

Kenilworth Town Council

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26 September 2025



NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that a **FINANCE AND GENERAL SERVICES COMMITTEE MEETING** will be held in **JUBILEE HOUSE**, on **THURSDAY 2 OCTOBER 2025**, at 7.00pm, when you are requested to attend.

A handwritten signature in black ink, appearing to read 'M. Kelly', 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 22 May 2025 (Copy attached at **Enclosure 1**).

4. MATTERS ARISING

- (1) BLUE PLAQUES

To **RECEIVE** a written update on progress and **APPROVE** proposed design options. (**Enclosure 2**)

5. STANDING MATTERS

(1) REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

To **REVIEW** the position and to note the spending and budget following the first five months of the new financial year. (Income and Expenditure and Balance sheet reports available at Enclosure 3).

(2) KTC FINANCIAL RESERVES FORECAST

To **NOTE** that the Financial Reserves Forecast and Financial Forecast Budget are currently being prepared and will be shared with Members in due course, and together with the financial policies for review, will be considered at the December meeting.

(3) REVIEW OF GRANTS AWARDED 2024-2025

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

(i) Grant reports / updates have been received from:

Lions – Grand Show
Lions – Tent
English Heritage – Tudor Days at Castle for 450 Anniversary
KHAS – Cabinet
Compassionate Kenilworth – Winter Support
Carnival
Citizens Advice

(ii) Communications regarding previous grants awarded have been received from Compassionate Kenilworth and Kenilworth Arts Festival.

Compassionate Kenilworth would like to retain £200 of unspent funding as a small reserve for practical items to help residents who are experiencing difficulties with winter fuel costs.

Kenilworth Arts Festival will return the remainder of their grant that is unspent – along with a reconciliation report. The Festival is a CIC (Community Interest Company) which is being dissolved.

(4) INTERNAL AUDIT – REPORTS AND ACTION

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

(5) CEMETERY

To **RECEIVE** a verbal report on the cemetery from Councillor Insley.

(6) CIL WORKING GROUP UPDATE

To **RECEIVE** a verbal update from the Working Group.

(7) TWINNING ASSOCIATION

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

(8) UYOGO FRIENDSHIP GROUP

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

(9) REVIEW OF WEBSITE & ONLINE CONNECT PLATFORMS

To **NOTE** a report from the Deputy Clerk detailing the statistics and engagement information. (**Enclosure 4**)

6. NEW MATTERS

(1) REMEMBRANCE ARRANGEMENTS

To **NOTE** that the Clerk is working alongside Warwick District Council and the Royal British Legion to bring forward the arrangements for Remembrance for the town on Sunday 9 November 2025. Four volunteers from this Council are sought to assist with marshalling duties associated with the parade.

The annual memorial event is also being planned for 2pm on Thursday November 21 for a wreath to be laid at Abbey End, to mark the explosion which killed 26 people in 1940.

(2) APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (CAROLS)

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £700.00 (Copy attached at **Enclosure 5**)

(3) APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (PANTOMIME)

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £900.00 (Copy attached at **Enclosure 6**)

(4) APPLICATION FOR GRANT FUNDING –MYTON HOSPICES

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of £486.00 (Copy attached at **Enclosure 7**)

(5) APPLICATION FOR GRANT FUNDING –VASA

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of £2000.00 (Copy attached at **Enclosure 8**)

(6) **APPLICATION FOR GRANT FUNDING – NEW HOPE COUNSELLING**

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 9**)

(7) **APPLICATION FOR GRANT FUNDING – KENILWORTH ROUND TABLE**

To **DECIDE UPON AN APPLICATION** to Town Council regarding an Application for Funding support in the sum of up to £3600.00 (Copy attached at **Enclosure 10**)

(8) **TIMETABLE FOR BUDGET AND PRECEPT SETTING**

To **AGREE** the key dates for the following actions:

- The Chair and RFO to produce a technical budget for use by Group Leaders
- Any meeting required with Group Leaders, Chair of Finance and RFO
- Final proposals to be put forward by groups
- Recommendations of F& GS will then be considered and ratified by Full Council on 15 January 2026

(9) **COMMUNITY BUSINESS FORUM**

To **FINALISE** arrangements for the Town Council event on Monday 6 October 6pm – 8pm at the Holiday Inn.

(10) **WALC AGM – NOMINATION OF VOTING REPRESENTATIVE**

To **NOMINATE** a representative (and reserve) to vote at the WALC AGM to be held remotely on 12 November 2025. (To include voting on subscription rates). Members should please advise the Clerk if they would like to attend in order that bookings can be made.

(11) **EXTERNAL AUDIT REPORT 2024-25 NOTICE OF CONCLUSION OF AUDIT**

- i. To **NOTE** that in accordance with the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014 the Annual Governance & Accountability Return for the year ended 31 March 2025 was certified without qualification or opinion by the External Auditor Moore.
- ii. The Notice of Conclusion of Audit together with the certified AGAR (Sections 1, 2 & 3) have been published on the Noticeboard at Jubilee House and the Town Council website since 16 September 2025.

(12) SERVICE CHARGES 2025-2026

To **NOTE** that Warwick District Council have been asked to clarify whether energy efficiency savings resulting from the recent upgrades at Jubilee House will be passed onto the tenants of the building. This information is required prior to the budgets being set, to understand the likely service charges invoiced by WDC and paid by this Council at the conclusion of the financial year, and to anticipate the charges for the forthcoming year.

(13) CHRISTMAS ARRANGEMENTS

To **DISCUSS AND PLAN** events and publicity for the festive period including confirmation of a Christmas Market, Shop Window Competition and involvement in any other events. To confirm that the Mayor will host Boxing Day at the Castle between 10am -12 noon on 26 December 2025.

(14) PROPOSED ALLOTMENTS AT THE SITE OFF CREWE LANE

To note that the Town Council and KATA (Kenilworth Allotments Tenants Association) have been asked for their comments on a proposed Allotment Specification and Management Plan.

It is proposed to **DELEGATE** the compilation of a response from the Town Council to Councillors R Dickson and N Eaton along with the Clerk and her Deputy to comply with the deadline of Friday 3 October. It is anticipated that KATA will share their comments with the Town Council, and where possible the Town Council can be supportive of any requests considered necessary by KATA.

7. NEXT MEETING

To **NOTE** that the next scheduled meeting of the Finance and General Services Committee will take place on 18 December 2025, at 7pm.