

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the Finance and General Services Committee

Commencing at 7.00 pm on Thursday 2 February 2023

PRESENT: Councillor R J Barry (Chair).

Councillors: P Austin, A Chalmers, M F Coker, J A Cooke, A M Dearing, J A Dearing, K S Dickson, R G Dickson, G D Hyde, P J Jones, A J Kennedy, S A Loudon-Cooke, A W Milton.

Town Clerk: Miss M S Field.

Deputy Town Clerk: Miss G Honey

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.363 DECLARATIONS OF INTEREST

FGS.367	Allotments – update on current position	Cllrs A Dearing, J Dearing, R Barry, P Jones & G Hyde	Allotment Holders
FGS. 370	Twinning Association	Cllrs R Dickson, G Hyde, P Austin, A Dearing, P Jones, J Kennedy	Members of Organisation
FGS.374	Application for Grant Funding – Omega Course	Cllr R Dickson	Chair of Trustees – tKC (re venue for events)
FGS.374	Application for Grant Funding – Omega Course	Cllr G Hyde	Personal

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

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

FGS.364 APOLOGIES

Councillors: A J Firth and R Spencer

FGS.365 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 15 December 2022. These were received and approved by the Town Council (KTC) on 12 January 2023.

MATTERS ARISING

FGS.366 CORONATION OF KING CHARLES III TASK & FINISH GROUP (FGS. 361)

Cllr M Coker provided a verbal update on the provisional plans to celebrate the Coronation of King Charles III. These included liaison with local community groups, the decoration of Warwick Road, a party in the park, encouragement of local street parties, an event at the Castle, local shop window and poster competitions and the involvement of local choirs and orchestras. Matters were still very much in the planning stage and any events will depend on funding and community group involvement.

The availability of funding from the Town Council was discussed and the Chair advised there may be some funds which could be accessed for this purpose from the events support budget, although this would need authorisation by full Council.

Members thanked Cllr Coker for his work to date. It was agreed the Council would encourage community events and support any residents who wish to hold street parties by providing information and assistance on our website.

Members NOTED this update.

FGS. 367 ALLOTMENTS – UPDATE ON CURRENT POSITION (FGS.130, 140, 248, 297, 320, 344)

The Clerk reported this matter remained in the hands of solicitors, a query having been raised with WDC on the legality of all overage / pre-emption clauses. A response was awaited from WDC who were seeking instructions before the Council could sign the transfer deed.

Members NOTED this update.

STANDING MATTERS

FGS.368 REVIEW OF GRANTS AWARDED 2021-2022

The Chair advised there were no reports to share.

FGS.369 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the Quarter 3 audit would be taking place next week on 7 February 2023 and the outcome would be reported thereafter.

Members NOTED this update.

FGS. 370 TWINNING

Cllr G Hyde reported there was a visit arranged from the Mayor of Rocculamera in April 2023 and from the Mayor of Bourg La Reine in May to coincide with the

Coronation celebrations. A visit to Eppstein in September 2023 is also being planned.

There was a concern over lack of active membership of the Twinning Association, which is restricting fundraising, and this issue will be discussed at their AGM on 7 March 2023.

Members NOTED this update.

FGS. 371 CIL WORKING GROUP UPDATE

The Chair presented the published report and welcomed updates on current CIL projects. A report was shared verbally from Cllr R Spencer (in his absence) on the current Gateway to Kenilworth project. WCC were preparing for the first informal consultation of the project with the immediate local residents and neighbours. This would be followed by a formal consultation. It was hoped these processes would be completed by the end of April 2023 to give an indication of the feasibility and extent of the project.

Cllr A Milton provided an update on the skatepark. Another meeting was being arranged with users and a draft design had been received. The pump track at Castle Farm was also being considered and there had been some communication with WDC on restoring this when the development had been completed.

Cllr A Milton also advised that a meeting had been arranged with WCC to further discuss the safe routes to cycle to school, which was due to take place on 10 March.

The Chair advised that a decision was to be made on Station Road this month and, if this remained closed, a decision may need to be made on whether CIL funding would be required for this.

The Chair invited Members' views on recent correspondence received from Kenilworth School and their request for guidance on any future CIL application. Members engaged in a healthy discussion and it was agreed that the school would be re-invited to a meeting with the CIL Working Group to discuss a way forward and answer any questions they may have. It was agreed the Council wish to help and contribute where possible, however, the Council also required a fully justified proposal to be submitted with any request for funding.

Members NOTED these updates.

FGS. 372 REVIEW OF KTC WEBSITES AND SOCIAL MEDIA

- (i) The Chair presented the published report. Members wished to congratulate the Deputy Town Clerk on the success of our social media growth.
- (ii) Members engaged in a brief discussion concerning the Council's twitter account. The Deputy Town Clerk reported very limited engagement takes place on this platform and it is restrictive in content format. It is further taking additional officer time to re-write posts. After discussion, Members agreed the twitter account should be closed down.

NEW MATTERS

FGS. 373 APPLICATION FOR GRANT FUNDING –SYNC EDUCATION

Members considered an Application for Funding support in the sum of £3000.00 from SYNC EDUCATION.

All submitted documentation was considered. A query was raised concerning the organisation's status with Companies House, and a decision was deferred until such time that further information was obtained.

FGS.374 APPLICATION FOR GRANT FUNDING – OMEGA COURSE

Members considered an Application for Funding support in the sum of £1779.01 from the OMEGA COURSE.

All submitted documentation and budgets were considered. There was support for the bid, and it was proposed, seconded and:

RESOLVED that the sum of £1779.01 be granted to the OMEGA COURSE, from the Grants (Unspecified Allocation) budget.

FGS.375 APPLICATION FOR GRANT FUNDING – KENILWORTH HELPING HANDS CLUB

Members considered an Application for Funding support in the sum of £500 from KENILWORTH HELPING HANDS CLUB.

All submitted documentation and budgets were considered. There was support for the bid, and it was proposed, seconded and:

RESOLVED that the sum of £500 be granted to KENILWORTH HELPING HANDS CLUB, from the Grants (Unspecified Allocation) budget.

FGS.376 APPLICATION FOR GRANT FUNDING –SCOUTS

Members considered an Application for Funding support in the sum of £1000.00 from the SCOUTS.

All submitted documentation and budgets were considered. Members considered it a privilege our scout group had been selected to attend such an event and were pleased to offer their support. It was proposed, seconded and:

RESOLVED that the sum of £1000.00 be granted to the SCOUTS, from the Grants (Unspecified Allocation) budget.

FGS. 377 REVIEW OF ALLOTMENT RENT 2023-2024 ONWARDS

Members reviewed the Allotment Rent for inclusion in the new lease for Financial Year 2023- 2024 onwards. This currently stands at £1,470 per year and has remained at that figure for at least the previous ten years.

Members engaged in a discussion but agreed they needed further information on individual plot rental figures and usage to be able to set a reasonable increase. The Clerk will obtain what information she can from the Allotment Association and seek advice from the National Allotment Society before reporting back to a future Town Council meeting.

FGS. 378 TO REVIEW ADMINISTRATIVE CHARGE FOR CASTLE PASSES 2023-2024 ONWARDS

Members reviewed the current administrative charge for castle passes. The Chair reported that the current charge was £5 per pass which was valid for ten years. The current costs for administering each pass amounted to approximately £4.50 to include materials and officer time. This was variable and the cost for administering paper copies of an application was considerably more.

Members wished to retain the availability of paper copies to assist those resident's who do not have immediate access to our online forms. After discussion it was agreed to keep the cost at £5 per ten year pass. Cllr R Dickson asked if it was possible to promote our social media platforms when sending out castle passes. The Deputy Town Clerk advised a link could be added to the compliment slips that are enclosed with the passes and this would be put in place.

FGS.379 CONFIRMATION OF NEW/ RENEWAL SUBSCRIPTIONS DURING FINANCIAL YEAR 2023-2024

Following adoption of the Budget and setting of Precept for 2023-24 and the information contained within the Budget, Members agreed and CONFIRMED that the following subscriptions will be taken forward for the new financial year:

WALC - £650.00
NATIONAL ALLOTMENTS SOCIETY £55
OPEN SPACES SOCIETY £45
SOCIETY OF LOCAL COUNCIL CLERKS £296

FGS.380 NEXT MEETING

Members NOTED that the provisional date for the next meeting of the Finance and General Services Committee will take place on Thursday 18 May 2023, at 7pm.

The meeting concluded at 8:27 pm.

Signed

Dated.....