

KENILWORTH TOWN COUNCIL**Minutes of the Meeting of the Finance and General Services Committee****Commencing at 7.00 pm on Thursday 2 October 2025****PRESENT:** Councillor A J G Marsh (in the Chair)

Councillors: D A T Bailey, A Chalmers, K S Dickson, R Dickson, N Eaton, A Insley, P Jones, J Kennedy, A Milton, J Payne, A Randall, M Stevens and A Summers.

Town Clerk: Miss M S Field.

Deputy Town Clerk: Miss G Honey

The fire and safety brief was displayed on the screens prior to the commencement of the meeting.

FGS.243 DECLARATIONS OF INTEREST

FGS. 269	<u>PROPOSED ALLOTMENTS AT THE SITE OFF CREWE LANE</u>	Cllr P Jones	KATA Committee Member
FGS. 249	<u>REVIEW OF GRANTS AWARDED 2024-2025</u>	Cllr M Stevens	Kenilworth Lions Member
FGS. 257	<u>APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (CAROLS)</u>	Cllr M Stevens	Kenilworth Lions Member
FGS. 258	<u>APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (PANTOMIME)</u>	Cllr M Stevens	Kenilworth Lions Member

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

Councillors R Dickson and M Stevens made a general declaration of personal interest in relation to any items regarding Warwickshire County Council.

FGS.244 APOLOGIES

Apologies received from Cllrs A Dearing and Z Leventhal.

FGS.245 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 22 May 2025. These were received and approved by the Town Council (KTC) on 12 June 2025.

NEW MATTERS

FGS.246 BLUE PLAQUES

Members reviewed the published report.

The Group advised they would present a proposed policy and guidelines for the Town Council Meeting to take place on 4 December 2025.

It was duly proposed, seconded and:

RESOLVED to APPROVE the proposed design in the published report.

STANDING MATTERS

FGS.247 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

The Chair reported that spending was in line with the budget set and there were no anomalies to report.

Members NOTED this update.

FGS.248 KTC FINANCIAL RESERVES FORECAST

Members NOTED that the Financial Reserves Forecast and Financial Forecast Budget are currently being prepared and will be shared with Members in due course, and together with the financial policies for review, will be considered at the December meeting.

FGS. 249 REVIEW OF GRANTS AWARDED 2024-2025

(i) The Chair reported that grant reports had been received from;

- Lions – Grand Show
- Lions – Tent
- English Heritage
- KHAS
- Compassionate Kenilworth
- Carnival
- Citizens Advice

These documents were shared amongst Members. Cllr Insley will discuss the carnival's centenary celebrations with their committee. Members agreed to create a proforma feedback form for Event Grants.

(ii) Members duly proposed, seconded and:

RESOLVED that Compassionate Kenilworth could retain £200 of unspent funding as a small reserve for practical items to help residents who are experiencing difficulties with winter fuel costs.

Members NOTED that Kenilworth Arts Festival will be returning their unspent funds.

Members NOTED this update.

FGS.250 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the auditor had completed his Quarter 1 review with no action required.

Members NOTED this update.

FGS.251 CEMETERY

Cllr Insley reported that all was in order. The opening times will vary into the winter months.

Members NOTED this update.

FGS. 252 CIL WORKING GROUP UPDATE

Members NOTED that a payment of £33,798.68 will be received from WDC for the second half of the year. This made a total CIL fund available of approximately £207,000 after commitments.

FGS.253 TWINNING ASSOCIATION

Cllr A Chalmers reported two visits taking place this year to Eppstein and Bourg-La-Reine, along with the TA planning a Ceilidh event to boost their profile.

Members NOTED this update.

FGS. 254 UYOGO FRIENDSHIP GROUP

Cllrs Bailey and Chalmers reported the successful completion of the maternity unit and rainwater harvesting tank with KUFL funding. Plans were underway for the annual charity event at Kenilworth School.

Members NOTED this update.

FGS. 255 REVIEW OF WEBSITE & ONLINE CONNECT PLATFORMS

Members NOTED the published report from the Deputy Town Clerk. The Chair advised that trail leaflets were progressing well with over 1000 downloads during the same six-month period.

NEW MATTERS

FGS.256 REMEMBRANCE ARRANGEMENTS

Members NOTED that the Clerk is working alongside Warwick District Council and the Royal British Legion to bring forward the arrangements for Remembrance for the town on Sunday 9 November 2025. Cllrs K Dickson, A Milton, M Stevens and P Jones volunteered for marshalling duties.

The Chair advised 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.

FGS.257 APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (CAROLS)

It was duly proposed, seconded and:

RESOLVED that the sum of £700 be granted to KENILWORTH LIONS (CAROLS) from the Town Events Budget.

FGS.258 APPLICATION FOR GRANT FUNDING - KENILWORTH LIONS (PANTOMIME)

It was duly proposed, seconded and:

RESOLVED that the sum of £900 be granted to KENILWORTH LIONS (PANTOMIME) from the Unspecified Allocation Budget.

FGS.259 APPLICATION FOR GRANT FUNDING – MYTON HOSPICES

It was duly proposed, seconded and:

RESOLVED that the sum of £486 be granted to MYTON HOSPICES from the Unspecified Allocation Budget.

FGS. 260 APPLICATION FOR GRANT FUNDING – VASA

It was duly proposed, seconded and:

RESOLVED that the sum of £2,000 be granted to VASA from the Unspecified Allocation Budget.

FGS. 261 APPLICATION FOR GRANT FUNDING – NEW HOPE COUNSELLING

It was duly proposed, seconded and:

RESOLVED that the sum of £5,000 be granted to NEW HOPE COUNSELLING from the Unspecified Allocation Budget.

FGS. 262 APPLICATION FOR GRANT FUNDING – KENILWORTH ROUND TABLE

It was duly proposed, seconded and:

RESOLVED that the sum of £3,600 be granted to KENILWORTH ROUND TABLE from the Town Events Budget.

FGS. 263 TIMETABLE FOR BUDGET AND PRECEPT SETTING

Members agreed the following key dates:

- The Chair and RFO to produce a technical budget for use by Group Leaders by 31 October 2025.
- Any meeting required with Group Leaders, Chair of Finance and RFO will take place during November.
- Final proposals to be put forward by Working Groups by 8 December to be published 12 December.
- Recommendations of F& GS will then be considered and ratified by Full Council on 15 January 2026.

FGS. 264 COMMUNITY BUSINESS FORUM – BVE GROUP

Members were encouraged to attend this event on 6 October 2025 to help support businesses. It was agreed a data collection sheet will be created to gather contact details to make communication easier going forwards.

FGS. 265 WALC AGM – NOMINATION OF VOTING REPRESENTATIVE

It was proposed, seconded and:

RESOLVED for Cllr Mark Stevens to vote at the WALC AGM to be held remotely on 12 November 2025. Cllr A Marsh will act as reserve.

FGS. 266 EXTERNAL AUDIT REPORT 2024-25 NOTICE OF CONCLUSION OF AUDIT

- i. Members NOTED 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 2025 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 16 September 2025.

FGS. 267 SERVICE CHARGES 2025-2026

Members NOTED that Warwick District Council have advised that energy efficiency savings resulting from the recent upgrades at Jubilee House will not automatically be passed onto the tenants of the building. Members agreed for the Chair to write to WDC including the Portfolio Holder and the Deputy Chief

Executive to raise a concern regarding this and to seek further information to enable accurate budget setting.

FGS. 268 CHRISTMAS ARRANGEMENTS

The Clerk advised of the current arrangements for the Christmas Market on 6 December 2025. This included reserving four community stalls for use by Kenilworth Lions, Parenting Project, Twinning Association and KUFL alongside local PTAs and the Town Council.

A Shop Window Competition will need to be arranged by the BVE Group if this is being pursued.

Members NOTED that the Mayor will host Boxing Day at the Castle between 10am -12 noon on 26 December 2025.

FGS. 269 PROPOSED ALLOTMENTS AT THE SITE OFF CREWE LANE

Members NOTED that the Town Council and KATA (Kenilworth Allotments Tenants Association) have been asked for their comments on a proposed Allotment Specification and Management Plan. It was duly proposed, seconded and:

RESOLVED to DELEGATE the compilation of a response from the Town Council to Councillors R Dickson and N Eaton along with the Clerk and her Deputy to comply with the deadline of Friday 3 October. It is anticipated that KATA will share their comments with the Town Council, and where possible the Town Council can be supportive of any requests considered necessary by KATA.

FGS.270 NEXT MEETING

The Chair advised that the next scheduled meeting of the Finance and General Services Committee will take place on 18 December 2025, at 7pm.

The meeting concluded at 8:52pm.

Signed

Dated.....