

Kenilworth Town Council

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22 September 2023



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 28 SEPTEMBER 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. DECLARATIONS OF INTEREST
2. APOLOGIES
3. MINUTES

To note the Minutes of the Finance and General Services Committee held on 6 July 2023 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

- (1) ALLOTMENTS UPDATES

To receive a verbal update on progress regarding outstanding transfers and arrangements.

(2) CHRISTMAS 2023 ARRANGEMENTS

- (i) To receive an update report from the Illuminations Committee representative Cllr P Jones (below).

High St Switch-On, Friday, 24-11-23, 6pm.

Warwick Rd Switch-On, Sunday, 26-11-23 (timings tbc).

Meeting held with WDC Events Officer on 11-9-23. Plans for High St similar to 2022, with all previous stallholders confirming attendance, plus various new enquiries. Details re Switch Ons/ guests to be confirmed. Suggestion from St Nicholas Church members that lighting is added along the path from High St to church door to encourage visitors to view the decorated Christmas Trees on display. Permission being explored with WDC Conservation Dept and the church, and thereafter purchase, installation and funding will be confirmed.

- (ii) Confirmation of dates and arrangements to be planned for the 2023 Festive Period, including the Christmas Market.

(3) ETHICAL BANK - SWITCH

To receive a report from the Task & Finish Group containing their recommendations. (**Enclosure 2**)

(4) FINANCIAL TRAINING FOR MEMBERS

To note that Financial Training for Members will be delivered by the clerk on Tuesday 17 October.

5. STANDING MATTERS

(1) REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

To review the position and to note the spending and budget following the first five months of the new financial year. (Income and Expenditure and Balance sheet reports available at **Enclosure 3**).

(2) KTC FINANCIAL RESERVES FORECAST – YEAR END 2022/23

To receive and review the reports from Councillor Richard Dickson at **Enclosures 4 and 5**

(3) REVIEW OF GRANTS AWARDED 2022-2023

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

(4) INTERNAL AUDIT – REPORTS AND ACTION

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

(5) CEMETERY

To receive a report on the cemetery from the Chair. (Copy attached at **Enclosure 6**).

(6) CIL WORKING GROUP UPDATE

To receive a verbal update from the Working Group and any CIL project update reports available.

(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.

6. NEW MATTERS

(1) REMEMBRANCE ARRANGEMENTS

To note that the Town Clerk is working alongside Warwick District Council and the Royal British Legion to bring forward the arrangements for Remembrance for the town on Sunday 12 November 2023. The annual memorial event is also being planned for 2pm on November 21 for a wreath to be laid at Abbey End, to mark the explosion which killed 26 people in 1940.

(2) APPLICATION FOR GRANT FUNDING – CHAMBER OF TRADE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £3500.00 (Copy attached at **Enclosure 7**)

(3) 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 8**)

(4) APPLICATION FOR GRANT FUNDING – NEW HOPE CHRISTIAN COUNSELLING

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £3500.00 (Copy attached at **Enclosure 9**)

(5) APPLICATION FOR GRANT FUNDING –thekenilworthcentre

To **MAKE A RECOMMENDATION UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £9000.00 (Copy attached at **Enclosure 10**)

(6) APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (CAROLS)

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 11**)

(7) APPLICATION FOR GRANT FUNDING –KENILWORTH LIONS (PANTOMIME)

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 12**)

(8) APPLICATION FOR GRANT FUNDING –KENILWORTH ARTS FESTIVAL

To **MAKE A RECOMMENDATION UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £6000.00 (Copy attached at **Enclosure 13**)

(9) BRAYES BUNGALOW

To discuss and agree a timetable for the identification and evaluation of options available for the Bungalow, beyond the current 18 month lease.

(10) TIMETABLE FOR BUDGET AND PRECEPT SETTING

To agree the key dates and actions.

(11) BLUE PLAQUE SCHEME

To note that the Government has proposed an expansion of the official blue plaques scheme to operate England - wide. To consider a process for researching and nominating local figures for inclusion in the scheme.

(12) BUSINESS EXPO

To discuss and agree arrangements for the Town Council stand at the event on 17 November 10am – 3.30pm at the Holiday Inn.

(13) WALC AGM – NOMINATION OF VOTING REPRESENTATIVES

To nominate a voting representative (and a reserve) to attend the WALC AGM on Wednesday 15 November from 1pm.

(14) D-DAY 80

To discuss participation by the Town in the D-Day 80 event on 6 June 2024

(15) EXTERNAL AUDIT REPORT 2022-23 NOTICE OF CONCLUSION OF AUDIT

To NOTE that in accordance with the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014 the Annual Governance & Accountability Return for the year ended 31 March 2023 was certified without qualification or opinion by the External Auditor Moore.

The Notice of Conclusion of Audit together with the certified AGAR (Sections 1, 2 & 3) have been published on the Noticeboard at Jubilee House and the Town Council website since 19 September 2023.

7. NEXT MEETING

To note that the next scheduled meeting of the Finance and General Services Committee will take place on 14 December 2023, at 7pm.