

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 10 October 2019

PRESENT: Councillor R G Dickson (Chair)

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

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

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

FGS.36 **DECLARATIONS OF INTEREST**

FGS.41	Liaison with WDC regarding Allotments	Cllr R Barry	Personal: KATA Member
FGS.41	Liaison with WDC regarding Allotments	Cllr G Howe	Personal: KATA Member
FGS.41	Liaison with WDC regarding Allotments	Cllr P Jones	Personal: KATA Committee Member
FGS.48	Application for Grant Funding – Daisy Bramwell	Cllr A Milton	Known to Member
FGS.50	Application for Grant Funding – The Kenilworth Centre	Cllr K Dickson	Husband is Trustee + Supporter
FGS.50	Application for Grant Funding – The Kenilworth Centre	Cllr R Dickson	Trustee
FGS.50	Application for Grant Funding – The Kenilworth Centre	Cllr A Milton	Supporter
FGS.54	Christmas Lights	Cllr P Jones	Committee Member

FGS.37 **APOLOGIES**

Councillors: A J Firth (Other Council Business), A J Kennedy (Other Business)

FGS.38 **MINUTES**

Members NOTED the Minutes of the Finance and General Services Committee
held on 11 July 2019.

MATTERS ARISING

FGS.39 TOURISM (FGS.6 and FGS.23)

Councillor A Dearing gave an update from the Tourism Working Party regarding engagement and progress. A lot of work was required, with several key issues. There was clear overlap with the District Council functions and also BLEF funding. Members welcomed the update report and felt a fully costed plan was now required, needing more Member involvement.

Members NOTED this update.

FGS.40 REVIEW OF ARRANGEMENTS FOR SHOP WINDOW COMPETITIONS (FGS.13)

Councillor S Cooke reported on the dates and topics of competitions, together with arrangements for voting during the forthcoming year. The Chair thanked Cllr Cooke for her work.

Members NOTED this update

FGS.41 LIAISON WITH WDC REGARDING ALLOTMENT (FGS.6 and FGS.27)

The Town Clerk gave a verbal update regarding the clarification of WDC proposals in relation to Beehive Hill allotment. The clear intention was to transfer the freehold to the Town Council.

Members NOTED this update.

FGS.42 ABBEY FIELDS MANAGEMENT PLAN (FGS.6 and FGS.28)

Members NOTED an update report from Councillor K Dickson from the Abbey Fields Management Plan Working Group regarding the progress with the Plan.

FGS.43 TWINNING REPORT (FGS.18 and FGS.26)

Members NOTED an update report from Councillor G Hyde as a Council representative at the Twinning Meetings.

STANDING MATTERS

FGS.44 HALF YEAR REVIEW OF BUDGET/SPENDING AND CONFIRMATION OF ARRANGEMENTS FOR SETTING BUDGET AND PRECEPT

Members reviewed spending and budget following the first half of the financial year, having regard to published Financial Reports.

No issues were raised, although the importance of the Town Councils budgeting process was highlighted, having regard to potentially conflicting demands and opportunities.

The Town Clerk confirmed a tight timescale and arrangements for submitting next years budget proposals for consideration to the Finance and General Services

Committee on 12 December - for recommendation to Town Council on 16 January 2020.

In order to meet publication deadlines, she required receipt of all budget proposals by 01 December

Members NOTED this update.

FGS.45 REVIEW OF GRANTS AWARDED 2018-2019 and 2019-20

Members NOTED that reports have been received from Kenilworth Youth for Christ, The Kenilworth Centre, Citizens Advice, Kenilworth Gang Show, together with a card from Whiteman Dance Academy

FGS.46 INTERNAL AUDIT – REPORTS AND ACTION

The Clerk reported that the latest report had been received from the Internal Auditor, dated 15/07/2019. No action was required.

Members NOTED this update.

FGS.47 CEMETERY

The Chair gave a report on the Cemetery, with no current concerns..

Members NOTED this update.

FGS.48 APPLICATION FOR GRANT / FUNDING –DAISY BRAMWELL

Members considered an Application for Funding support in the sum of (up to) £500.00 from the Girl Guides, on behalf of Daisy Bramwell.

Detailed discussion took place. There was support for the bid, and it was:

RESOLVED that a sum of £100.00 be granted to the Girl Guides, on behalf of Daisy Bramwell.

FGS.49 APPLICATION FOR GRANT / FUNDING – MEG MURRAY

Members considered an Application for Funding support in the sum of (up to) £500.00 from the Girl Guides, on behalf of Meg Murray.

Detailed discussion took place. There was support for the bid, and it was:

RESOLVED that a sum of £100.00 be granted to the Girl Guides, on behalf of Meg Murray.

FGS.50 APPLICATION FOR GRANT / FUNDING – CITIZENS ADVICE

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

Detailed discussion took place, noting the breakdown of funded items presented and the interview which had taken place. There was support for the bid, and it was:

RECOMMENDED that a sum of £2560.00 be granted to Citizens Advice.

FGS.51 APPLICATION FOR GRANT / FUNDING –The Kenilworth Centre

Members considered an Application for Funding support in the sum of £7051.44 from The Kenilworth Centre.

Detailed discussion took place, noting the breakdown of funded items presented and the interview which had taken place. There was support for the bid, and it was:

RECOMMENDED that a sum of £7051.44 be granted to The Kenilworth Centre.

FGS.52 APPLICATION FOR GRANT / FUNDING – KENILWORTH CHAMBER OF TRADE

Members considered an Application for Funding support in the sum of £2600.00 from Kenilworth Chamber of Trade.

Detailed discussion took place, noting the breakdown of funded items presented and the interview which had taken place. There was support for the bid, and it was:

RECOMMENDED that a sum of £2600.00 be granted to Kenilworth Chamber of Trade.

FGS.53 CHRISTMAS LIGHTS

Members considered a report from the Chair of the Christmas Lights Group, including the quote for £6,674 (+ vat) to store the lights.

The Chair pointed out storage costs would apply in the next financial year and would need to be set aside in budget setting. Members thanked the Illuminations Committee for their work and it was:

RECOMMENDED unanimously that Kenilworth Town Council consider the setting up of a reserve fund for the storage of Christmas Lights in the forthcoming budget setting process.

FGS.54 ENGAGEMENT WITH THE LGBT+ COMMUNITY IN KENILWORTH

Councillor J Worrall reported on progress opportunities to engage with the local LGBT+ community and promote LGBT+ in Kenilworth. Members agreed that further enquiries would be made, without commitment at this stage. Councillor A Milton offered any additional assistance in this work.

Members NOTED this update.

FGS.55 REMEMBRANCE

The Chair reported on arrangements for Remembrance this year, on Sunday 10 November. The Clerk has a draft Event Plan available.

Members NOTED this update.

FGS.56 VE 75 CELEBRATIONS

The Town Clerk gave a verbal report following a meeting to discuss the co-ordination of events across Warwick District linked to the VE 75 themes, over the bank holiday week 8 – 10 May 2020.

Friday 8 May – Commemoration

Saturday 9 May – Celebration

Sunday 10 May – Remembrance

A whole range of events are under discussion, including potential use of Abbey Fields for a Community Picnic.

The next Meeting will be on 12 December 2019. In addition to the Town Clerk, Councillors K Dickson and A Chalmers will attend.

Members agreed that the Union Flags needed to be ready in time and it was:

RECOMMENDED that Kenilworth Town Council allocate up to £2500 from the Special Projects EMR towards Union Flag Banners.

FGS.57 INFORMATION COMMISSIONERS OFFICE

Members NOTED that the Registration on behalf of the Town Council has been renewed and a new certificate with expiry date of 24/8/20 has been received.

FGS.58 EXTERNAL AUDIT REPORT 2018-19 NOTICE OF CONCLUSION OF AUDIT

Members NOTED that in accordance with the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014 the Annual Governance & Accountability Return for the year ended 31 March 2019 was certified without qualification or opinion by the External Auditor PKF Littlejohn LLP.

The Notice of Conclusion of Audit together with the certified AGAR (Sections 1, 2 & 3) have been published on the Noticeboard at Jubilee House and the Town Council website since 27 September 2019

FGS.59 VOIP

Members considered a confidential report (circulated separately) regarding options available for switching to a VOIP system. The Deputy Town Clerk highlighted main benefits, including cost savings and resilience.

Members agreed that this should go forward to the Town Council for consideration.

FGS.60 NEXT MEETING

Members NOTED that the next scheduled meeting of the Finance and General Services Committee will take place on 12 December 2019 at 7pm.

The meeting concluded at 9.05 pm.

Signed

Dated.....