

Kenilworth Town Council

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30 June 2023



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 6 JULY 2023**, 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. 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 2 February 2023 (Copy attached at **Enclosure 1**).

6. MATTERS ARISING
 - (1) ALLOTMENTS UPDATES

To receive a verbal update 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 2022-23 and to briefly note the spending and budget following the first two months of the new financial year. (Income and Expenditure and Balance sheet reports available at **Enclosure 2**).

(2) REVIEW OF GRANTS AWARDED 2022-2023

To review outstanding reports of grants awarded during the 2022-2023 Financial Year and any recent communications.

(3) INTERNAL AUDIT – REPORTS AND ACTION

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

(4) CEMETERY

To receive a report on the cemetery from Councillor Richard Dickson. (Copy attached at **Enclosure 3**).

(5) CIL WORKING GROUP UPDATE

To receive a verbal update from the Working Group.

(6) REVIEW OF KTC WEBSITES AND SOCIAL MEDIA

To note a report from the Deputy Clerk detailing the statistics and engagement information. (**Enclosure 4**)

(7) TWINNING ASSOCIATION

To receive a verbal update from the Councillor Representatives.

(8) UYOGO FRIENDSHIP GROUP

To receive a verbal update from the Councillor Representatives.

8. NEW MATTERS

(1) REVIEW OF SIGNATORIES

To confirm the signatories for financial authorisation for the current year, following election of Chair and Vice Chair of this Committee.

(2) APPLICATIONS FOR GRANT FUNDING

To note that no applications have been received.

(3) CHRISTMAS 2023 ARRANGEMENTS

To confirm dates and plan arrangements for the 2023 Festive Period.

(4) GRIT BINS AND ADVERSE WEATHER

To receive and note an audit report prepared by Admin & Facilities Officer Miles Wyatt-Smith, and discuss any known outstanding requirements. (**Enclosure 5**)

(5) ETHICAL BANK - SWITCH

To consider a suggestion raised at the last Town Council meeting.

(6) FINANCIAL TRAINING FOR MEMBERS

To receive a verbal update about the options available.

(7) OAKS PRECINCT FUN DAY

To consider and approve (if appropriate) a request for funding up to £1200.00 from the Working Groups Initiative budget or any budget/fund agreed. (**Enclosure 6**)

9. NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 28 September 2023, at 7pm.