ENCLOSURE 1

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 May 2019

PRESENT: Councillor R Dickson (Chair from FGS.2)

Councillors: R. Barry, A. Chalmers, M. Coker, J. Cooke, S. Cooke, A. Dearing, J. Dearing, K. Dickson, A. Firth, G. Hyde, A. Milton, J. Worrall.

Town Clerk: Miss M S Field.

Four members of the public were present.

FGS.1 ELECTION OF CHAIR

Councillor K. Dickson proposed, seconded by Councillor J Dearing that Councillor R Dickson be Chairman for the ensuing year. It was:

RESOLVED by a majority that Councillor R Dickson be Chairman for the ensuing year.

FGS.2 ELECTION OF VICE-CHAIR

Councillor J Dearing proposed, seconded by Councillor A Milton that Councillor R Barry be Vice-Chairman for the ensuing year.

After consideration it was:

RESOLVED that Councillor R Barry be Vice- Chairman for the ensuing year.

FGS.3 DECLARATIONS OF INTEREST

There were no declarations of interest made.

FGS.4 APOLOGIES

Apologies were received and accepted from Councillors: P Austin, T Drew, P Jones and J Kennedy (All Other Business).

FGS.5 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 31 January 2019.

INITIALS..........................

MATTERS ARISING

FGS.6 TOURISM AND DRAFT KENILWORTH VISITORS LEAFLET (FGS.133 & FGS.140)

Members received an update from the Clerk regarding a reprint of the previous version of the Visitors Leaflet, by Warwick District Council as all leaflets had run out. The Clerk explained that she has arranged to meet with a WDC Officer regarding clarification regarding funding for leaflets and way-finding stickers. *ACTION: The Clerk to meet with WDC Officer*

Other Matters arising from the previous Finance & General Services meeting were summarised, which included the Abbey Fields Management Plan. Councillors K Dickson and M Coker outlined the background and purpose of the Plan and the formation of a Working Party during the previous administration. As Councillor K Dickson was the only representative left from the previous Liaison Working Party three additional Members volunteered to join the Group: Councillors A Chalmers, J Kennedy and S Cooke.
ACTION: The Clerk to contact WDC to arrange a meeting with the Working Party

The Clerk confirmed that nothing further had been heard from WDC regarding the Beehive Hill Allotments and whether these would be transferred over. Members asked that the Clerk write to the Chief Executive for clarification.
ACTION: The Clerk to write to WDC Chief Executive

The Clerk also confirmed that nothing further had been heard from WDC or English Heritage / Bay Media regarding the lamp-post banners. Councillor Cooke asked if enquiries could be made as to whether WDC were likely to offer to share the costs of installing the Union Flags along Warwick Road this year, as had taken place in previous years.
ACTION: The Clerk will make enquiries at WDC.

Members enquired as to whether there was any update regarding the request for a Memorial plaque at Abbey End. The background to the request was outlined.

Members NOTED the updates above.

STANDING MATTERS

FGS.7 REVIEW OF BUDGET

Members reviewed spending and the budget following the first month of the new financial year. The Clerk updated Members that following a change to rules Members do not need to pay for their ICO registration and so there will be unused funds in that budget header.

The Chair and Clerk outlined the budget and funds in place, and gave an overview of the EMRs and their proposed usage.

Members NOTED the position and updates.

FGS.8 REVIEW OF GRANTS AWARDED 2018-2019

INITIALS..........................

The Chair confirmed that no recent reports on grants awarded during the previous *financial year had been received. The Clerk will check and chase that are* outstanding. *ACTION: The Clerk to chase any outstanding grant reports.*

Members NOTED these updates.

FGS.9 <u>INTERNAL AUDIT – REPORTS AND ACTION</u>

The Clerk explained that the Internal Auditors had completed the Quarter 4 checks and a report had been received with no actions required. The Year-End closedown had taken place shortly after that audit and various journal entries and postings on the EMRs were regularised. The Q4 Report was circulated to Members at the meeting.

Members NOTED this update.

FGS.10 <u>CEMETERY</u>

The Chair updated Members following a recent visit to the Cemetery, and the report that he had produced. Councillor G Hyde asked about the current situation regarding burial space within the town and the Chair confirmed that the Town Council had recently queried this and was assured that there was ten- year supply. The Chair commmented to Members that the Cemetery was well worth visiting, particularly the chapel when access could be gained. ACTION: *It was AGREED that Cllr J Kennedy would join Cllr R Dickson in regular visits to the cemetery.*

Members NOTED these updates.

NEW MATTERS

FGS.11 <u>APPLICATION FOR GRANT /FUNDING - KENILWORTH CARNIVAL</u>

Members considered an Application for Funding support in the sum of £2,613 from Kenilworth Carnival.

Councillor R Dickson reported that the applicant had been interviewed by himself and Councillor J Cooke, and the interview had included various questions submitted from other Members. Both interviewers recommended granting approval for the funds. There was support for the bid, and it was:

> RECOMMENDED that a sum of £2,613 be granted to the Kenilworth Carnival.

FGS.12 <u>REQUEST FOR PROVISION OF A NEW GRIT BIN</u>

Members considered an Application for a new grit bin to be provided for residents at Highfield Close.

The Chair confirmed that this is subject to approval and agreement of exact siting and filling of the bin, from County Council Officer Peter Hallam. There was support for the bid, and it was proposed, seconded and:

RESOLVED that subject to approval of Warwickshire County Council, a new grit bin would be provided for the use of residents at Highfield Close. *ACTION: The Deputy Clerk*

FGS.13 REVIEW OF ARRANGEMENTS FOR SHOP WINDOW COMPETITIONS

The Chair outlined the standard arrangements that were in place for the Pride in Presentation competitions and asked for a team of volunteers to take these forward, together with discussing some new ideas and reporting back to the next meeting. As traditionally the theme and timing of the first Competition was Summer & the Carnival – the team would need to distribute a flyer in the next 10 days. Various Members expressed an interest and others were volunteered in their absence as having the flair and enthusiasm for the task.

It was AGREED that Cllr A Firth (as Mayor) together with Councillors P Austin, S Cooke, T Drew and J Worrall would take the competitions forward, with any help required from Clerk. *ACTION: Cllrs A Firth, P Austin, S Cooke, T Drew and J Worrall.*

FGS.14 ARRANGEMENTS FOR COMMUNITY INFRASTRUCTURE LEVY (CIL)

The Chair outlined the CIL system and confirmed that payments would be received by the Council in due course. In light of a proposal to be tabled at the full Town Council meeting, regarding the HS2/Groundworks BLEF funds/and managements of other financial projects/ funding received it was AGREED by Members that this item should be discussed at the Town Council meeting on 20 June 2019.

FGS.15 REVIEW OF SIGNATORIES

Members discussed the requirement for signatories for financial authorisation, including signing cheques from HSBC (the Council's current account) and it was proposed, seconded and

RESOLVED that the following Members would comprise the signatories for the year 2019/2020:
Councillors J Dearing, A Firth, R Dickson, R Barry in addition to the existing Councillors J Cooke and K Dickson.

FGS.16 REVIEW OF INVESTMENTS

Members consider and reviewed the arrangements in place for the Town Council's savings and reserves which are currently with CCLA – Public Sector Deposit Fund, noting that last year £1,579 in interest was received, compared to £540 the year before.

Members NOTED that no changes were identified as being required at this stage.

FGS.17 REVIEW OF FINANCIAL REGULATIONS

Members were informed that alongside the Review of Standing Orders that was underway, arrangements were also in hand to review the Financial Regulations of the Council. Two Councillor representatives were required to review these Regulations with the Clerk and her Deputy and report back to this Committee.

It was proposed, seconded and duly

> RESOLVED that Councillors R Barry and A Milton would meet with the Clerk to review the Financial Regulations and would report back to the July meeting of the Finance & General Services Committee with the updated draft Financial Regulations. *ACTION: Cllrs R Barry and A Milton and the Clerk.*

FGS.18 REQUEST RECEIVED FROM KILLINGWORTH HISTORICAL SOCIETY

Members considered a request from Killingworth Historical Society in Connecticut, USA to form a friendship link with Kenilworth. It was suggested that the request and history book be handed to the council's representatives on the Kenilworth Twinning (& Friendship) Association (KTA) who should liaise with KTA. They will be attending a meeting of that group in the next few weeks and will take along the request for discussion. Councillor Hyde confirmed that members of the Twinning Association were anxious to give this idea careful consideration, and the Twinning Association will be asked for their considered response, which will be reported back to the next meeting of the Finance & General Services Committee.

Members NOTED the request. *ACTION: Cllr G Hyde and P Austin*

FGS.19 NEXT MEETING

Members NOTED that the next scheduled meeting of the Finance and General Services Committee will take place on 11 July 2019 at 7pm.

The meeting concluded at 8.19 pm.

Signed …………….…………………….

Dated.……………………….............