

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 30 September 2021

PRESENT: Councillor R G Dickson (Chair).

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

Town Clerk: Miss M S Field.

Deputy Town Clerk: Mr N Eaton.

No members of the Public were present.

FGS.230 **DECLARATIONS OF INTEREST**

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

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

FGS.231 **APOLOGIES**

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

FGS.232 **MINUTES**

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

MATTERS ARISING

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

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

FGS.234 THE POUND

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

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

STANDING MATTERS

FGS.235 5 MONTH REVIEW OF BUDGET

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

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

Members NOTED these updates.

FGS.236 REVIEW OF GRANTS AWARDED 2020-2021

The Chair gave a verbal update on grants awarded.

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

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

Members NOTED this update.

FGS.237 INTERNAL AUDIT – REPORTS AND ACTION

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

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

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

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

FGS.238 GRIT BINS

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

NEW MATTERS

FGS.239 APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

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

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

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

FGS.240 APPLICATION FOR GRANT FUNDING – PARENTING PROJECT

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

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

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

FGS.241 CHRISTMAS ARRANGEMENTS

Councillor M Coker gave a verbal update on the Christmas Market and associated activities, due to take place on Saturday 11 December.

Councillor P Jones reminded Members that Christmas Lights would be simultaneously switched on on Friday 26 November.

After further consideration, it was proposed, seconded and:

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

FGS.242 GRANT SUBMITTED TO WARWICKSHIRE COUNTY COUNCILLORS GRANT FUND

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

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

FGS.243 BRAYES BUNGALOW (EPC/ WORKS)

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

FGS.244 NEXT MEETING

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

The meeting concluded at 8.07 pm.

Signed

Dated.....

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Detailed Income & Expenditure by Budget Heading 04/11/2021

Month No: 7

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	150	525	0	(525)			0.0%	
1031 Adm Castle Pass	220	2,545	4,000	1,455			63.6%	
1076 Precept	0	183,928	183,928	0			100.0%	
1091 Refunds Received	0	825	0	(825)			0.0%	
1096 Bank Interest Received	5	43	250	207			17.1%	
ADMINISTRATION :- Income	375	187,866	188,178	312			99.8%	0
4001 Salaries	6,247	40,732	75,530	34,799		34,799	53.9%	
4002 Employers NIC	470	3,304	6,200	2,896		2,896	53.3%	
4003 Employers S/Annuation	281	1,807	3,270	1,463		1,463	55.3%	
4008 Training	0	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	32	341	750	409		409	45.5%	
4021 Telephone/Fax/Broadband	93	1,621	2,500	879		879	64.8%	
4022 Postage	66	231	500	269		269	46.2%	
4023 Stationery	0	163	1,300	1,137		1,137	12.6%	
4025 Insurance	2,098	2,098	2,000	(98)		(98)	104.9%	
4026 Subscriptions/Memb'ship Fees	0	317	450	133		133	70.4%	
4027 Photocopier and Charges	0	282	600	318		318	47.0%	
4028 IT Support / MTCE	753	3,129	8,000	4,872		4,872	39.1%	
4030 Recruitment Adverts/Costs	0	1,050	0	(1,050)		(1,050)	0.0%	
4055 Audit - External	0	400	600	200		200	66.7%	
4056 Audit - Internal	200	200	1,000	800		800	20.0%	
4057 Accountancy & Support	55	401	1,750	1,349		1,349	22.9%	
4058 Legal Fees	0	0	500	500		500	0.0%	
4059 Other Professional Fees	0	35	0	(35)		(35)	0.0%	
ADMINISTRATION :- Indirect Expenditure	10,294	56,472	116,550	60,078	0	60,078	48.5%	0
Net Income over Expenditure	(9,920)	131,393	71,628	(59,765)				
102 CIVIC EXPENSES								
4009 Travel	0	81	4,000	3,919		3,919	2.0%	
4201 Mayor's Allowance	1,000	1,000	2,000	1,000		1,000	50.0%	
4211 Civic Hospitality	250	1,456	7,500	6,044		6,044	19.4%	
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	0	54	500	446		446	10.8%	
CIVIC EXPENSES :- Indirect Expenditure	1,250	2,733	25,750	23,017	0	23,017	10.6%	0
Net Expenditure	(1,250)	(2,733)	(25,750)	(23,017)				

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Detailed Income & Expenditure by Budget Heading 04/11/2021

Month No: 7

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
<u>103 COMMUNITY INFRASTRUCTURE LEVY</u>								
1082 WDC CIL transfer	11,067	239,870	0	(239,870)			0.0%	228,803
COMMUNITY INFRASTRUCTURE LEVY :- Income	<u>11,067</u>	<u>239,870</u>	<u>0</u>	<u>(239,870)</u>				<u>228,803</u>
Net Income	<u>11,067</u>	<u>239,870</u>	<u>0</u>	<u>(239,870)</u>				
6001 less Transfer to EMR	0	228,803						
Movement to/(from) Gen Reserve	<u>11,067</u>	<u>11,067</u>						
<u>108 GRANTS & DONATIONS (incl S137)</u>								
4712 Projects - Remembrance Expense	0	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 Initiatives	0	550	10,000	9,450		9,450	5.5%	
4923 Town Events Support	0	12,600	15,000	2,400		2,400	84.0%	
4930 Ex WDC Watering/Planting costs	1,738	1,738	1,700	(38)		(38)	102.3%	
GRANTS & DONATIONS (incl S137) :- Indirect Expenditure	<u>1,738</u>	<u>15,386</u>	<u>40,200</u>	<u>24,814</u>	<u>0</u>	<u>24,814</u>	<u>38.3%</u>	<u>0</u>
Net Expenditure	<u>(1,738)</u>	<u>(15,386)</u>	<u>(40,200)</u>	<u>(24,814)</u>				
<u>109 TOWN PROJECTS</u>								
1020 Grant for Tree Purchase/plantn	2,700	2,700	0	(2,700)			0.0%	
1083 BLEF Funding Rcd	0	31,898	31,898	0			100.0%	
TOWN PROJECTS :- Income	<u>2,700</u>	<u>34,598</u>	<u>31,898</u>	<u>(2,700)</u>			<u>108.5%</u>	<u>0</u>
4029 Tree Planting Grant Spend	0	379	0	(379)		(379)	0.0%	379
4900 Projects - Unspecified Allocat	8,220	14,615	35,000	20,385		20,385	41.8%	
4903 Projects - Shop Window Comp'n	0	(300)	500	800		800	(60.0%)	
4915 Business Grant	2,820	5,640	0	(5,640)		(5,640)	0.0%	
4917 BLEF Project	1,270	29,318	31,898	2,580		2,580	91.9%	
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	<u>12,310</u>	<u>56,013</u>	<u>81,398</u>	<u>25,385</u>	<u>0</u>	<u>25,385</u>	<u>68.8%</u>	<u>6,740</u>
Net Income over Expenditure	<u>(9,610)</u>	<u>(21,415)</u>	<u>(49,500)</u>	<u>(28,085)</u>				
6000 plus Transfer from EMR	0	6,740						
Movement to/(from) Gen Reserve	<u>(9,610)</u>	<u>(14,675)</u>						

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Detailed Income & Expenditure by Budget Heading 04/11/2021

Month No: 7

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
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	1,722	2,952	1,230			58.3%	
BRAYS BUNGALOW :- Income	246	1,722	2,952	1,230			58.3%	0
4012 Water/Sew erage	0	0	300	300		300	0.0%	
4041 Buildings Maintenance	500	500	250	(250)		(250)	200.0%	
BRAYS BUNGALOW :- Indirect Expenditure	500	500	550	50	0	50	90.9%	0
Net Income over Expenditure	(254)	1,222	2,402	1,180				
Grand Totals:- Income	14,387	464,056	224,498	(239,558)			206.7%	
Expenditure	26,092	131,104	265,298	134,194	0	134,194	49.4%	
Net Income over Expenditure	(11,705)	332,952	(40,800)	(373,752)				
plus Transfer from EMR	0	6,740						
less Transfer to EMR	0	228,803						
Movement to/(from) Gen Reserve	(11,705)	110,889						

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Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 04/11/2021**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
105	VAT Control	2,711	
200	Current/Deposit Account	519,808	
225	CCLA	250,000	
230	Petty Cash	200	
	Total Current Assets		772,720
	<u>Represented by :-</u>		
300	Current Year Fund	332,952	
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 Working 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		772,720

Kenilworth Cemetery ReportOct 2021

Actions since last meeting

1. Cllr Dickson has maintained regular visits to the cemetery to check on the state of the site and that it is being maintained by WDC in accordance with the established arrangements.
2. At this time of year the grass has just about stopped growing and maintenance has focussed on collecting leaffall. growing rapidly but the site has been kept tidy by WDC's contractors as agreed.
3. No major problems have been reported either by residents or WDC staff.
4. New graves are being dug on the western side of the cemetery (where the allotment once was).
5. Regular visits will continue to be maintained to the site. Sundays November 14th and 21st are likely to be popular visiting days.

**Finance & General Services Committee Oct 2021**

Kenilworth Town Council – Twinning Report to Finance and General Services 11/11/2021

Roccalumera

As reported to the committee in May, arrangements were put in place for an online signing ceremony of the Twinning Agreement with Roccalumera, including an exchange of partially pre-signed documents. Unfortunately, this was postponed due to a delay in receiving authorisation from the Province of Messina. A new date will be arranged when this has been received.

Town Signs

The Twinning Association Committee have surveyed the current signs and have a suggestion for a suitable way to include Roccalumera. Councillor Austin has passed this information on to the Forestry and Minor Works Manager at Warwickshire County Council and is waiting for a response. The committee are aware that the Town Council will need to approve any proposed changes.

Current Signs (Photo Credit: Jeff Williams)

Dalehouse Lane



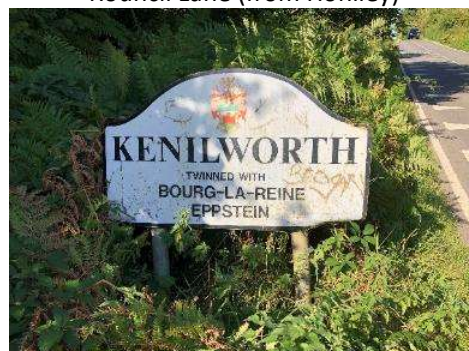
Leamington Road (from A46)



Warwick Road (from Leek Wootton)



Rouncil Lane (from Honiley)



A452 (from Balsall Common)



Coventry Road



ENCLOSURE 4

Dimensions

Location	A	B	C	D	E
Dalehouse Lane	1.31	1.20	1.09	0.62	N/A
A46 Roundabout	1.62	1.62	1.35	0.63	0.63
Leek Wooton	1.60	1.20	1.36	0.89	0.60
Honiley (to Rouncil Lane)	1.21	1.20	0.99	0.51	N/A
Balsall Common A452	1.89	1.20	1.71	1.19	0.80
Coventry	1.81	1.20	1.63	1.15	0.50



Potential New Design (Credit: Tony Jones)

Note that this suggested design could allow the current signs to be reused.



Further Actions

Warwickshire County Council have said in the past that a £500 minimum payment must be made before any work can commence but cannot say how much the total amount would be without a final design being approved. Sources of funding are being explored but the Twinning Association Committee would like some guidance from the Town Council on how to proceed.

Other News

Bourg-la-Reine: An outgoing visit has been provisionally arranged for 6-10 May 2022 to celebrate the 40th anniversary of the twinning between Kenilworth and Bourg-la-Reine. Given that this will be a special celebration, councillors are encouraged to get involved. In particular the Mayor would be very welcome to join the visiting party to join the celebrations. Translators will be provided, as required.

Wine Tasting: Councillors are encouraged to come along to the forthcoming wine tasting evening. The theme is 'European Wines with a Difference' and the evening will provide an opportunity to try five wines from less well-known wine producing countries, or a familiar country but an unusual variety or wine, etc.

Date: Thursday, 25th November, 7–9pm

Venue: Senior Citizens' Club, Abbey End

Cost: £15 per person

Tickets and further information from: Helen Higginson, helen.higginson2@gmail.com