

Kenilworth Town Council

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17 May 2024



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 23 MAY 2024**, at 7.00pm, when you are requested to attend.

A handwritten signature in black ink, appearing to be 'M. Kelly'.

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 1 February 2024 (Copy attached at **Enclosure 1**).

6. MATTERS ARISING
 - (1) CHRISTMAS ILLUMINATIONS

To receive an update from the Task and Finish group and agreement to delegate to the Town Clerk / RFO, arrangements for the Tender for the contract for installation of the Council's illuminations for the period 2024 -2028. **Enclosure 2 (Confidential -Commercially sensitive– Members only)**

(2) **COMMUNICATIONS TASK & FINISH GROUP**

To receive a report from the Task & Finish Group (**Enclosure 3**) and to consider the following recommendations:

- (i) To give approval for Officers to make an application for a gov.uk domain name (including selection of the approved registrar)
- (ii) To agree the new domain name
- (iii) To delegate the process to the RFO including delegated authority spending within EMR 330 Equipment Upgrades.
- (iv) To bring to the June Town Council meeting, proposals in relation to the migration of Microsoft 365 accounts, creation of additional Councillor accounts and the detailed costs associated with these.

(3) **EVENTS TO MARK DDAY 80**

To receive an update on the arrangements for the event on 6 June.

(4) **REPORT ON theKenilworthCentre**

To receive an update from the Member who attended the meeting of Trustees on 14 May as an Observer (re Core Funding).

(5) **CLEAN AIR DAY EVENT**

To receive an update on the arrangements for the event on 16 June.

(6) **BLUE PLAQUES**

To receive an update from the Task and Finish Group.

7. **STANDING MATTERS**

(1) **REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET**

To review the position following closedown of accounts for year 2023-24.

(2) **REVIEW OF GRANTS AWARDED 2023-2024**

To review outstanding reports of grants awarded during the 2023-2024 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 4.**

(5) CIL WORKING GROUP UPDATE

To receive a verbal update from the Working Group.

(6) REVIEW OF WEBSITE AND SOCIAL MEDIA

To receive and note a report from the Deputy Clerk detailing the statistics and engagement information from January to May 2024. (**Enclosure 5**)

(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) APPLICATION FOR GRANT FUNDING – MYTON HOSPICE

To **DECIDE UPON A REQUEST** regarding an Application for Funding support in the sum of up to £220.30 (Copy attached at **Enclosure 6**)

(3) APPLICATION FOR GRANT FUNDING – KENILWORTH HELPING HANDS

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

(4) APPLICATION FOR GRANT FUNDING – 12TH KENILWORTH BROWNIES

To **DECIDE UPON A REQUEST** regarding an Application for Funding support in the sum of up to £225.00 (Copy attached at **Enclosure 8**)

(5) ETHICAL BANK – SWITCH

The Task and Finish Group to clarify the situation regarding the review of the Council's banking arrangements.

(6) APPLICATION FOR FUNDING - Old Town Street Festival - Sunday 25th August 2024

To **DECIDE UPON A REQUEST** regarding a Request for Funding support in the sum of up to £750.00 (Email attached at **Enclosure 9**)

(7) INVESTMENT AND ASSET POLICY

To review and approve the amended Policy (**Enclosure 10**).

9. NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 3 October 2024, at 7pm.