

Kenilworth Town Council

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12 December 2025



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 18 DECEMBER 2025**, at 7.00pm, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'Michael', written over a horizontal line.

Town Clerk

DECLARATIONS OF INTEREST

Members are reminded of the utmost importance of making declarations of interest in respect of any of the items appearing on the Agenda below. Declarations should be entered on the form circulated with the attendance register, and should be made orally immediately before the item is discussed. Particular care should be taken to ensure that any beneficial or disclosable pecuniary interest has been identified under the provisions of Section 31 of the Localism Act 2011. If the interest is not registered, formal notification of it must be made within 28 days. Members are reminded of the need to also declare predetermination of any matter.

A G E N D A

1. DECLARATIONS OF INTEREST
2. APOLOGIES
3. MINUTES

To **NOTE** the Minutes of the Finance and General Services Committee held on 2 October 2025 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

- (1) BLUE PLAQUES (FGS.246)

To **RECEIVE** an update on progress and discussion of the draft Policy, arrangements, costings and shortlist, for inclusion in the budget.

- (2) REVIEW OF CHRISTMAS EVENTS 2025 (FGS.268)

- i. To **RECEIVE** a verbal update report from the Illuminations Committee and Christmas Market/Events representatives.
- ii. To **RECEIVE** a verbal report and results of the festive Shop Window Competition.

(3) PROFORMA FEEDBACK FORM (FGS.249)

To **REVIEW** and **ADOPT** the Proforma Feedback Form – primarily for events.
(**Enclosure 2**)

(4) SERVICES CHARGES 2025-26 (FGS.267)

To **RECEIVE** an update.

5. STANDING MATTERS

(1) REVIEW OF GRANTS AWARDED 2024-2025

- (i) To **REVIEW** outstanding reports of grants awarded during the 2024-2025 Financial Year and any recent communications.

Grant reports / updates have been received from:

The Kenilworth Centre
Myton Hospices
Citizens Advice
New Hope
The Shakespeare Hospice

- (ii) REQUEST FROM ENGLISH HERITAGE TO REALLOCATE UNSPENT GRANT FUNDS RE TRAVEL BURSARIES – 450 PROJECT

To **CONSIDER AND APPROVE** a 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.

English Heritage are also exploring the possibility of hosting a Saturday chess workshop at the Kenilworth Centre.

(2) INTERNAL AUDIT – REPORTS AND ACTION

To **REVIEW** the latest report received from the Internal Auditor and identify any actions required.

(3) TWINNING ASSOCIATION

To **RECEIVE** a verbal update from the Councillor Representatives.

(4) UYOGO FRIENDSHIP GROUP

To **RECEIVE** a verbal update from the Councillor Representatives.

6. NEW MATTERS

(1) APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £5000.00 (Copy attached at **Enclosure 3**)

(2) APPLICATION FOR GRANT FUNDING – THE SHAKESPEARE HOSPICE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £3000.00 (Copy attached at **Enclosure 4**)

(3) APPLICATION FOR GRANT FUNDING – THE KENILWORTH CENTRE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £5000.00 (Copy attached at **Enclosure 5**)

(4) APPLICATION FOR GRANT FUNDING –EMPOWER & RISE

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £1970.00 (Copy attached at **Enclosure 6**)

(5) FINANCIAL RESERVES POLICY

To **CONSIDER** and **APPROVE** the adoption of the Financial Reserves Policy at **Enclosure 7** and discuss formulation of the Financial Reserves Forecast.

(6) BUDGET AND PRECEPT FOR FINANCIAL YEAR 2026-2027

TO CONSIDER the option submitted by the Group Leaders **AND RECOMMEND:**

a. the main budget figures for the Financial Year 2026-27 and to review the outline future planning requirements beyond that point.

b. the precept to be provisionally set for the financial year 2026 – 2027. The current year Band D figure is set at £27.86 per household. The balance of funding beyond that provided by the precept, and other identified income, is drawn from the General Reserves.

The Proposal for the Budget is attached at **Enclosure 8** however **the Tax Base is not yet available so it is not possible to accurately calculate the precept at this time.**

(7) STREET NAMING

- (i) To **CONSIDER A REQUEST** from WDC Street Naming Team to review the suitability of two of the previously suggested street names (Epstein and Bonnarrigo).
- (ii) To **CONSIDER A REQUEST** to approve the addition of a street name to the approved list for Kenilworth, in relation to the late Cyril Hobbins.
(Enclosure 9)

(8) COMPASSIONATE KENILWORTH

To **CONSIDER** whether the Town Council would wish 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.

(9) KENILWORTH REVEALED – MAINTENANCE CONTRACT

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.

(10) APPLICATION FOR SCHEDULED MONUMENT CONSENT

To **NOTE** 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.

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

To **NOTE** 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.

To **CONSIDER and AGREE** any arrangements for a response to be submitted on behalf of Kenilworth Town Council.

Further information and copies of documentation can be found by visiting;
<https://www.warwickshire.gov.uk/news/20210/warwick-district>

Any objections or representations to the proposals, which must be in writing and specify the grounds on which they are made, should be addressed to Mike McDonnell, County Highways Minor Works, Shire Hall Post Room, Rear of Shire Hall, Northgate Street, Warwick, CV34 4RL or sent by email to chminorworks@warwickshire.gov.uk using the subject heading “Crewe Lane” as the subject.

7. NEXT MEETING

To **NOTE** that the next scheduled meeting of the Finance and General Services Committee will take place on 5 February 2026, at 7pm.