

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 19 May 2022

PRESENT: Councillor R J Barry (Chair from FGS.293).

Councillors: 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, G D Hyde, 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. 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.292 ELECTION OF CHAIR

It was proposed by Councillor A J Kennedy, seconded by Councillor J A Cooke and:

RESOLVED that Councillor R J Barry be Chair for the ensuing year.

FGS.293 ELECTION OF VICE-CHAIR

It was proposed by Councillor R J Barry, seconded by Councillor A G Chalmers and:

RESOLVED that Councillor J A Cooke be Vice Chair for the ensuing year.

FGS.294 DECLARATIONS OF INTEREST

FGS.297	Allotments – update on current position	Councillor R J Barry	Allotment Holder
FGS.297	Allotments – update on current position	Councillor A M Dearing	Allotment Holder
FGS.297	Allotments – update on current position	Councillor J A Dearing	Allotment Holder
FGS.297	Allotments – update on current position	Councillor P J Jones	Allotment Holder
FGS.307	Kenilworth–Uyogu Friendship Link (KUFL)	Councillor R G Dickson	Member KUFL
FGS.307	Kenilworth–Uyogu Friendship Link (KUFL)	Councillor A J Kennedy	Member KUFL

Councillors J A Cooke, A M Dearing, J A Dearing, K S Dickson, R G Dickson, A J Kennedy, A W Milton, made a general declaration of personal interest in relation to any items regarding Warwick District Council.

Councillors J A Cooke and R J Spencer made a general declaration of personal interest in relation to any items regarding Warwickshire County Council.

FGS.295 APOLOGIES

Councillors: P Austin.

FGS.296 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 03 February 2022. These were received and approved by the Town Council (KTC) on 24 February 2022.

MATTERS ARISING

FGS.297 ALLOTMENTS UPDATES

The Chair reported on recent developments and thanked Gemma Hollingsworth for her work:

Warwick District Council are standing firm with their view that KATA can only be involved by way of a management agreement. They consider an underlease could jeopardise the overage and pre-emption provisions and so the Town Council should seek to deal with 3rd party management of the allotments via a property management agreement.

The Town Council disagrees with this having successfully managed the allotments for many years by sub-leasing to KATA. KTC consider the definition of a permitted disposal in the overage agreement can be modified to allow us to lease the allotments as a whole to the association, as this would effectively allow the situation that currently operates to continue and allow us to maintain consistency across all of our sites.

Having reached a stalemate KTC have taken steps to contact the National Allotment Society (NAS) passing them full copies of the draft transfer documents for consideration. This is in hand but an early indication of the Society's position is as follows:

We would typically favour a lease arrangement such as the one that you are proposing rather than a management agreement. A lease provides more legal certainty and a management agreement would mean that the council would need to be more involved with the admin. As you have explained that you have a small team, this would seem to be quite impractical when the other two sites are already running well under the association.

Members NOTED this update.

STANDING MATTERS

FGS.298 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

The Chair presented the published report and gave further detailed explanation. He considered all matters were in order.

In reviewing the position following closedown of accounts for year 2021-22, Members raised any queries and received confirmation that spending on General Reserves was less than anticipated.

Members NOTED the published spending and budget following the closedown of accounts for year 2021-22 and including the first month of the new financial year.

FGS.299 KTC FINANCIAL RESERVES FORECAST – YEAR END 2021/22

The Chair presented the published report, which is prepared twice yearly, at budget setting and year end.

Councillor M Coker welcomed the attention to detail on reserves but remained concerned that these should only be set and used for exceptional and unexpected circumstances. In general, the Town Council should set a budget for what it intends to spend.

The Chair responded that reserves were considered as set out in the Financial Reserves Policy and subject to annual review.

Members NOTED this update.

FGS.300 REVIEW OF GRANTS AWARDED 2021-2022

The Chair reported none due at this stage – various grants were awarded last July and the Clerk will monitor reports due for Septembers Meeting.

Members NOTED this update.

FGS.301 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that following a report on Quarter 4, all is in good order with no problems or concerns. Two minor adjustments to vat amounts were required. He thanked Officers for their work.

Members NOTED this update.

FGS.302 CEMETERY

Councillor R Dickson presented the published report.

Councillor J Kennedy was delighted at the emphasis on biodiversity and wild flowers.

Members NOTED this update.

NEW MATTERS

FGS.303 REVIEW OF SIGNATORIES

Members considered the signatories for Bank accounts and Electronic Payment Schedules for the current Mayoral year, and NOTED these would remain the same:

Councillors: R J Barry, J A Cooke, S A Cooke, K S Dickson, P J Jones, A J Kennedy.

FGS.304 REVIEW OF INVESTMENTS

Members considered and reviewed the arrangements in place for the Town Council's savings and reserves.

Whereas no changes were currently envisaged, CCLA Investment Management was reviewing its ethical investment products and these will be considered further on publication, later this year.

Members NOTED this update.

FGS.305 ASSET & INVESTMENT POLICY

Members considered the adoption of the published Investment and Assets Policy which has been reviewed and updated by the Standing Orders and Policies Working Group.

Detailed debate took place. Councillor G Hyde pointed out a typographical amendment, with two clauses in the conditions for Financial Investments being incompatible.

Councillor J Kennedy asked if this was a refresh of existing Policies or represented real change. The Deputy Town Clerk responded it was new, with nothing like it before. He emphasised the references to Public Money and responsibility for its effective financial management.

Subject to minor typographical amendment it was proposed, seconded and:

RECOMMENDED that Kenilworth Town Council approves the adoption of the published Investment and Assets Policy.

FGS.306 COMMONWEALTH GAMES UPDATE

The Chair gave a verbal update regarding arrangements for the Commonwealth Games:

Birmingham 2022 Queen's Baton Relay to visit Warwick District as full England route revealed.

- Baton will visit Warwick District on Friday 22 July

- The Baton will visit Kenilworth Castle, Warwick, and Whitnash Civic Centre and Library
- A busy schedule of activities and events are planned for the Queen's Baton Relay, with opportunities to highlight untold stories from Baton bearers who are striving for change in their community.
- During its time in Warwick District, the Queen's Baton Relay will visit Kenilworth with the route running along the streets of Old Town to the grounds of Kenilworth Castle, before diverting to Warwick for a brief photo stop and then making its way to Whitnash Civic Centre and Library.

Members of the public are encouraged to get involved with the celebrations and embrace the arrival of the Baton, taking the opportunity to experience the buzz of Birmingham 2022 in their community. The Birmingham 2022 website will be updated with information over the coming months, with detail on the events and where to line the route.

Members NOTED this update.

FGS.307 KENILWORTH-UYOGO FRIENDSHIP LINK (KUFL)

Members NOTED the published update report from Councillors P Austin and A Chalmers.

FGS.308 CYCLE RACK OPTIONS

Members NOTED and confirmed the suggestions put forward to WDC by Cllr A Milton for options for more cycle racks in the town.

FGS.309 UPDATED CASTLE PASS POLICY

After full consideration, Members APPROVED the adoption of the published amendments to the Castle Pass Policy.

FGS.310 RECEIPT OF PAYMENTS

The Town Clerk reported that Cheques cost 50p each to bank, and sometimes KTC incur additional bank charges if cheque books have been cancelled through non - use over time, officers then have to write to residents to request alternative payment – incurring staff time and postage costs, and a delay to the issue of the pass.

After consideration, it was proposed, seconded and:

RECOMMENDED 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.

FGS.311 CASTLE GREEN

Members NOTED 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.

FGS.312 APPLICATION FOR GRANT FUNDING – KENILWORTH CARNIVAL

Members considered an Application for Funding support in the sum of £2386.00 from KENILWORTH CARNIVAL.

All submitted documentation and budgets were taken into account. The Chair confirmed that the applicant had been interviewed, and there was support for the bid, and it was:

RESOLVED that the sum of £1728.00 be granted to KENILWORTH CARNIVAL, from the Town Events Support budget.

FGS.313 APPLICATION FOR GRANT FUNDING – KENILWORTH SHOW

Members considered an Application for Funding support in the sum of £500.00 from KENILWORTH SHOW.

All submitted documentation and budgets were taken into account. There was support for the bid, and it was:

RESOLVED that the sum of £500.00 be granted to KENILWORTH SHOW, from the Town Events Support budget.

FGS.314 APPLICATION FOR GRANT FUNDING – KENILWORTH TENNIS & SQUASH CLUB

Members considered an Application for Funding support in the sum of £250.00 (RUCIS application) from KENILWORTH TENNIS & SQUASH CLUB.

All submitted documentation and budgets were taken into account. There was support for the bid, and it was:

RESOLVED that, subject to the receipt of any necessary Planning Permission, the sum of £250.00 be granted to KENILWORTH TENNIS & SQUASH CLUB, from the Grants (Unspecified Allocation) budget.

FGS.315 THEME FOR STREET NAMING -NEW DEVELOPMENT OFF GLASSHOUSE LANE

Members considered 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.

Councillor A Firth suggested a theme could be “Kenilworth Heroes”, with Members expressing agreement and suggesting names.

It was proposed, seconded and:

RESOLVED that a Task and Finish Group, comprising Councillors: A G Chalmers, A M Dearing, K S Dickson and A J Firth, be set up 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.

Members further AGREED that this Task and Finish Group should report back to Town Council on 09 June 2022.

FGS.316 NEXT MEETING

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

The meeting concluded at 8.05 pm.

Signed

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