

Kenilworth Town Council

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13 May 2022



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 19 MAY 2022**, at 7.00pm, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'M. Kelly'.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

A G E N D A

1. ELECTION OF CHAIR
2. ELECTION OF VICE-CHAIR
3. DECLARATIONS OF INTEREST
4. APOLOGIES
5. MINUTES

To note the Minutes of the Finance and General Services Committee held on 3 February 2022 (Copy attached at **Enclosure 1**).

6. MATTERS ARISING
 - (1) ALLOTMENTS UPDATES

To receive any further updates on progress regarding outstanding transfers and arrangements.

7. STANDING MATTERS

(1) REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

To review the position following closedown of accounts for year 2021-22 and to note the spending and budget following the first month of the new financial year. (Income and Expenditure and Balance sheet reports available at **Enclosure 2**).

(2) KTC FINANCIAL RESERVES FORECAST – YEAR END 2021/22

To receive and review the report from Councillor Rob Barry at **Enclosure 3**

(3) REVIEW OF GRANTS AWARDED 2021-2022

To review outstanding reports of grants awarded during the 2021-2022 Financial Year and any recent communications.

(4) INTERNAL AUDIT – REPORTS AND ACTION

To review the latest report received from the Internal Auditor and identify any actions required.

(5) CEMETERY

To receive a report on the cemetery from Councillor Richard Dickson. (Copy attached at **Enclosure 4**).

8. NEW MATTERS

(1) REVIEW OF SIGNATORIES

To confirm the signatories for financial authorisation for the current year.

(2) REVIEW OF INVESTMENTS

To consider and review the arrangements in place for the Town Council's savings and reserves.

(3) ASSET & INVESTMENT POLICY

To review and discuss, and to approve recommendation of the Policy by Full Council at the meeting on 9 June 2022. (**Enclosure 5**)

(4) COMMONWEALTH GAMES UPDATE

To receive a verbal update regarding arrangements for the Commonwealth Games.

(5) KENILWORTH-UYOGO FRIENDSHIP LINK (KUFL)

To receive an update report from Councillors Pippa Austin and Alan Chalmers (**Enclosure 6**).

(6) CYCLE RACK OPTIONS

To note and confirm the suggestions put forward to WDC by Cllr Andrew Milton for options for more cycle racks in the town.

(7) UPDATED CASTLE PASS POLICY

To receive and approve amendments to the Castle Pass Policy regarding the updated application process, via the KTC website and online payment option. (**Enclosure 7**)

(8) RECEIPT OF PAYMENTS

To approve a recommendation that cheques are no longer accepted from 1 June 2022 as payment into the office, in light of the bank charges and officer time in processing these.

(9) CASTLE GREEN

To note that a request has been received from solicitors regarding clarification of ownership of an area of land at Castle Green. This matter is being researched by officers and will be brought to a Town Council meeting with a recommendation for agreement and Resolution by Council.

(10) APPLICATION FOR GRANT FUNDING – KENILWORTH CARNIVAL

To **DECIDE** upon an Application for Funding support in the sum of up to £2386.80 (Copy attached at **Enclosure 8**)

(11) APPLICATION FOR GRANT FUNDING – KENILWORTH SHOW

To **DECIDE** upon an Application for Funding support in the sum of £500.00 (Copy attached at **Enclosure 9**)

(12) APPLICATION FOR GRANT FUNDING – KENILWORTH TENNIS & SQUASH CLUB

To **DECIDE** upon an Application for Funding support in the sum of £250.00 (RUCIS application) (Copy attached at **Enclosure 10**)

(13) THEME FOR STREET NAMING -NEW DEVELOPMENT OFF GLASSHOUSE LANE

To consider a request from WDC Street Name and Numbering team to supply a theme /10 names for Phase 1 of the Development off Glasshouse Lane, and to consider a theme to submit at a later date for Phase 2, to include a larger number of names. (Plan at **Enclosure 11**)

9. NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 29 September 2022, at 7pm.