

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 03 February 2022

PRESENT: Councillor R J Barry (Chair).

Councillors: P Austin, A G Chalmers, M F Coker, J A Cooke, S A Cooke, A M Dearing, J A Dearing, K S Dickson, R G Dickson, A J Firth, 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. One Member of the press was present.

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

FGS.273 DECLARATIONS OF INTEREST

FGS.276	Allotments – update on current position	Councillor R J Barry	Allotment Holder
FGS.276	Allotments – update on current position	Councillor A M Dearing	Allotment Holder
FGS.276	Allotments – update on current position	Councillor J A Dearing	Allotment Holder
FGS.281	Twinning	Councillor P Austin	Member KTA
FGS.281	Twinning	Councillor R G Dickson	Member KTA
FGS.281	Twinning	Councillor A J Kennedy	Member KTA

Councillor R Spencer made a Declaration of Interest in respect of any item that had a link to or association with Warwickshire County Council (WCC).

FGS.274 APOLOGIES

Councillors: G D Hyde, P J Jones.

FGS.275 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 16 December 2021. These were received and approved by the Town Council (KTC) on 13 January 2022.

MATTERS ARISING

FGS.276 ALLOTMENTS – UPDATE ON CURRENT POSITION

The Town Clerk reported that further communication had been received from Solicitors acting for Warwick District Council (WDC). This raised issues, mostly going over old ground.

Members NOTED this update and felt that continuing delays were not necessary and unacceptable. They asked that the Town Clerk contacts a Senior Officer at WDC to pursue progress.

FGS.277 RESPONSE FROM FINANCIAL INSTITUTIONS RE COP26

The Chair reported that a neutral response had been received from CCLA and was available to Members on request to the Town Clerk. Nothing has been received yet from HSBC.

Members NOTED this update and requested that the Town Clerk responds to CCLA, requesting information on any “Environment, Social and Governance” investment products which may be available.

FGS.278 PROCUREMENT ASSISTANCE - UPDATE

Councillor J Kennedy reported that WCC has offered procurement assistance for Wayfinding and allocated an Officer to this task. He thanked Councillor J Cooke for initiating this help.

Members NOTED this update.

STANDING MATTERS

FGS.279 REVIEW OF GRANTS AWARDED 2020-2021

The Chair reported that a report from the Entrust Care Partnership has recently been received, read an extract and passed a copy around the table.

Members NOTED this update.

FGS.280 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the Quarter 3 Audit was undertaken on 25 January. The report has been shared with him and his Vice Chair. The only issue to note is a comment re the Boxing Day Performers not submitting an invoice/ completing a payment receipt.

In summary, the Auditor noted that all is in good order with no problems and thanked staff for assisting in this.

Members NOTED this update.

FGS.281 TWINNING

Councillor P Austin presented the published report.

Members felt that any design should be kept simple and classical, specifically with no straplines. They also felt that signs should be in place in time for the Commonwealth Games.

Members requested that the nominated Twinning Representatives go back to WCC Forestry and Works and ask them to come back to us with designs. These should be kept simple and the urgency of this matter stressed. Any funding approval will then be considered at the next Town Council Meeting.

Members NOTED this update.

NEW MATTERS

FGS.282 PROPOSAL FOR APPROVAL OF SPEND – SHAKESPEARE’S ENGLAND MEMBERSHIP

Councillor A Dearing presented the published report.

After careful consideration, it was proposed, seconded and:

RESOLVED unanimously that Kenilworth Town Council join Shakespeare's England (SE) at Silver membership level @ £475 + VAT per calendar year, administered through the Town Council Tourism Working Group (TWG) from 1st March 2022 to August 31st pro rata (£237.50) and from 1st Sept 2022 to 31st August 2023 @ £475+VAT. Total £712.50 +VAT, to be payable with funds allocated to the TWG budget.

Members further requested that Shakespeare’s England attendance at Town Council liaison Meetings with English Heritage be deleted from any terms of reference. This was a closed meeting with KTC as Freeholder.

FGS.283 CONFIRMATION OF NEW SUBSCRIPTIONS DURING FINANCIAL YEAR 2022-2023

Following adoption of the Budget and setting of Precept for 2022-23 and the information contained within the Budget, Members NOTED that the following subscriptions will now be taken forward for the new financial year:

WALC - £620.00 + vat

NATIONAL ALLOTMENTS SOCIETY £56 + vat

FGS.284 CHANGE TO BANK CHARGES

The Chair confirmed that with effect from 30 November 2021, there has been an introduction of itemised activity charges at the branch, as follows:

Cash paid in notes - £1.50 per £100
Cash/mixed credit paid in - £1.50 per unit
Cheques paid in – 50p per cheque
Branch counter withdrawal - £1.50
Branch cash out coin- £1.50 per £100

Branch cash out notes £1.50 per £100

The Town Clerk advised that current charges have a direct correlation with the Castle Passes and the current system of requiring payment by cash or cheque. Officers are working on a project to digitilise this. In addition, there will be minimal use of cash for any future Town Council expenditure, to minimise future charges.

Members NOTED this update.

FGS.285 QUARTERLY REVIEW OF KTC WEBSITES AND SOCIAL MEDIA

The Chair presented the published report.

Members felt this data was useful but excessive. It should be presented to this Committee on a quarterly basis, on a “need to know” basis and including a narrative as explanation. Website data will also be included, particularly as the new website has generated an increase in contact from the public.

Members NOTED this update.

FGS.286 QUEEN’S PLATINUM JUBILEE CELEBRATIONS

Members discussed plans within the District and Town for the Jubilee celebrations. A number of potential initiatives were in hand. WDC have nominated Louise Sheepy as the Events Officer to support Kenilworth. Linking with other events in the District, Friday 03 June would be the proposed date for any function in Kenilworth. Members felt that use of Abbey Fields would not be appropriate due to ongoing construction works. Instead, a street party in Warwick Road/Talisman Square, may be possible. The Town Clerk was requested to make further enquiries.

Members considered a proposal from Councillor R Spencer to purchase and plant an oak tree as part of the Queen’s Canopy scheme and authorise funds to purchase up to £500. Councillor Spencer informed Members that a tree had already been sourced and planted. He therefore amended his proposal, to purchase a plaque to be placed on the tree. After consideration, it was proposed, seconded and:

RESOLVED that the Town Clerk be authorised to procure a suitably inscribed plaque, to be fitted on the Oak Tree, planted as part of the Queens Canopy Scheme, at an inauguration ceremony to be held as part of the Queens Platinum Jubilee Celebrations.

Members considered the funding of further options for the Town to participate in celebrations. After consideration, it was proposed, seconded and:

RESOLVED that a budget of up to £5000 be allocated from anticipated budget underpends, together with the Special Projects EMR as appropriate, to contribute towards appropriate Queens Platinum Jubilee celebrations within the Town.

In addition a Task and Finish Group, comprising the Mayor and Councillors S Cooke, A Dearing, R Dickson and A Firth be set up to look at suggestions and options for the Town to participate in celebrations. (Various suggestions that are being brought forward through the Working Groups should be recorded by the Chairs of the

relevant Working Groups and can be discussed by the wider Town Council).

FGS.287 COMMONWEALTH GAMES 2022

Councillor M Coker presented the published report.

After consideration, it was proposed, seconded and:

RESOLVED that arrangements and options for purchase of Street Dressings up to a maximum budget of £5000 (as approved within the budget for 2022-23) be delegated to the to the Town Centre Working Group in conjunction with the Town Clerk and WDC Officers.

FGS.288 CENTENARY OF WAR MEMORIAL

Members NOTED that the War Memorial in Abbey Fields will reach its centenary on 26 February 2022 and a service has been arranged for 11am in commemoration.

The Mayor confirmed that KTC will provide refreshments in the Chamber but this will be limited to 20 people. Members will be updated on final arrangements.

FGS.289 PAVILION IN ABBEY FIELDS

Members considered a suggestion put forward by Friends of Abbey Fields (FoAF) for the use of the Pavilion in Abbey Fields as an educational and tourist hub.

Several Members pointed out this was a WDC property on WDC land. Councillor J Cooke also felt that any proposal needed to fit in with the Abbey Fields Management Plan - which was a matter for the District.

Councillor J Kennedy acknowledged this but emphasised it was a good suggestion. KTC should have an opinion and offer support as appropriate.

Members AGREED that FoAF should be invited to submit a firm proposal to the Tourism Working Group, to consider and report back to KTC as appropriate. Members emphasised that, whilst working collaboratively with the Working Group, FoAF should initiate any proposal rather than KTC work on it ourselves. In addition it needs to be made clear that KTC can support but not agree to any proposition.

Once FoAF and the TWG had completed a proposal for submission to KTC, then FoAF will be invited to give a private Members Briefing prior to consideration.

Members NOTED this update.

FGS.290 REPORT FROM KTC TRUSTEES – EDWARDS COAT AND GOWN CHARITY

Councillor K Dickson presented the published report.

Members NOTED this update.

FGS.291 NEXT MEETING

Members NOTED that the next scheduled meeting of the Finance and General Services Committee will take place on Thursday 19 May 2022, at 7pm.

The meeting concluded at 8.43 pm.

Signed

Dated.....