

KENILWORTH TOWN COUNCIL**Minutes of the Meeting of the Finance and General Services Committee****Commencing at 7.00 pm on Thursday 18 December 2025**

PRESENT: Councillor A J G Marsh (in the Chair)

Councillors: D A T Bailey, A Chalmers, A Dearing (from FGS. 274),
K S Dickson, R Dickson, N Eaton, A Insley, P Jones, J Kennedy, J
Payne, 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.271 DECLARATIONS OF INTEREST

FGS. 289	<u>COMPASSIONATE KENILWORTH</u>	Cllr R Dickson	Founder of Compassionate Kenilworth
FGS. 278	<u>REVIEW OF GRANTS AWARDED 2024-2025</u>	Cllr A Chalmers	Individual from Coventry Chess Academy Known

Councillors K S Dickson, R Dickson, J Kennedy 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.272 APOLOGIES

Apologies received from Cllrs Z Leventhal, A Milton and A Randall.

FGS.273 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee
held on 2 October 2025. These were received and approved by the Town Council
(KTC) on 23 October 2025.

NEW MATTERS**FGS.274 BLUE PLAQUES**

Cllr D Bailey presented a draft policy to Members and a discussion ensued
concerning the intricacies of how the scheme would work. The Group agreed to

bring terms of reference and specific details of the scheme to a future Town Council Meeting. The Group will share a final draft policy with the Policy and Standing Orders Working Group for agreement at a future date.

Members NOTED this update.

FGS. 275 REVIEW OF CHRISTMAS EVENTS 2025 (FGS.268)

- (i) Members discussed the recent High Street Light Switch On event. Overall, the event was a huge success. Various amendments and improvements were discussed for 2026 involving minimising single use plastic, additional community stalls, the ongoing use of reindeer and parking/marshalling facilities.

Cllr K Dickson advised that the Abbey End Christmas Market for Small Business Saturday went very well and thanked all staff and Members for their involvement.

- (ii) Cllr A Insley reported on the recent shop window competition. This was won by Castle Home Luxuries. Members were keen to encourage more businesses to enter the competition, however, all acknowledged that the decorations added to the festive atmosphere in the town regardless of submitting a formal entry.

FGS. 276 PROFORMA FEEDBACK FORM (FGS.249)

Members agreed to use the drafted proforma to gather direct feedback from grant recipients. It was also agreed that, upon each application considered, if granted, Members would decide on the frequency of reporting required.

It was therefore duly proposed, seconded and:

RESOLVED that, on grants awarded for ongoing work (other than a town event) when an application is agreed, the reporting frequency will be specified and form part of the signed agreement.

FGS. 277 SERVICE CHARGES 2025-26 (FGS.267)

The Chair shared an email from WDC advising that this Council could anticipate a 30% reduction in electricity charges (and thus a reduction in service charge) following the recent improvements to Jubilee House.

STANDING MATTERS

FGS.278 REVIEW OF GRANTS AWARDED 2024-2025

- (i) Members NOTED the receipt of the following reports of grants awarded during the 2024-2025 financial year:
- The Kenilworth Centre
 - Myton Hospices
 - Citizens Advice

- New Hope
- The Shakespeare Hospice

- (ii) Members NOTED the request from English Heritage to reallocate unspent grant funds.

It was duly proposed, seconded and:

RESOLVED to APPROVE the request from English Heritage to use the unspent funding in a way to benefit the local community:

The Kenilworth Centre has been gifted one of the bespoke chess sets created by Lindsey Mendick and her team. They plan to use their set during their winter 'warm hub' sessions, which will be attended by both younger and older residents. English Heritage would like to fund visits from Paul Lam, Director of Coventry Chess Academy, to deliver chess lessons to Kenilworth groups at the Centre using the gifted set.

FGS.279 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the auditor had completed his Quarter 2 review with no action required.

Members NOTED this update.

FGS.280 TWINNING ASSOCIATION

Cllr A Chalmers reported that a strong fundraising team is now in place who have organised successful events to raise the club's profile. New links were being made with Sicilly and two twinning visits were being organised for 2026.

Members NOTED this update.

FGS. 281 UYOGO FRIENDSHIP GROUP

Cllr A Chalmers advised that the maternity unit was complete but not yet open due to the election period. The Group had also thanked KTC for the use of the stall at the Christmas Market.

Members NOTED this update.

NEW MATTERS

FGS.282 APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

It was duly proposed, seconded and:

RESOLVED that the sum of £5000 be granted to CITIZENS ADVICE from the Unspecified Allocation Budget. Conditions of the agreement

include a requirement for face-to-face consultations, with quarterly reporting requested.

FGS.283 APPLICATION FOR GRANT FUNDING – THE SHAKESPEARE HOSPICE

It was duly proposed, seconded and:

RESOLVED that the sum of £3000 be granted to THE SHAKESPEARE HOSPICE from the Unspecified Allocation Budget. Conditions of the agreement include six monthly reporting.

FGS.284 APPLICATION FOR GRANT FUNDING – THE KENILWORTH CENTRE

It was duly proposed, seconded and:

RESOLVED that the sum of £5000 be granted to THE KENILWORTH CENTRE from the Unspecified Allocation Budget. Conditions of the agreement include six monthly reporting.

FGS. 285 APPLICATION FOR GRANT FUNDING – EMPOWER AND RISE

Members discussed this application in some depth. It was agreed that the application required clear support from beneficiary organisations before any funding could be considered, and this did not yet appear to have been secured or in place. It was therefore duly proposed, seconded and:

RESOLVED that the application be REJECTED.

FGS. 286 FINANCIAL RESERVES POLICY

Members duly proposed, seconded and:

RESOLVED to APPROVE the published Financial Reserves Policy.

Members briefly discussed a draft financial reserves forecast shared at the meeting. It was acknowledged and agreed that the Council needed to achieve a balance between maintaining an appropriate level of reserves and ensuring funds were not held unnecessarily.

FGS. 287 BUDGET AND PRECEPT FOR FINANCIAL YEAR 2026-2027

Members discussed the proposed draft budget in some depth including new budget lines and any inflation expenses. It was noted that the tax base was not yet available from WDC and therefore no recommendations could be made at this meeting.

It was agreed that, at the Town Council meeting in January when the budget would be finalised and formally approved, the Group Leaders would provide a clear explanation of any proposed increase to ensure this could be communicated appropriately.

FGS. 288 STREET NAMING

- (i) Members considered a request from WDC Street Naming Team to review the suitability of two of the previously suggested street names (Eppstein and Bonnarrigo). After a discussion, Members wished to retain both names on the WDC list.
- (ii) Members duly proposed, seconded and:

RESOLVED to APPROVE the addition of a street name to the approved list for Kenilworth, in relation to the late Cyril Hobbins.

Cllr A Insley further presented a request for endorsement for Brink Art to complete a mural within the town in memory of Cyril. This would take place on WCC property and no funding was required of the Town Council. Members were happy to endorse this request.

FGS. 289 COMPASSIONATE KENILWORTH

Members duly proposed, seconded and:

RESOLVED for the Town Council to purchase a framed Kings Award for Voluntary Service Certificate to display at Jubilee House at a cost of £90.00 in relation to the award and achievements of Compassionate Kenilworth.

FGS. 290 KENILWORTH REVEALED – MAINTENANCE CONTRACT

Members duly proposed, seconded and:

RESOLVED to APPROVE FUNDING for a maintenance contract with the Kenilworth Revealed Project Creator Zubr, for a period to run from Jan 11 2026 – March 31 2028. The contract is to cover security updates, bug fixes and crashes, app support, at a cost of £4,500 +VAT for the full period.

FGS. 291 APPLICATION FOR SCHEDULED MONUMENT CONSENT

Members NOTED that an application for Scheduled Monument Consent has been submitted to Historic England concerning a proposal for a new bench outside the castle walls at Kenilworth.

FGS. 292 PUBLIC CONSULTATION - PTRO25 020 01 AND 02 30MPH SPEED LIMIT AND PROHIBITION OF MOTOR VEHICLES , CREWE LANE, KENILWORTH

Members NOTED that Warwickshire County Council are proposing to introduce a 30mph Speed Limit and also a short length of Prohibition of Motor Vehicles (*except blue light service vehicles*) along lengths of Crewe Lane, Kenilworth.

Members discussed the proposal and wished to submit comments. Members asked for the completion of the spine road and the new roundabout at Stansfield Grove prior to any closure of Crewe Lane.

FGS.293 NEXT MEETING

Members discussed moving the scheduled date of the next meeting due to Member unavailability.

The Chair therefore advised that the next scheduled meeting of the Finance and General Services Committee will take place on 12 February 2025, at 7pm.

The meeting concluded at 9:16pm.

Signed

Dated.....