

Kenilworth Town Council

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23 September 2022



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in the Council Chamber at Jubilee House, on **THURSDAY 29 SEPTEMBER 2022 at 7.00pm**, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'M. Kelly', written over a horizontal line.

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. DECLARATIONS OF INTEREST
2. APOLOGIES
3. MINUTES

To **NOTE** the Minutes of the Finance and General Services Committee held on 19 May 2022 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

(1) ALLOTMENTS – UPDATE ON CURRENT POSITION (FGS.130, 140, 248, 297)

To **NOTE** any update available in relation to the transfer of the Allotment Land at Beehive Hill that is taking place from Warwick District Council to Kenilworth Town Council.

(2) UPDATE ON CASTLE PASSES FOLLOWING DIGITALISATION

To receive and **NOTE** an update regarding volume of passes processed and general feedback following use of the new system including electronic payments.

(3) APPROVAL OF REVISED QUOTATION FOR NOTICEBOARD (FGS.270)

To **APPROVE** the increase in cost for the Noticeboard for the Allotment area – originally £1279.14 and now £1505.72 (all exclusive of vat) increases to delivery costs and the type of fixings required. (Increased sum of £226.58)

5. STANDING MATTERS

(1) 5 MONTH REVIEW OF BUDGET

(i) To **REVIEW** the position regarding spending and budget following the first five months of the financial year, and to receive a verbal update from the RFO. (Income and Expenditure and EMR reports available at **Enclosure 2**).

(ii) To **CONFIRM** timescale and arrangements for submitting budget proposals for consideration at the meeting on 15 December 2022 – for recommendation to Town Council on 12 January 2023.

(2) REVIEW OF GRANTS AWARDED 2021-2022

To **REVIEW** any updates and reports of grants awarded during the 2021-2022 Financial Year. (Reports received from Time4Hope and New Hope, and an update report from Citizens Advice contained within their new application.)

(3) INTERNAL AUDIT – REPORTS AND ACTION

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

(4) GRIT BINS

To **NOTE** that any requests for additional Grit Bins should ideally be received as early as possible, and preferably by 28 October 2022. If financial approval is needed this will be taken to Town Council Meeting on 1 December 2022.

(5) REVIEW OF WEBSITE & SOCIAL MEDIA

To **NOTE** a report from the Communications Officer detailing the statistics and engagement information. (**Enclosure 3**)

6. NEW MATTERS

(1) APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £2600.00 (Copy attached at **Enclosure 4**)

(2) **APPLICATION FOR GRANT FUNDING – NEW HOPE**

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £2500.00 (Copy attached at **Enclosure 5**)

(3) **APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS**

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £1000.00 (Copy attached at **Enclosure 6**)

(4) **APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS**

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £500.00 (Copy attached at **Enclosure 7**)

(5) **CHRISTMAS ARRANGEMENTS 2022**

- (i) To **RECEIVE** latest details regarding the Light Switch On Events, proposed Christmas Market and any other available information (Report on Lights Switch On Arrangements at **Enclosure 8**).
- (ii) To **APPROVE** the spending of up to £500.00 on incidental expenses relating to the Christmas Market and gifts from Father Christmas.
- (iii) To **DISCUSS** the usage of the Christmas Lights for the town and any preferred timings for display, and associated arrangements and costs.

(6) **GRANT SUBMITTED TO WARWICKSHIRE COUNTY COUNCILLORS GRANT FUND**

To **NOTE** that a Grant of £4,800 for the planting of further Roadside Trees in Kenilworth has been received from the grant fund offered by the Warwickshire County Councillors.

(7) **MARKET TOWN MEMBERSHIP**

To **CONSIDER** an invitation to join the Rural Market Towns Group, for free until the end of October. The work of the RMTG is supported by NALC. It is part of the Rural Services Network who have a successful track record in influencing Government policy decisions and fairer funding for rural areas, which demonstrates how a collective voice can improve outcomes and create impact.

The RMTG will provide resources, connections, rural knowledge, and experience, that enables the representation of the town to inform policy and generate improved outcomes for residents and business communities.

The annual subscription will be £130 per year.

(8) FURTHER REQUEST FOR CIL FUNDING – TALISMAN THEATRE PROJECT

To **DISCUSS** a request from the Talisman Theatre for further funding of £35,000 and make a **RECOMMENDATION** to Town Council. (Report including request for additional funds plus original contingency fund at **Enclosure 9**)

(9) REVIEW OF RISK REGISTER.

To **DISCUSS** the timetable and process for periodical review of the Risk Register.

(10) CASTLE GREEN CAR PARK – REQUEST RE PERMIT PARKING

To **CONSIDER** a request from a resident, for the Town Council to consider making the Castle Green car park a permit holders only car park.

(11) OFFICIAL EVENTS – SIGN LANGUAGE INTERPRETER

To **DISCUSS** a suggestion to book up a sign interpreter at official public events hosted by the Town Council to improve accessibility of events.

7. NEXT MEETING

To **NOTE** that the next scheduled meeting of the Finance and General Services Committee will take place on Thursday 15 December 2022, at 7pm.