

KENILWORTH TOWN COUNCIL**Minutes of the Meeting of the Finance and General Services Committee****Commencing at 7.08 pm on Thursday 22 May 2025****PRESENT:** Councillor A J G Marsh (in the Chair from FGS. 208)

Councillors: D A T Bailey, A Chalmers, K S Dickson, R G Dickson, A Insley, J Kennedy, Z L Leventhal, A Milton, 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.207 ELECTION OF CHAIR

Councillor J Kennedy proposed, seconded by Councillor R Dickson 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 & General Services Committee for the ensuing year.

FGS.208 ELECTION OF VICE-CHAIR

Councillor A Insley proposed, seconded by Councillor J Kennedy that Councillor M Stevens be Vice-Chairman for the ensuing year.

After consideration it was:

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

FGS.209 DECLARATIONS OF INTEREST

FGS. 219	<u>TWINNING ASSOCIATION</u>	Cllrs K Dickson and R Dickson	Members
FGS. 223	<u>APPLICATION FOR GRANT FUNDING – KENILWORTH SWIMMERS</u>	Cllr A Chalmers	Applicant Known
FGS. 224	<u>APPLICATION FOR GRANT FUNDING - KENILWORTH HISTORY &</u>	Cllr A Chalmers	Applicant Known

	<u>ARCHEOLOGY SOCIETY</u>		
FGS. 227	<u>APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS</u>	Cllr A Chalmers	Applicant Known
FGS. 227	<u>APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS</u>	Cllr M Stevens	Member of Kenilworth Lions

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

FGS.210 APOLOGIES

Cllrs A Dearing, N Eaton, P Jones, J Payne and A Randall.

FGS.211 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 6 February 2025. These were received and approved by the Town Council (KTC) on 27 February 2025.

MATTERS ARISING

FGS.212 VE 80 ANNIVERSARY

Cllr A Chalmers provided a verbal report on the recent VE80 event. This was a successful event with over 800 residents attending. The Piper and Bugler were well received and Cllr Chalmers thanked everyone involved for their organisation and attendance.

Cllr K Dickson reported the winner of the shop window competition was Myton Hospice. Whilst entries were lower than on previous occasions, the competition demonstrated the value of keeping in touch with businesses in the town.

Members NOTED this update.

FGS.213 450 COMMEMORATIONS

Cllr J Kennedy provided a verbal update. He explained that the souvenir brochures had now been received and a distribution plan needed to be established. Members discussed who should benefit from these brochures and it was agreed the residents of the town should be prioritised. The Clerk advised that a quote

had been received from a local distribution company who had established routes within the town. After discussion, it was duly proposed, seconded and:

RESOLVED that the sum of £1,215 be approved for the distribution of 9000 copies of the souvenir brochure to residential properties within the town.

Cllr Kennedy further reported that two University of Warwick students had been recruited to evaluate the 450th celebrations. They will develop an evaluative framework to include quantitative, qualitative and anecdotal data and will return to full Council in the Autumn to present their findings to Members. Members asked that travel to and from the events be included to establish active travel methods and use.

The Chair advised that all Members had been invited to the English Heritage launch of their art installation on 9 July 2025. The Clerk said that discussions for an event solely for castle pass holders were ongoing. Initial talks have centred around an invitation to visit the art installation, a film screening and tea party facilities/food trucks being made available in the castle grounds.

The Clerk confirmed that a stand had been reserved at the Lions Grand Show in Abbey Fields on 14 June where the 450th celebrations will be promoted. Commemorative items including pin badges and fridge magnets were also being considered, which may be distributed via the local schools should this go ahead.

Members noted that three additional banners had been received and suggested these were placed at the entrances to the town along Leamington Road, Coventry Road and Birmingham Road.

Members NOTED these updates.

FGS.214 BLUE PLAQUES

Cllr D Bailey provided a verbal update. He advised that the group were looking to work with a local charity to create a memorial for Fred Reid, a long standing resident of Kenilworth who had sadly passed away recently and had been heavily involved in supporting blind residents within the town.

Cllr Chalmers added that the group remained committed to developing a local scheme, however, funding requirements would need to be discussed for adding to the budget next spring.

Members NOTED this update.

STANDING MATTERS

FGS.215 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

The Clerk reported that the previous financial year accounts have now been closed by Rialtas and our General Reserves held a closing balance of £136,953, a lower figure than budgeted for. The Council had budgeted to spend £20,000 from

General Reserves and the overspend was due to payroll going over budget. However, this is still well above the recommended minimum reserves level of £75,000.

The Clerk advised that the end of year accounts were available for anyone to view should they wish, however, these would be presented to the next Town Council meeting in June.

Members NOTED this update.

FGS.216 REVIEW OF GRANTS AWARDED 2024-2025

The Chair reported that grant reports had been received from;

- Kenilworth Helping Hands
- Kenilworth Lions – Panto trip and Carol Concert (both Dec 24)
- The Air Cadets 495 Squadron

These documents were shared amongst Members.

Members NOTED this update.

FGS.217 INTERNAL AUDIT – REPORTS AND ACTION

The Clerk reported that the auditor visited on 15 May 2025 and reviewed Quarter 4 accounts. His report will be shared with the Chair and Vice-Chair of Finance now nominated. The auditor will return in June to sign off the internal audit report for June Town Council.

Members NOTED this update.

FGS.218 CEMETERY

Cllr R Dickson presented a cemetery report which was circulated amongst Members. All seemed in order with no vandalism reported. Cllr Insley will continue to make regular visits to the location.

Members NOTED this update.

FGS.219 TWINNING ASSOCIATION

Cllr A Chalmers provided a verbal update. He advised that all were looking forward to the visit from Bourg La Reine at the end of May 2025. The Mayor will be hosting a reception at the Castle for the visitors next week. A visit to Eppstein was being planned for next year, however, unfortunately the visit to Roccalumera planned for later this year had fallen through.

Cllr Chalmers advised that the committee were working hard to promote themselves and to attract new members.

Members NOTED this update.

FGS. 220 UYOGO FRIENDSHIP GROUP

Cllr A Chalmers provided a verbal update. He said that the water project was doing extremely well and explorations continued into rain harvesting methods. He advised the Maternity hospital development had stalled for now but slow progress was being made.

Cllr Chalmers advised that Kenilworth School's Africa show had been a great success.

Members NOTED this update.

NEW MATTERS

FGS.221 REVIEW OF SIGNATORIES

Members confirmed the signatories for financial authorisation for the current year, following election of Chair and Vice Chair of this Committee. It was duly proposed, seconded and:

RESOLVED that the signatories for financial authorisation for the current year will be as follows:

Chair	Adrian Marsh
Vice Chair/Leader	Mark Stevens
Group Leader	Kate Dickson
Mayor	James Kennedy
Past Mayor	Alan Chalmers
Councillor	Richard Dickson

Cllrs A Milton and A Dearing will be removed.

Members NOTED this update.

FGS.222 CHRISTMAS 2025 ARRANGEMENTS / ILLUMINATIONS

Cllr M Stevens provided a verbal update following a recent meeting held with the Clerk, the Leader and the Events Team at WDC. Cllr Stevens circulated a revised layout for the Warwick Road event following feedback from retail premises last year. Members enquired whether an accessibility assessment had been made and the local businesses contacted and consulted about the changed layout.

The Clerk advised that a meeting had been set up between the Chamber of Trade, KTC and the Events Team, however, the Clerk had advised that the Chamber did not represent all retailers in the town and further consultation should be undertaken. There was no mention of an accessibility assessment. It was agreed Members would raise this at the upcoming meeting.

Cllr Stevens advised that WDC were no longer funding nor managing a Christmas Light Switch on for the High Street. If this event were to continue, it would be for

KTC to consider the management and funding of the event. After lengthy discussion and possible alternative management options being considered, it was agreed that an approach would initially be made to the existing Illuminations Committee involved in the High Street event. The Group Leaders will then determine an appropriate way forward.

Members noted that funding was being received from WDC for events in the sum of £25,000 which could be utilised for this if required. The Clerk advised that the lights on the High Street were also failing and these would need to be replaced in the near future.

The Clerk advised that the Christmas Market preparations were starting and decisions needed to be made on the number of stalls this Council will require and the identification of other entertainment/festive ideas can be incorporated. Members agreed to form a sub group of the Business & Visitor Economy Forum Group in partnership with office staff.

It was duly proposed, seconded and:

RESOLVED to delegate planning decisions and arrangements for the Christmas Market to the Business & Visitor Economy Forum Group along side office staff.

Members NOTED these updates.

FGS. 223 APPLICATION FOR GRANT FUNDING – KENILWORTH SWIMMERS

Members considered an Application for Funding support in the sum of £1750 from KENILWORTH SWIMMERS.

There was a lengthy discussion with many factors being considered including the club being Leamington based and the value of funds already held by the club for gala events. It was noted that the event would take place despite any funding support. Members did wish to recognise the commitment to the sport by the Kenilworth participants and their families.

Cllr K Dickson made a proposal that this application be rejected. This was amended by Cllr A Chalmers who proposed a sum of £500 be granted as a gesture of this Council's support. The amendment was duly voted on with 4 in favour of the amendment, 5 against the amendment and 1 abstention. The amendment therefore failed.

Members then voted on the original proposal that this application for funding support was rejected. It was duly proposed, seconded and with 7 in favour and 4 against it was:

RESOLVED that the grant application from KENILWORTH SWIMMERS be rejected.

FGS.224 APPLICATION FOR GRANT FUNDING - KENILWORTH HISTORY & ARCHEOLOGY SOCIETY

Members considered an Application for Funding support in the sum of up to £949 from KENILWORTH HISTORY & ARCHEOLOGY SOCIETY.

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

RESOLVED that the sum of £949 be granted to KENILWORTH HISTORY & ARCHEOLOGY SOCIETY from the Unspecified Allocation Budget for 2025/2026.

FGS.225 APPLICATION FOR GRANT FUNDING – OLD TOWN FESTIVAL

Members considered an Application for Funding support in the sum of up to £500 from OLD TOWN FESTIVAL.

Members were keen to support an established successful event. It was therefore proposed, seconded and:

RESOLVED that the sum of £500 be granted to OLD TOWN FESTIVAL from the Town Events Support Budget for 2025/2026.

FGS. 226 APPLICATION FOR GRANT FUNDING – KENILWORTH CHAMBER OF TRADE

Members considered an Application for Funding support in the sum of £1573.15 for KENILWORTH CHAMBER OF TRADE.

Members noted that this application was for the purchase of a speaker and microphone equipment for a new event, and questioned the use of this equipment beyond the specified event. It was felt an alternative approach would be for this Council to purchase the equipment as a community asset, where it can be hired out for events going forwards to prolong its use. It was agreed the Chamber of Trade will be approached with this as an option.

Subject to the Chamber of Trade's agreement for this approach, it was duly proposed, seconded and:

RESOLVED that a spend of up to £1573.15 be approved for the purchase of a speaker and microphone equipment from the EMR equipment upgrade budget.

FGS. 227 APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS

Members considered an Application for Funding support in the sum of up to £414 for KENILWORTH LIONS.

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

RESOLVED that the sum of £414 be granted to KENILWORTH LIONS from the Unspecified Allocation Grants Budget for 2025/2026.

FGS. 228 APPLICATION FOR GRANT FUNDING – THE ENGLISH HERITAGE TRUST

Members considered an Application for Funding support in the sum of up to £3330 for THE ENGLISH HERITAGE TRUST.

This application was raised in connection with the upcoming 450th anniversary celebrations and Members were keen to support this application and the local schools involved. It was duly proposed, seconded and:

RESOLVED that the sum of £3330 be granted to THE ENGLISH HERITAGE TRUST from the 450th anniversary events budget.

FGS. 229 NOMINATION FOR APPROVED STREET NAME

Cllr R Dickson presented this nomination for the name “Hannah Deacon” for endorsement by the Town Council as an approved street name for Kenilworth. Cllr Dickson explained this related to Hannah Deacon who had been a long standing Kenilworth resident. Hannah was a well known and inspirational figure in her relentless campaign to receive medicinal cannabis for her son born with a rare and severe epilepsy. It was noted this nomination was being put forward with the support of Hannah’s family.

Members were unanimously in support of this nomination. It was felt that the impact Hannah had on our community and nationally was exceptional and the very least we could do would be to recognise her in this way. Members also felt strongly that Hannah’s full name was included in the nomination.

It was duly proposed, seconded and:

RESOLVED that the name “Hannah Deacon” was fully endorsed by this Town Council as an approved street name for Kenilworth.

FGS.230 NEXT MEETING

The Chair advised that it was necessary to hold an additional short Finance & General Services Committee Meeting prior to the next scheduled meeting of 2 October 2025.

It was therefore agreed and duly NOTED that the date for the next meeting of the Finance and General Services Committee will take place on Thursday 3 July 2025 at 7pm.

The meeting concluded at 9:04pm.

Signed

Dated.....