

KENILWORTH TOWN COUNCIL

Minutes of the Meeting of the General Services Committee

Commencing at 7.25 pm on Thursday 25 June 2026

PRESENT: Councillor P J Jones (in the Chair from GSC.02)

Councillors: D Bailey, A Dearing, K Dickson, R Dickson, A Insley, J Payne, A Summers

Deputy Town Clerk: Miss G Honey

The fire and safety brief was displayed on the screens prior to the commencement of the meeting.

GSC.01 ELECTION OF CHAIR

Councillor R Dickson proposed, seconded by Councillor K Dickson that Councillor P J Jones be Chair for the ensuing year. It was:

RESOLVED unanimously that Councillor P J Jones be Chair of the General Services Committee for the ensuing year.

GSC.02 ELECTION OF VICE-CHAIR

Councillor R Dickson proposed, seconded by Councillor K Dickson that Councillor A Dearing be Vice-Chair for the ensuing year. It was:

RESOLVED that Councillor A Dearing be Vice-Chair of the General Services Committee for the ensuing year.

GSC.03 DECLARATIONS OF INTEREST

Councillors K Dickson, R Dickson and J Payne made a general declaration of personal interest in relation to any items regarding Warwick District Council.

Councillor R Dickson made a general declaration of personal interest in relation to any items regarding Warwickshire County Council.

GSC.04 APOLOGIES

Apologies received from Cllrs A Chalmers and R Minto.

Cllr A Randall was absent.

GSC.05 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 12 February 2026. These were received and approved by the Town Council (KTC) on 26 February 2026.

MATTERS ARISING

GSC. 06 Members discussed and agreed the following Terms of Reference for this Committee:

- Number of Members will not exceed 11 (Membership approved at the Annual Meeting).
- At least two meetings will take place per annum.
- The Chair and Vice Chair to be appointed by a majority vote of this Committee.
- All activities of the Committee shall mirror the Town Council Strategy.
- This Committee shall have delegated authority to act in the following matters:
 - Seasonal Lighting
 - Street Decoration
 - Town Twinning
 - Town Council Events
 - Coordination with Business and Voluntary Communities
 - Council communication platforms, i.e., websites and digital media.

STANDING MATTERS

GSC. 07 **TWINNING ASSOCIATION**

The Chair read out an email update from Cllr Alan Chalmers in his absence. The Association had a very successful visit from Eppstein and Langeais in May 2026.

Members NOTED this update.

GSC. 08 **UYOGO FRIENDSHIP GROUP**

Cllr D Bailey provided a verbal update and advised good progress was being made on the rainwater harvesting project, along with ongoing projects including beekeeping and sanitary product availability. The committee has attracted three new members and a review of their social media was being undertaken to boost publicity.

Members NOTED this update.

GSC. 09 **CEMETERY REPORT**

Cllr R Dickson presented the published report and recommended that a Memorial Post-box be funded at a cost of up to £1400, at the Oaks Road Cemetery. Members discussed the need for this in the area and whether it would be used by residents. It was agreed that an informal consultation will be undertaken on our social media platforms to try and establish support for the project prior to any cost commitment.

The Deputy Clerk will explore this possibility with a view to this matter being brought back to the Town Council meeting on 3 September 2026.

GSC. 10 REVIEW OF WEBSITE & ONLINE CONNECT PLATFORMS

The Deputy Clerk presented the published report. Cllr Dearing asked if a monthly email could be sent to local community groups reminding them of our events facility on our websites which can be used as a free advertising tool. A query was also raised about increasing the profile of our trails and walks on our Visit Kenilworth website. The Deputy Clerk will seek advice from our website administrator on how this may be done.

GSC. 11 ALLOTMENTS

The Deputy Clerk advised we had received a copy of KATA's response to WDC relating to Condition 38 on the management of allotment land on the development at Land East of Glasshouse Lane. This was available to members to read the full response if required. It was also reported that KATA are keen to obtain further allotment land at Beehive Hill and WDC Cllr Richard Hales had been involved in this.

Cllr K Dickson added that reference to allotment land had been included in the planning application at Rouncil Lane, however, it was unclear if this was intended to be Town Council owned or an extension of Gypsy Lane.

Members NOTED these updates.

NEW MATTERS

GSC. 12 STRATEGY PILLARS

Members discussed the publicity for and launch of the Strategy Pillars. It was agreed this could be launched in the Autumn alongside the latest information concerning local government reorganisation. This could be in the format of a forum and include information on the Town Council's remit, focus and our position within the revised local Council structure.

GSC. 13 CHRISTMAS ARRANGEMENTS

Cllr K Dickson provided a brief update on Christmas arrangements this year. A meeting had taken place with the WDC Events team who have proposed some changes to the Warwick Road Light Switch On event this year. These have not yet been finalised and a further meeting is due to take place for WDC to advise of any final plans. At this stage KTC can finalise plans for the High Street Light Switch On.

Members NOTED this update.

GSC. 14 DIGITAL DISPLAY BOARDS

The Deputy Clerk shared recent feedback received from Kenilworth Castle and thekenilworthcentre on the digital display boards in place at both locations. This was all very positive with the only issue raised concerned a replacement fuse.

This will be explored with the manufacturer. Members noted that the third screen has been loaned to KHAS (Kenilworth History & Archaeology Society) for promotion of the Kenilworth Revealed app and it was suggested that Everyone Active could be approached for the fourth screen to be located at Abbey Fields Swimming Pool. Cllr Dearing commented that it would be a further step forward if the exterior digital display board could be reconsidered for Abbey End in the future.

Members NOTED this update.

GSC. 15 NEXT MEETING

To **NOTE** that the next scheduled meeting of the General Services Committee will take place on 12 November 2026, following the meeting of the Planning Committee at 7pm.

Signed

Dated.....