

KENILWORTH TOWN COUNCIL

Minutes of the FIFTY THIRD ANNUAL MEETING of the TOWN COUNCIL

held in Leicester's Barn, Kenilworth Castle
at 7.00 pm on Thursday 14th May 2026

PRESENT: Councillors: D A T Bailey, A G Chalmers, A M Dearing, K S Dickson, R G Dickson, N Eaton, A Insley, P J Jones, A J Kennedy, Z Leventhal, A Marsh, A W Milton, R Minto, J Payne, M L Stevens.

Town Clerk: Miss M S Field.

Deputy Town Clerk: Miss G Honey

A total of 83 invited guests and members of the public were present;

The retiring Mayor, Cllr James Kennedy, then welcomed all present and declared the meeting open.

AM.32 **ELECTION OF TOWN MAYOR FOR THE ENSUING YEAR**

Councillor Z Leventhal proposed, Councillor K Dickson seconded and it was:

RESOLVED unanimously that Councillor Alison Insley be elected Town Mayor and to hold office until a successor is elected in May 2027.

AM.33 **DECLARATION OF OFFICE**

Councillor Insley made and signed her declaration of office, which was witnessed and countersigned by the Town Clerk.

Councillor Insley made her acceptance speech, thanking others for their help and assistance, and took the Chair.

AM.34 **APOLOGIES**

Councillors A Randall and A Summers.

AM.35 **VOTE OF THANKS – RETIRING MAYOR**

Councillor R Dickson proposed, Councillor M Stevens seconded and it was:

RESOLVED unanimously that this Council places on record its appreciation of the able and efficient manner in which James Kennedy has carried out his official duties during the past year. Cllr James Kennedy and Mrs Kit Lawry were presented with their Past Mayor's and Mayoress Badges in recognition of their Mayoral year.

Cllr Kennedy provided a short reflection on his Mayoral year, thanking all those who had provided support.

AM.36 **ELECTION OF DEPUTY MAYOR**

Councillor A Milton proposed, Councillor A Dearing seconded and it was:

RESOLVED unanimously that Councillor Mark Stevens be appointed Deputy Mayor for the ensuing year.

Councillor M Stevens offered an acceptance speech and thanked all present for their backing.

AM.37 **APPOINTMENT OF REPRESENTATIVES TO TOWN COUNCIL COMMITTEES, GROUPS AND WORKING PARTIES**

Councillor P Jones proposed, Councillor J Payne seconded and it was:

RESOLVED that the following be appointed to Town Council Committees, Groups and Working Parties as scheduled below:

The Mayor and Deputy Mayor are ex-officio members of every committee, sub-committee, advisory committee, working party and liaison group, except where barred by regulation, and consequently are not listed below unless they have been specifically appointed.

Any Member may be In Attendance at, or co-opted on to, the Town Council bodies listed below.

TOWN COUNCIL

All Members sit on the Town Council, which is Chaired by the Mayor or the Deputy Mayor/Mayor Elect in the Mayor's absence.

COMMITTEES

The Chair and Vice Chair of the following Committees are elected by the respective committee membership following the commencement of the civic year.

FINANCE COMMITTEE

Councillors	K S Dickson
	N A Eaton
	A J Kennedy
	Z L Leventhal
	A J G Marsh
	A W Milton
	M L Stevens

GENERAL SERVICES COMMITTEE

Councillors	D A T Bailey
	A G Chalmers
	A M Dearing
	K S Dickson
	R G Dickson
	A Insley

P J Jones
R J S Minto
J Payne
A Randall
A M Summers

PLANNING COMMITTEE

All Members can act as substitutes on the Planning Committee.

Councillors	D A T Bailey K S Dickson N A Eaton P J Jones A W Milton R G S Minto J D R Payne
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STAFFING COMMITTEE

Councillors	K S Dickson A J Kennedy M L Stevens
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(Reserves)

Councillors	N A Eaton A Insley
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TOWN COUNCIL GROUPS AND WORKING PARTIES

The Chair and Vice Chair are elected by respective Group/Working Party members following the commencement of the civic year.

HS2 WORKING GROUP

Councillors	R G Dickson P J Jones A J Kennedy A J G Marsh
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CLIMATE & NATURE WORKING GROUP

Councillors	D A T Bailey N A Eaton A Insley A J Kennedy R J S Minto M L Stevens
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STANDING ORDERS & POLICIES WORKING GROUP

Councillors	R G Dickson N A Eaton
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STANDING LIAISON -ENGLISH HERITAGE

Councillors A G Chalmers
 A M Dearing
 K S Dickson
 A J Kennedy
 M L Stevens

CIL WORKING GROUP (COMMUNITY INFRASTRUCTURE LEVY)

Councillors K S Dickson
 N A Eaton
 A J Kennedy
 Z L Leventhal
 A W Milton
 Chair Of Finance

AM.38 APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES AND AS COUNCIL CHAMPIONS

Councillor D Bailey proposed, Councillor A Chalmers seconded and it was:

RESOLVED that the following be appointed as representatives on outside bodies and as council champions as scheduled below:

NOMINATED ATTENDEES ON OUTSIDE BODIES

ILLUMINATIONS COMMITTEE

Councillor P J Jones

KENILWORTH YOUTH COUNCIL

Councillor A Insley
Councillor J. Payne

COUNCIL CHAMPIONS

EMERGENCY PLANNING

Councillor A Insley

CYCLING

Councillor A W Milton

KENILWORTH TWINNING ASSOCIATION

Councillors A G Chalmers
 A M Dearing

KENILWORTH-UYOGO FRIENDSHIP LINK (KUFL)

Councillors D A T Bailey
 A G Chalmers

THE KENILWORTH CENTRE

Councillors A J G Marsh
 M L Stevens

KENILWORTH SCHOOL (KMAT LEISURE & LETTINGS MANAGEMENT COMMITTEE)

Councillor

A J G Marsh

AM. 39 **APPOINTMENT OF TRUSTEES**

Councillor A Marsh proposed, Councillor N Eaton seconded and it was:

RESOLVED that the following be appointed as Trustees as scheduled below:

OTHER EXTERNAL APPOINTMENTS

APPOINTMENT OF TRUSTEES

EDWARDS COAT & GOWN

(21 May 2023 - 21 May 2027) Councillor K S Dickson
(21 May 2023 – 21 May 2027) Councillor Z L Leventhal
(21 May 2023 – 21 May 2027) Councillor A W Milton

KENILWORTH UNITED CHARITY

(2023-2027) Councillor A Insley
(2023-2027) Councillor A J G Marsh
(2023-2027) Councillor A M Summers

WILLIAM EDWARDS SCHOOL CHARITY

(November 2023 – November 2027) Councillor P J Jones
(May 2026 - May 2030) - Councillor K S Dickson
(July 2026 - July 2030) Mr P J Ryan

AM. 40 **CALENDAR OF MEETINGS 2026-2027 AND LIST OF COUNCIL MEMBERS CONTACT DETAILS**

The updated Calendar of Meetings for 2026 - 2027, together with the list of Council contacts, was NOTED (Copy attached at Annex A).

AM.41 **ATTENDANCE OF MEMBERS AT MEETINGS 2025-2026**

The Attendance records from May 2025 to April 2026 in relation to meetings of the Town Council, Planning and Finance and General Services Committees were NOTED.

The Chair drew the meeting to a close at 8:14pm.

Signed

Dated

Annex A



KENILWORTH TOWN COUNCIL

CALENDAR OF MEETINGS

All Committee Meetings commence at 7.00 pm in the Council Chamber, Jubilee House, on Thursday, unless otherwise stated.

**2026-2027 CIVIC CALENDAR**

	THURS	MEETING TYPE	NOTES
<u>May 2026</u>			
	7		BANK HOLIDAY 4 MAY KTC Training/Briefing Day
	14	Annual Meeting /Mayor Making	7.00pm Castle
	21	Planning Finance	GRANT APPLICATIONS (1)
	28		BANK HOL 25 May
<u>June</u>	4	Town Council/Planning	Approve AGAR & Accounts
	11		
	18		KTC Training/Briefing Day
	25	Planning /General Services	
<u>July</u>	2		
	9		KTC Training/Briefing Day
	16	Town Council/Planning	
	23		
	30		
<u>August</u>	6		
	13	Planning	
	20		
	27		BANK HOLIDAY 25 AUG
<u>September</u>	03	Town Council/Planning	
	10		KTC Training/Briefing Day
	17		
	24		
<u>October</u>	1	Planning Finance	Part Year Budget Review & GRANT APPLICATIONS (2)
	8		
	15		KTC Training/Briefing Day
	22	Town Council / Planning	
	29		
<u>November</u>	5		

	12	Planning / General Services	
	19		
	26		KTC Training/Briefing Day
<u>December 2026</u>	3	Town Council / Planning	
	10		
	17	Planning Finance	Recommend Budget and Precept GRANT APPLICATIONS (3)
	24		
	31		
<u>January 2027</u>	7		KTC Training/Briefing Day
	14	Town Council/Planning	Agree Budget and Precept
	21		
	28		
<u>February</u>	4	Planning Finance	GRANT APPLICATIONS (4)
	11		
	18		KTC Training/Briefing Day
	25	Town Council/Planning	
<u>March</u>	4		
	11		KTC Training/Briefing Day
	18		
	25	Planning	GOOD FRIDAY 26 MARCH
<u>April</u>	1		EASTER MONDAY 29 MARCH
	8		
	15	Town Council/Planning	
	22	Town Assembly (provisional)	
	29	Planning	
<u>2027-28 CIVIC CALENDAR (DRAFT)</u>			
<u>May 2027</u>	6		BANK HOLIDAY 3 MAY
	13	Annual Meeting and Mayor Making	CASTLE 7.30 pm
	20	Planning Finance	GRANT APPLICATIONS (1)
	27		KTC Training/Briefing Day
<u>June</u>	03		BANK HOLIDAY 31 May
	10	Town Council/Planning	
	17		KTC Training/Briefing Day



KENILWORTH TOWN COUNCIL

CONTACT DETAILS

8 MAY 2026

ENCLOSURE 3



All addresses are within Kenilworth

**01926 prefix
unless stated.**

ABBHEY WARD

Councillor	A M Dearing	c/o Jubilee House, Smalley Place alix.dearing@kenilworth-tc.gov.uk	CV8 1QG	859155
“	Z L Leventhal	c/o Jubilee House, Smalley Place zoe.leventhal@kenilworth-tc.gov.uk	CV8 1QG	859155

BORROWELL WARD

Councillor	A G Chalmers	c/o Jubilee House, Smalley Place alan.chalmers@kenilworth-tc.gov.uk	CV8 1QG	859155
“	K S Dickson	3 Barrow Road kate.dickson@kenilworth-tc.gov.uk	CV8 1EG	779159
“	J Payne	112 Albion Street josh.payne@kenilworth-tc.gov.uk	CV8 2FZ	07572 193245

DALEHOUSE WARD

Councillor	D A T Bailey	c/o Jubilee House, Smalley Place david.bailey@kenilworth-tc.gov.uk	CV8 1QG	07447 006076
“	P J Jones	5 Woodland Road peter.jones@kenilworth-tc.gov.uk	CV8 2FJ	853930 07756 281231
“	A J Kennedy	19 Lower Ladies Hills james.kennedy@kenilworth-tc.gov.uk	CV8 2GN	07900 103140
“	M L Stevens	3 Lulworth Park mark.stevens@kenilworth-tc.gov.uk	CV8 2XG	07395 163481

PARKHILL WARD

Councillor	N A Eaton	25 Rounds Hill neil.eaton@kenilworth-tc.gov.uk	CV8 1DW	07906 711174
“	R J S Minto	68 Henry St roy.minto@kenilworth-tc.gov.uk	CV8 2HJ	07488 255830
“	A Randall	c/o Jubilee House, Smalley Place alex.randall@kenilworth-tc.gov.uk	CV8 2NX	07827 927007
“	A M Summers	c/o Jubilee House, Smalley Place akira.summers@kenilworth-tc.gov.uk	CV8 1QG	859155

ST JOHNS WARD

Councillor	R G Dickson	3 Barrow Road richard.dickson@kenilworth-tc.gov.uk	CV8 1EG	779159 07713 594506
“	A Insley	c/o Jubilee House, Smalley Place alison.insley@kenilworth-tc.gov.uk	CV8 1QG	859155
“	A J G Marsh	c/o Jubilee House, Smalley Place adrian.marsh@kenilworth-tc.gov.uk	CV8 1QG	859155
“	A W Milton	24 Windmill Close andrew.milton@kenilworth-tc.gov.uk	CV8 2GQ	511213 07785 182823

