

# Kenilworth Town Council

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27 September 2024



## NOTICE OF MEETING

**NOTICE IS HEREBY GIVEN** that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 3 OCTOBER 2024**, 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 23 May 2024 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

- (1) BLUE PLAQUES

To **RECEIVE** a written update on progress. (**Enclosure 2**)

(2) COMMUNICATIONS TASK & FINISH GROUP

To **RECEIVE** a written update from the Task and Finish Group regarding progress and arrangements regarding the gov.uk domain name and councillor accounts. (**Enclosure 3**)

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 4**).

(2) KTC FINANCIAL RESERVES FORECAST

To **RECEIVE AND REVIEW** the reports from Councillor Richard Dickson. Financial Reserves Forecast at **Enclosures 5.** Financial Forecast Budget at **Enclosure 6**

(3) REVIEW OF GRANTS AWARDED 2023-2024

To **REVIEW** outstanding reports of grants awarded during the 2023-2024 Financial Year and any recent communications.

Grant reports / updates have been received from:

- Citizen's Advice
- Kenilworth Wardens
- New Hope Counselling
- Old Town Festival
- Spring Playgroup
- 12<sup>th</sup> Kenilworth Brownies
- Will we impress good Queen Bess / English Heritage
- Arts Festival
- Warwickshire Pride

Warwickshire Pride have not yet spent their funding, and request an extension, to spend the grant by the end of December 2024, with the training taking place during November 2024.

(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 7.**

(6) CIL WORKING GROUP UPDATE

To **RECEIVE** a written update from the Working Group and any CIL project update reports available. (**Enclosure 8**)

(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 10 November 2024.

The annual memorial event is also being planned for 2pm on Thursday November 21 for a wreath to be laid at Abbey End, to mark the explosion which killed 26 people in 1940.

(2) UPDATED FINANCIAL REGULATIONS

To **REVIEW AND RECOMMEND** the adoption of the updated Financial Regulations which have been drafted by NALC for adoption by Member Councils. (Regulations at **Enclosure 9** and Summary Report at **Enclosure 10**)

(3) 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 £750.00 (Copy attached at **Enclosure 11**)

(4) 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 £1000.00 (Copy attached at **Enclosure 12**)

(5) APPLICATION FOR GRANT FUNDING – COMPASSIONATE KENILWORTH

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £2000.00 (Copy attached at **Enclosure 13**)

(6) 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 £3000.00 (Copy attached at **Enclosure 14**)

(7) 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 £5000.00 (Copy attached at **Enclosure 15**)

(8) TIMETABLE FOR BUDGET AND PRECEPT SETTING

To **AGREE** the key dates for the following actions:

- The Chair and RFO to produce a technical budget for use by Group Leaders
- Any meeting required with Group Leaders, Chair of Finance and RFO
- Final proposals to be put forward by groups
- Recommendations of F& GS will then be considered and ratified by Full Council on 16 January 2025

(9) CONFIRMATION OF CONCESSIONARY PARKING DAYS

To **CONSIDER AND CONFIRM** the two days offered by Warwick District Council as concessionary parking days in the WDC Car Parks in Kenilworth.

(10) BUSINESS EXPO

To **DISCUSS AND AGREE** arrangements for the Town Council stand at the event on Friday 15 November 10am – 3.30pm at the Holiday Inn.

(11) WALC AGM – NOMINATION OF VOTING REPRESENTATIVE

To **NOMINATE** a representative (and reserve) to vote at the WALC AGM to be held on 6 November 2024 at Warwick University, Wellesbourne Campus.

(12) VE DAY 80<sup>th</sup> ANNIVERSARY

To **DISCUSS** participation by the Town in the national VE Day 80 event on 8 May 2024.

(13) TREE PLANTING 2024-25

To **NOTE** that the Council has received the following grants and contributions towards planting street trees in the Town:

Warwickshire County Councillor Grant - £2000 Cllr Tracey Drew

Warwickshire County Councillor Grant - £2000 Cllr John Cooke

Warwickshire County Council Delegated Budget - £2000 Cllr Tracey Drew

(14) EXTERNAL AUDIT REPORT 2023-24 NOTICE OF CONCLUSION OF AUDIT

- i. 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 2024 was certified without qualification or opinion by the External Auditor Moore.
- ii. 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 20 September 2024.

(15) CIL APPLICATIONS FOR CONSIDERATION AND RECOMMENDATION

- i. To **CONSIDER THE APPLICATION** from the Abbey Fields Augmented Reality Task and Finish Group in the sum of up to £10,000 and **MAKE A RECOMMENDATION** to full Council. (Application at **Enclosure 16**)
- ii. To **CONSIDER** the application from the Castle and Crossing Task and Finish Group in the sum of up to £25,000 and **MAKE A RECOMMENDATION** to full Council. (Application at **Enclosure 17**)
- iii. To **CONSIDER** the application from the Business and Visitor Economy Group regarding an Outdoor Digital Information Board in the Town Centre in the sum of up to £20,000 and **MAKE A RECOMMENDATION** to full Council. (Application at **Enclosure 18**)

(16) AUTHORISATION TO APPLY FOR A GRANT

To **CONSIDER AND AUTHORISE** the Clerk to apply to Warwick District Council for a Cultural Marketing and Promotion Capital Grant in the sum of £6500, to use towards the Outdoor Digital Information Board (above).

(17) SERVICE CHARGE 2023-2024

To **NOTE** that Warwick District Council have been in correspondence with the Clerk regarding the Service Charge for the period 1/4/23 to 31/3/24. To **GIVE CONSIDERATION** to a suggestion to paying future charges quarterly in advance (estimates), and to any additional details required prior to the invoice being issued by WDC and paid by this Council.

(18) BLEF AWARD

To **NOTE** that a conditional BLEF grant award has been notified, and to **GIVE APPROVAL** for the formal Acceptance of the Award, once other conditions have been confirmed.

(19) WARWICK DISTRICT COUNCIL PARKING CONSULTATION

To **NOTE** that following a recent informal meeting of Members, the comments attached at **Enclosure 19** were submitted by the Clerk to the Parking Services

Manager ahead of the District Council's determination of the charges for the next financial year.

(20) COMMUNITY FORUM

To **NOTE** that the date of the next Community Forum has been moved from Monday 7 October to Monday 28 October 2024. To further note the outcome of various informal discussions and meetings of Members regarding the format and content of future meetings.

(21) CHRISTMAS ARRANGEMENTS

To **DISCUSS AND PLAN** events for the festive period including consideration of a Christmas Market, Shop Window Competition and involvement in any other events. To confirm that the Mayor will host Boxing Day at the Castle between 10am -12 noon on 26 December 2024.

(22) STREET NAMING – DEVELOPMENT AT WOODSIDE CONFERENCE CENTRE

To **DISCUSS AND DECIDE** on a response to the WDC Street Naming Team regarding an application for Street Naming & Numbering for the development at Woodside Conference Centre, Glasshouse Lane.

As the site was previously occupied by Albert and Annie Cay, it has been suggested that the streets proposed are named after them. (Unfortunately, it is not possible to name any streets after Albert as this has been used within the district in other formats.) It is therefore proposed to name one road **Cay Place** and the flats **Woodside Court**.

Access to seven of the dwellings will be from Glasshouse Lane (green on plan supplied to Clerk). It is not possible to name this road separately so it will form a continuation of Glasshouse Lane. A dwelling (Woodside Lodge, Glasshouse Lane) already exists on this drive, which would mean having to amend their address and cause expense to the Council and upset for the owners. Therefore, it is proposed to incorporate the name Jaffray (Annie's maiden name) into the seven dwellings as follows: **Jaffray Park**, Glasshouse Lane, Kenilworth.

7. NEXT MEETING

To **NOTE** that the next scheduled meeting of the Finance and General Services Committee will take place on 19 December 2024, at 7pm.