1082	WDC CIL transfer	0	228,803	0	(228,803)			0.0%	228,803
	COMMUNITY INFRASTRUCTURE LEVY :- Income	**0**	**228,803**	**0**	**(228,803)**				**228,803**
	Net Income	**0**	**228,803**	**0**	**(228,803)**				
6001	less Transfer to EMR	0	228,803						
	Movement to/(from) Gen Reserve	**0**	**0**						
108	GRANTS & DONATIONS (incl S137)								
4712	Projects - Remembrance Expense	497	497	1,200	703		703	41.4%	
4715	Grit Bins -Grant (New)	0	0	300	300		300	0.0%	
4723	Christmas Illuminations	0	0	5,000	5,000		5,000	0.0%	
4724	Christmas Lights Maintenance	0	0	7,000	7,000		7,000	0.0%	
4922	Working Group Inititives	170	550	10,000	9,450		9,450	5.5%	
4923	Tow n Events Support	0	12,600	15,000	2,400		2,400	84.0%	
4930	Ex WDC Watering/Planting costs	0	0	1,700	1,700		1,700	0.0%	
	GRANTS & DONATIONS (incl S137) :- Indirect Expenditure	**667**	**13,647**	**40,200**	**26,553**	**0**	**26,553**	**33.9%**	**0**
	Net Expenditure	**(667)**	**(13,647)**	**(40,200)**	**(26,553)**				
109	TOWN PROJECTS								
1083	BLEF Funding R'cd	0	31,898	31,898	0			100.0%	
	TOWN PROJECTS :- Income	**0**	**31,898**	**31,898**	**0**			**100.0%**	**0**
4029	Tree Planting Grant Spend	0	379	0	(379)		(379)	0.0%	379
4900	Projects - Unspecified Allocat	0	6,395	35,000	28,605		28,605	18.3%	
4903	Projects - Shop Window Comp'n	0	(300)	500	800		800	(60.0%)	
4915	Business Grant	0	2,820	0	(2,820)		(2,820)	0.0%	
4917	BLEF Project	0	28,048	31,898	3,850		3,850	87.9%	
4924	Tourism Development	0	0	10,000	10,000		10,000	0.0%	
4925	Communication Development Proj	0	0	4,000	4,000		4,000	0.0%	
4999	Total Spend from Earmarked Res	0	6,361	0	(6,361)		(6,361)	0.0%	6,361
	TOWN PROJECTS :- Indirect Expenditure	**0**	**43,703**	**81,398**	**37,695**	**0**	**37,695**	**53.7%**	**6,740**
	Net Income over Expenditure	**0**	**(11,805)**	**(49,500)**	**(37,695)**				
6000	plus Transfer from EMR	0	6,740						
	Movement to/(from) Gen Reserve	**0**	**(5,065)**						

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ENCLOSURE 10

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202	GATEHOUSE								
4290	Boxing Day Open Day	0	0	850	850		850	0.0%	
	GATEHOUSE :- Indirect Expenditure	**0**	**0**	**850**	**850**	**0**	**850**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(850)**	**(850)**				
203	ALLOTMENTS								
1011	Rent Received	0	0	1,470	1,470			0.0%	
	ALLOTMENTS :- Income	**0**	**0**	**1,470**	**1,470**			**0.0%**	**0**
	Net Income	**0**	**0**	**1,470**	**1,470**				
204	BRAYS BUNGALOW								
1011	Rent Received	246	1,476	2,952	1,476			50.0%	
	BRAYS BUNGALOW :- Income	**246**	**1,476**	**2,952**	**1,476**			**50.0%**	**0**
4012	Water/Sewerage	0	0	300	300		300	0.0%	
4041	Buildings Maintenance	0	0	250	250		250	0.0%	
	BRAYS BUNGALOW :- Indirect Expenditure	**0**	**0**	**550**	**550**	**0**	**550**	**0.0%**	**0**
	Net Income over Expenditure	**246**	**1,476**	**2,402**	**926**				
	Grand Totals:- Income	**92,925**	**449,669**	**224,498**	**(225,171)**			**200.3%**	
	Expenditure	**10,808**	**105,012**	**265,298**	**160,286**	**0**	**160,286**	**39.6%**	
	Net Income over Expenditure	**82,117**	**344,657**	**(40,800)**	**(385,457)**				
	plus Transfer from EMR	**0**	**6,740**						
	less Transfer to EMR	**0**	**228,803**						
	Movement to/(from) Gen Reserve	**82,117**	**122,594**						

ENCLOSURE 10

A/c	Description	Actual		
	Current Assets			
105	VAT Control	1,772		
200	Current/Deposit Account	532,868		
225	CCLA	250,000		
230	Petty Cash	200		
	Total Current Assets		**784,840**	
	Current Liabilities			
526	S/Annuation Due	416		
	Total Current Liabilities		**416**	
	Net Current Assets			**784,425**
	Total Assets less Current Liabilities			**784,425**
	Represented by :-			
300	Current Year Fund	344,657		
310	General Reserve	(47,804)		
330	EMR Equipment Upgrades	6,686		
331	EMR CIL	396,277		
340	EMR Election Fund	7,318		
341	EMR Planting Trees	455		
342	EMR Wayfinder	10,000		
343	EMR Communications	7,790		
344	EMR Brays Bungalow Fund	13,543		
345	EMR Civic Insignia	2,522		
346	EMR Castle Green	8,696		
347	EMR Wrking Group Initiatives	11,400		
349	EMR Grit Bins	1,913		
353	EMR Staff & Training Costs	5,568		
363	EMR Legal fees	10,380		
365	EMR Special Project Fund	4,024		
371	EMR Adverse Weather Fund	1,000		
	Total Equity			**784,425**

ENCLOSURE 10

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
105	VAT Control			1,772.29	
200	Current/Deposit Account			532,868.08	
225	CCLA			250,000.00	
230	Petty Cash			200.00	
310	General Reserve				174,258.66
330	EMR Equipment Upgrades				6,685.88
331	EMR CIL				396,277.00
340	EMR Election Fund				7,317.59
341	EMR Planting Trees				455.19
342	EMR Wayfinder				10,000.00
343	EMR Communications				7,790.00
344	EMR Brays Bungalow Fund				13,543.38
345	EMR Civic Insignia				2,522.25
346	EMR Castle Green				8,696.00
347	EMR Wrking Group Initiatives				11,400.00
349	EMR Grit Bins				1,912.50
353	EMR Staff & Training Costs				5,568.15
363	EMR Legal fees				10,380.00
365	EMR Special Project Fund				4,024.28
371	EMR Adverse Weather Fund				1,000.00
526	S/Annuation Due				415.58
1001	Letting Income	101	ADMINISTRATION		375.00
1011	Rent Received	204	BRAYS BUNGALOW		1,476.00
1031	Adm Castle Pass	101	ADMINISTRATION		2,325.00
1076	Precept	101	ADMINISTRATION		183,928.00
1082	WDC CIL transfer	103	COMMUNITY INFRASTRUCTURE		228,803.32
1083	BLEF Funding R'cd	109	TOWN PROJECTS		31,898.00
1091	Refunds Received	101	ADMINISTRATION		825.00
1096	Bank Interest Received	101	ADMINISTRATION		38.32
4001	Salaries	101	ADMINISTRATION	34,484.76	
4002	Employers NIC	101	ADMINISTRATION	2,834.12	
4003	Employers S/Annuation	101	ADMINISTRATION	1,526.51	
4008	Training	101	ADMINISTRATION	255.00	
4009	Travel	102	CIVIC EXPENSES	81.00	
4010	Rating Demand	101	ADMINISTRATION	105.71	
4014	Service Charge/Maintenance	101	ADMINISTRATION		0.27
4020	Miscellaneous Expenses	101	ADMINISTRATION	309.83	
4021	Telephone/Fax/Broadband	101	ADMINISTRATION	1,527.98	
4022	Postage	101	ADMINISTRATION	165.00	
4023	Stationery	101	ADMINISTRATION	163.29	
4026	Subscriptions/Memb'ship Fees	101	ADMINISTRATION	317.00	
4027	Photocopier and Charges	101	ADMINISTRATION	282.29	

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ENCLOSURE 10

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4028	IT Support / MTCE	101	ADMINISTRATION	2,376.00	
4029	Tree Planting Grant Spend	109	TOWN PROJECTS	378.50	
4030	Recruitment Adverts/Costs	101	ADMINISTRATION	1,050.00	
4055	Audit - External	101	ADMINISTRATION	400.00	
4057	Accountancy & Support	101	ADMINISTRATION	346.00	
4059	Other Professional Fees	101	ADMINISTRATION	35.00	
4211	Civic Hospitality	102	CIVIC EXPENSES	1,205.72	
4219	Annual Meeting	102	CIVIC EXPENSES	142.50	
4225	Civic Hosp. Tickets	102	CIVIC EXPENSES	54.00	
4712	Projects - Remembrance Expense	108	GRANTS & DONATIONS (incl S137)	497.00	
4900	Projects - Unspecified Allocat	109	TOWN PROJECTS	6,395.00	
4903	Projects - Shop Window Comp'n	109	TOWN PROJECTS		300.00
4915	Business Grant	109	TOWN PROJECTS	2,820.00	
4917	BLEF Project	109	TOWN PROJECTS	28,048.00	
4922	Working Group Inititives	108	GRANTS & DONATIONS (incl S137)	550.29	
4923	Town Events Support	108	GRANTS & DONATIONS (incl S137)	12,600.00	
4999	Total Spend from Earmarked Res	109	TOWN PROJECTS	6,361.43	
6000	Transfer from EMR	109	TOWN PROJECTS		6,739.93
6001	Transfer to EMR	103	COMMUNITY INFRASTRUCTURE	228,803.00	
			Trial Balance Totals :	**1,118,955.30**	**1,118,955.30**
			Difference	**0.00**	

ENCLOSURE 10

Receipts for Month 6 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**451,455.92**					**451,455.92**	
	Banked: **06/09/2021**	**246.00**							
	M P Berry		246.00			1011	204	246.00	Brayes Bungalow
	Banked: **24/09/2021**	**710.00**							
	Kenilw orth Residents		710.00			1031	101	710.00	Castle Passes
	Banked: **24/09/2021**	**91,964.00**							
	WDC		91,964.00			1076	101	91,964.00	WDC Precept second half
	Banked: **30/09/2021**	**5.12**							
	CCLA		5.12			1096	101	5.12	Interest
	Total Receipts for Month	92,925.12		0.00	0.00			92,925.12	
	Cashbook Totals	544,381.04		0.00	0.00			544,381.04	

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ENCLOSURE 10

Payments for Month 6 — **Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/09/2021	Nest Pension	BP119	500.28			526		500.28	Pension
03/09/2021	AccountAble	BP120	30.00		5.00	4057	101	25.00	Salaries
30/09/2021	Salaries	BP121/124	5,172.35			520		5,172.35	Salaries
30/09/2021	HMRC	BP125	1,439.81			525		1,439.81	NICS & tax
30/09/2021	Colbek Systems Ltd	BP126	170.40		28.40	4021	101	142.00	28372
30/09/2021	M.Field-Displaysense	BP127	203.76		33.96	4922	108	169.80	Leaflet Holders
30/09/2021	M.Field-Name Badges	BP128	29.87		4.98	4023	101	24.89	Name Badges
30/09/2021	Jam Creative	BP129	420.00		70.00	4028	101	350.00	INV 2046
30/09/2021	GDS Sound & Light	BP130	596.40		99.40	4712	108	497.00	INV 11266 PA System
30/09/2021	Toms Office Services	BP131	46.03		7.67	4027	101	38.36	INV 4897 Copying
30/09/2021	SLCC	BP132	42.00		7.00	4008	101	35.00	INV 203247 Gemma H Training
30/09/2021	SLCC	BP133	42.00		7.00	4008	101	35.00	SLCC
30/09/2021	SLCC	BP134	108.00		18.00	4008	101	90.00	INV 203249 Maggie F Training
30/09/2021	SLCC	BP135	36.00		6.00	4008	101	30.00	INV 203250 Maggie F Training
30/09/2021	SLCC	BP136	36.00		6.00	4008	101	30.00	INV 203251 Maggie F Training
30/09/2021	Bit of a Do	BP137	819.00		39.00	4211	102	780.00	Civic Reception/BBQ
30/09/2021	Bit of a Do	BP138	445.32		74.22	4211	102	371.10	Civic Reception/Drinks
30/09/2021	SLCC	BP139	42.00		7.00	4008	101	35.00	INV 203499
30/09/2021	PKF Littlejohn	BP140	1,200.00		200.00	4055	101	1,000.00	Audit review WAO 106
30/09/2021	Southam TC	BP141	24.00			4225	102	24.00	Mayors Engagement
30/09/2021	Warwick TC	BP142	30.00			4225	102	30.00	Mayors Engagement
30/09/2021	Petty Cash	BP143	43.80		1.00	4020	101	4.80	Milk
						4022	101	33.00	Post Office
						4023	101	5.00	Award of Merit Frame
30/09/2021	Petty Cash	BP143A	35.94		5.99	4211	102	29.95	Reception Wine
	Total Payments for Month		11,512.96	0.00	620.62			10,892.34	
	Balance Carried Fwd		532,868.08						
	Cashbook Totals		544,381.04	0.00	620.62			543,760.42	