K E N I L W O R T H   T O W N   C O U N C I L

Minutes of the Meeting of the Finance Committee

Commencing at 7.31 pm on Thursday 21 May 2026

PRESENT: Councillor A J G Marsh (in the Chair from FC.319)

Councillors: N Eaton, Z Leventhal, A Milton, M Stevens.

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.

FC.318 ELECTION OF CHAIR

Councillor A Milton proposed, seconded by Councillor M Stevens that Councillor A J G Marsh be Chairman for the ensuing year. It was:

> RESOLVED unanimously that Councillor A J G Marsh be Chairman of the Finance Committee for the ensuing year.

FC.319 ELECTION OF VICE-CHAIR

Councillor A Milton proposed, seconded by Councillor N Eaton that Councillor M Stevens be Vice-Chairman for the ensuing year. It was:

> RESOLVED that Councillor M Stevens be Vice-Chairman of the Finance Committee for the ensuing year.

FC. 320 DECLARATIONS OF INTEREST

FC. 334	APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS	Cllr M Stevens	Member of Kenilworth Lions

Councillor A Milton made a general declaration of personal interest in relation to any items regarding Warwick District Council.

Councillor M Stevens made a general declaration of personal interest in relation to any items regarding Warwickshire County Council.

FC. 321 APOLOGIES

Apologies received from Cllrs J Kennedy and K Dickson.

FC. 322 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 12 February 2026. These were received and approved by the Town Council (KTC) on 26 February 2026.

FC. 323 MATTERS ARISING

None.

STANDING MATTERS

FC. 324 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

The Clerk presented the published documents and gave a brief overview of the current financial position. Accounts for the year 2025-26 have now been closed by Rialtas with a final balance of £134,057, above that which was budgeted for. This is due to an underspend on certain budget lines. Our general reserves are within the recommended parameters and above the minimum recommended level. The clerk advised that the end of year accounts were available for review and these would be presented to the next Town Council meeting in June.

The clerk advised that, going forwards, the various accruals had been noted and were available to view. In addition, certain budget lines had been amended including an amalgamation of the existing grant budgets, keeping the new environmental grant budget separate. The new dedicated budget for the Town Theme can also be seen and this will be used to fund the picnic at the Castle.

Members NOTED this update.

FC. 325 REVIEW OF GRANTS AWARDED 2025-2026

Members NOTED the receipt of the following reports of grants awarded during the 2025-2026 financial year:

- Kenilworth Embroidery School (interim)
- A Band of Brothers
- Old Town Events
- Arts Uplift CIC
- Kenilworth Roundtable

FC.326 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the auditor had completed their Quarter 4 review on 12 May 2026 with no action required. The report was shared with the Chair and Vice-Chair in line with regulations.

The clerk reported that the internal auditor had further attended the offices on 19 May 2026 to conduct further checks in line with the Annual Governance & Accountability Return.

Members NOTED this update.

INITIALS..........................

NEW MATTERS

FC.327 REVIEW OF SIGNATORIES

The Chair proposed the signatories for financial authorisation for the current year, following election of Chair and Vice Chair of this Committee as follows:

Chair	Adrian Marsh
Vice Chair/Leader	Mark Stevens
Group Leader	Kate Dickson
Past Mayor	James Kennedy
Mayor	Alison Insley
Councillor	Neil Eaton

It was duly seconded and:

RESOLVED that the following signatories be confirmed for financial authorisation for the current year:

Chair	Adrian Marsh
Vice Chair/Leader	Mark Stevens
Group Leader	Kate Dickson
Past Mayor	James Kennedy
Mayor	Alison Insley
Councillor	Neil Eaton

FC. 328 PROJECT SUPPORT GRANTS POLICY AND GRANT TIMESCALE

The Chair presented the published Project Support Grants Policy for approval, as delegated by full Council on 16 April 2026. It was proposed, seconded and:

RESOLVED to APPROVE the Project Support Grants Policy as published.

Members also discussed setting the deadlines and interview dates for the Grant Applications for the current financial year. It was proposed, seconded and:

RESOLVED to set the following deadlines and interview dates for the Grant Applications for the current financial year:

Application Receipt Deadline	Interview Date	Finance Meeting	TC Meeting (If needed)	Approx £ Payout (latest)
05/05/2026	12/05/2026	21/05/2026	04/06/2026	30/06/2026
07/09/2026	18/09/2026	01/10/2026	22/10/2026	31/10/2026
11/01/2027	22/01/2027	04/02/2027	25/02/2027	Mid March

FC. 329 INVESTMENT AND ASSETS POLICY

INITIALS..........................

Cllr N Eaton presented the published Investment and Assets Policy for review and approval. It was duly proposed, seconded and:

RESOLVED to APPROVE the Investment and Assets Policy as published.

FC. 330 APPLICATION FOR GRANT FUNDING – A BAND OF BROTHERS

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1000 be granted to A BAND OF BROTHERS from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 331 APPLICATION FOR GRANT FUNDING – EMPOWER & RISE

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £490 be granted to EMPOWER & RISE from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 332 APPLICATION FOR GRANT FUNDING – OLD TOWN FESTIVAL

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1000 be granted to OLD TOWN FESTIVAL from the Combined Grant Budget 2026/27. Conditions of the agreement include a report within six weeks of the event taking place.

FC. 333 APPLICATION FOR GRANT FUNDING – JOE PHIPPS FOUNDATION

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £126 be granted to JOE PHIPPS FOUNDATION from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 334 APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (GRAND SHOW)

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1000 be granted to KENILWORTH LIONS – GRAND SHOW from the Combined Grant Budget 2026/27. Conditions of the agreement include a full report within six weeks of the event taking place.

FC.335 APPLICATION FOR GRANT FUNDING – KENILWORTH SCOUTS (JAMBOREE)

INITIALS..........................

There was support for the bid. It was duly proposed, seconded and:

> RESOLVED that the sum of £1950 be granted to KENILWORTH SCOUTS - JAMBOREE from the Combined Grant Budget 2026/27. Conditions of the agreement include a full report within six weeks of the event taking place.

FC. 336 APPLICATION FOR GRANT FUNDING – SPRING NURSERY AND PRESCHOOL

There was support for the bid. It was duly proposed, seconded and:

> RESOLVED that the sum of £430 be granted to SPRING NURSERY AND PRESCHOOL from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 337 CIL APPLICATION FOR CONSIDERATION AND RECOMMENDATION

Cllr A Milton presented the published application from the Town Council regarding funding towards a Skate Park at Castle Farm in the sum of up to £125,000. He explained that funding of £150,000 had been secured from WDC along with Officer time and resource. This request would make up the remainder of the funding required for the skatepark to be renewed.

Members discussed the application and whether the skatepark can be expanded to include seating and the pump track. Cllr Milton advised that this was being explored by WDC as part of a larger bid for funding. Cllr Stevens advised that the Youth Council had met earlier that day and, entirely independently, had raised the issue of the skatepark. It was suggested their platform could be used to consult on any proposed designs.

Members requested a briefing from the Project Team, the involvement of the Youth Council and regular updates to each Council Meeting going forwards. Cllr Milton will raise these requests with WDC directly.

It was duly proposed, seconded and:

> RESOLVED to RECOMMEND the approval of the application from the Town Council regarding funding towards a Skate Park at Castle Farm in the sum of up to £125,000.

FC. 338 CONFIRMATION OF CIL ALLOCATED PROJECT ADJUSTMENT

Cllr A Milton proposed to APPROVE the return of the £20,000 allocation of CIL funding for digital screens to the available CIL funds. It was duly seconded and:

> RESOLVED to APPROVE the return of the £20,000 allocation of CIL funding for digital screens to the available CIL funds.

FC. 339 TRANSFER OF BUSINESS – EXISTING CONTRACT

Members NOTED that the domain and web services contract with Quicknet has now passed to AMS Computer Services. The Chair asked the Deputy Clerk to check that KTC own all domain names we are associated with.

FC. 340 NEXT MEETING

The Chair advised that the next scheduled meeting of the Finance Committee will take place on 1 October 2026, not before 7:15pm, following the Meeting of the Planning Committee.

The meeting concluded at 8:31pm.

Signed ……………….……………….

Dated.…….………………….…..............

INITIALS..........................