

# Kenilworth Town Council

Jubilee House, Smalley Place, Kenilworth, CV8 1QG

Telephone: 01926 859155

E-mail: [kentc@kenilworth-tc.gov.uk](mailto:kentc@kenilworth-tc.gov.uk)



29 May 2026

**NOTICE IS HEREBY GIVEN** that a **TOWN COUNCIL MEETING** will be held at **7.00 pm on THURSDAY, 4 JUNE 2026** in the **COUNCIL CHAMBER AT JUBILEE HOUSE** when your attendance is requested.

A handwritten signature in black ink, appearing to be 'M. Kest', 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 to be circulated with the attendance book, 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.

## **CIVILITY & RESPECT**

Councillors and council staff have the right to carry out their civic duties and work without fear of being attacked or abused. The use of aggressive or abusive language (including raising of voice, swearing, shouting or in writing) which threatens or intimidates councillors or council staff is totally unacceptable.

## **PUBLIC SPEAKING**

A maximum of 15 minutes is set aside at the start of this meeting for local residents of any age, a local business, a local community group or local public body in Kenilworth to present their ideas for enhancing community life in the town.

## **AGENDA**

1. **DECLARATIONS OF INTEREST**
2. **MAYOR'S QUESTIONS**

### 3. PUBLIC QUESTION TIME

Before the business of the meeting, the public may ask questions in accordance with the following conditions (ref SO 3.10):

- (1). The total time to be no longer than 20 minutes.
- (2). Electors of the Town of Kenilworth may submit one question relating to the business of Kenilworth Town Council.
- (3). Questions to be submitted to the Mayor at the start of the meeting.
- (4). Any questions not dealt with will stand until the next Council meeting.
- (5). The answer to questions may be verbal by one or more members of Council.
- (6). If answers cannot be given, the matter may be investigated and an answer given in writing later.

### 4. COMMUNICATIONS AND ANNOUNCEMENTS

#### **Summary of recent Mayoral Engagements undertaken by the Town Mayor and Deputy Mayor from 17 April 2026.**

|                                                           |            |
|-----------------------------------------------------------|------------|
| Kings Award Presentation                                  | 17/04/2026 |
| Spa Theatre company - Bugsy Malone - Bridge House Theatre | 17/04/2026 |
| Warwickshire Singers Spring Concert                       | 18/04/2026 |
| New Hope Counselling 15th Birthday Celebration            | 18/04/2026 |
| Civic Tour                                                | 21/04/2026 |
| Annual Assembly                                           | 23/04/2026 |
| Warwick TC Civic Dinner                                   | 24/04/2026 |
| Volunteer Sunday Service & Whitnash Civic Lunch           | 26/04/2026 |
| Carnival Queen Selection                                  | 26/04/2026 |
| Opening of the Almanac                                    | 29/04/2026 |
| KenFest Bike Ride                                         | 01/05/2026 |
| Stratford District Council Black Tie Dinner               | 01/05/2026 |
| Festival of Scouting - Ragley Estate                      | 02/05/2026 |
| Stratford TC Civic Tour                                   | 03/05/2026 |
| Priorsfield School - Kenilworth Revealed Re-launch        | 08/05/2026 |
| Past Mayors Coffee and Cake                               | 08/05/2026 |
| Kenilworth Talking News Annual Lunch                      | 08/05/2026 |
| Lions Furniture Store - Special Sales Day                 | 09/05/2026 |
| Crackley School - Kenilworth Revealed Re-launch           | 11/05/2026 |
| Memory Café Opening - St Francis                          | 13/05/2026 |
| Mayor Making                                              | 14/05/2026 |
| Stratford TC Mayor making                                 | 15/05/2026 |
| Lord Mayor of Coventry Fundraising Dinner                 | 15/05/2026 |
| Big Fix at the Repair Café                                | 16/05/2026 |
| Dinner with Twinning Association                          | 16/05/2026 |
| Stratford TC Civic Service                                | 17/05/2026 |
| World Bee Day - Kenilworth Library                        | 20/05/2026 |
| Opening Symposium for the One Humanity Project            | 21/05/2026 |
| Whitnash Mayor Making                                     | 21/05/2026 |
| Opening Chess Exhibition - Holiday Inn                    | 23/05/2026 |
| Kenilworth Revealed - Fun Day                             | 24/05/2026 |
| Lions Charity Performance of Witness for the Prosecution  | 25/05/2026 |
| Salsa Wilder Waters Appeal - Warwick University           | 27/05/2026 |

5. APOLOGIES

6. MEMORIALS AND PETITIONS

7. MINUTES

To receive the Minutes of the Town Council held on 16 April 2026 (**Enclosure 1**).

To receive the Minutes of the Town Assembly held on 23 April 2026 (**Enclosure 2**)

To receive the Minutes of the Annual Meeting held on 14 May 2026 (**Enclosure 3**) and **APPROVE by resolution that Cllr J Kennedy be added to the list of KTC Champions in relation to Wayfinding.**

8. MATTERS ARISING

(1) KENILWORTH REVEALED – Living History Event

To receive a report from Councillor A Chalmers regarding the Living History Event held to promote the Kenilworth Revealed app on Sunday 24 May 2026. (**Enclosure 4**)

9. STANDING MATTERS

(1) BBV (Balfour Beatty Vinci) working in partnership with HS2

An update on any relevant aspects of HS2 and contact with BBV. Report on Forum from Cllr P Jones (**Enclosure 5**)

(2) FLOOD INCIDENT REPORTING REQUIREMENTS TO WDC

The review of any report(s) rendered or now required under the advisory reporting arrangements requested by WDC.

(3) COMMITTEES AND WORKING GROUPS

To receive any updates on the work being undertaken by the Committees and Working Groups.

(i) Community Infrastructure Levy (CIL) Working Group (**Enclosure 6**)

(ii) To consider the following application and decide upon by resolution:

Skate Park Funding (up to £125,000) (**Enclosure 7**)

(4) UPDATE REPORT FROM WARWICK DISTRICT COUNCILLORS

To receive an update on the recent work of WDC from Councillor K Dickson (Copy at **Enclosure 8**)

(5) UPDATE REPORT FROM WARWICKSHIRE COUNTY COUNCILLORS

To receive a written report on the recent work of WCC from Councillor R Dickson. **Enclosure 9**

10. NEW MATTERS AND CORRESPONDENCE

(1) RISK MANAGEMENT REVIEW

To review and consider the summary of the Council's Risk Management Review. **(Enclosure 10)**

(2) FIXED ASSET REGISTER

To review and approve the updated Fixed Assets Register. **(Enclosure 11)**

(3) REPORT ON ANNUAL GOVERNANCE STATEMENT AND RETURN OF ACCOUNTS 2025/26

To receive a Report from the Town Clerk regarding the Annual Governance Statement and Return of Accounts for the last Financial Year **(Enclosure 12)**

(4) INTERNAL AUDIT REPORT, REAPPOINTMENT AND AUDIT PROCESSES

To receive the report, and note that the Internal Auditor has now completed their work and signed the Annual Internal Audit Report without qualification. **(Enclosure 13)**

It is recommended that Phillips and Becker are reappointed on the same terms of reference and that the total remuneration package remains at £250 per quarter.

To further note that as part of the rolling review of risk and internal controls policy, the audit checks are carried out quarterly in arrears, with monthly check as/when required.

(5) FORMAL APPROVAL OF THE ANNUAL GOVERNANCE STATEMENT FOR THE FINANCIAL YEAR ENDING 31 MARCH 2026.

To consider and approve the Annual Governance Statement for the Financial Year ending 31 March 2026. (Copy attached at **Enclosure 14)**

(6) FORMAL APPROVAL OF THE ACCOUNTING STATEMENTS AND INTERNALLY AUDITED ACCOUNTS FOR THE FINANCIAL YEAR ENDING 31 MARCH 2026.

To consider and approve the Accounting Statements, having regard to draft internally audited accounts, for the Financial Year ended March 2026, prior to their release for public scrutiny under the Elector's rights provisions.  
(Copy attached at **Enclosure 15)**

(7) CONFIRMATION OF THE EXERCISE OF PUBLIC'S RIGHTS

To note that the Period for the Exercise of Public's Rights and supporting statements for the Accounts for the year ended on 31 March 2026 will be from Monday 8 June 2026 until Friday 17 July 2026. Copies of the Notice and associated documentation will be available on both the Website and the Noticeboard.

(8) SIGNATORIES

To confirm the six signatories to the Town Council accounts and for approving payment schedules as Councillors James Kennedy, Kate Dickson, Adrian Marsh, Neil Eaton, Alison Insley and Mark Stevens.

(9) POLICIES / STANDING ORDERS REVIEW

To note the proposed list of Policies and Standing Orders and the recommended timetable for review. (**Enclosure 16**)

(10) PUBLICATIONS SCHEME

To review and approve the updated Publication Scheme set out at **Enclosure 17**

(11) REVIEW OF CODE OF CONDUCT

To review the currently adopted code of conduct, and to highlight the importance of Members updating any changes to their Register of Members interests forms. **Enclosure 18**

(12) CHRISTMAS ARRANGEMENTS

To confirm arrangements for Christmas Events in the town.

(13) TEENAGE MARKET

To receive a report setting out a proposal for the Council to support the Teenage Market initiative being promoted by WCC and WDC (**Enclosure 19**)

(14) SEXUAL ENTERTAINMENTS ESTABLISHMENT POLICY (WDC) REVIEW

To note that Warwick District Council's SEV policy is currently being reviewed. The current policy was last adopted on 18<sup>th</sup> March 2021 and the Town Council's view and comments are sought on the draft revised policy by 10 June 2026.

Review of the sexual entertainment establishment statement of licensing policy - Sex establishments - Warwick District Council.

11. OFFICER'S REPORTS

(i) PROGRESS REPORT/UPDATE ON KENILWORTH LEISURE CENTRE REDEVELOPMENTS

To receive a report from WDC officers at **Enclosure 20.**

(ii) REPORT ON SAFER NEIGHBOURHOOD TEAM

To receive a report from Councillor R Dickson / recent statistics in relation to the Kenilworth Safer Neighbourhood Team, (**Enclosure 21**) and link to the Warwickshire Police website - [Kenilworth](#) | [Your area](#) | [Warwickshire Police](#) | [Warwickshire Police](#)

12. COMMITTEE REPORTS

To receive the minutes of the Finance Committee held on 21 May 2026 (**Enclosure 22**)

13. STATEMENTS OF EXPENDITURE FOR THE 2025 - 2026 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the month of March (Month 12) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 23**).

14. STATEMENTS OF EXPENDITURE FOR THE 2026 - 2027 FINANCIAL YEAR

To approve by Resolution, the Statements of Expenditure inclusive of Petty Cash Expenditure, for the month of April (Month 1) including trial balance and income and expenditure breakdown (Copy attached at **Enclosure 24**).

15. NOTICE OF MOTIONS

16. NEXT MEETING

To note that the next Meeting of the Town Council will be held in Jubilee House on **Thursday 16 July 2026** at 7.00pm.