K E N I L W O R T H T O W N C O U N C I L

Minutes of the Meeting of the Finance Committee

Commencing at 7:29pm on Thursday 1 October 2026

PRESENT: Councillor A J G Marsh (in the Chair)

Councillors: K Dickson, N Eaton, Z Leventhal, J Kennedy.

Town Clerk: Miss M S Field.
Deputy Town Clerk: Miss G Honey

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

FC.341 DECLARATIONS OF INTEREST

FC. 359	APPLICATION FOR GRANT FUNDING – KENILWORTH TWINNING ASSOCIATION	Cllr J Kennedy	Member of Kenilworth Twinning Association
FC. 364	APPLICATION FOR GRANT FUNDING – KENILWORTH GARDENERS	Cllr N Eaton	Family Member associated with Kenilworth Gardeners

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

FC. 342 APOLOGIES

Apologies received from Cllrs A Milton and M Stevens.

FC. 343 MINUTES

Members NOTED the Minutes of the Finance and General Services Committee held on 21 May 2026. These were received and approved by the Town Council (KTC) on 4 June 2026.

FC. 344 MATTERS ARISING

None.

STANDING MATTERS

FC. 345 REVIEW OF FINANCIAL POSITION AND CURRENT BUDGET

The Clerk presented the published documents and gave a brief overview of the current financial position. Spending was on target against the budget with

INITIALS.....

increased income against the castle pass and interest budget lines. Staff salaries will likely be underspent due to a reduction in hours for one staff member. The Civic hospitality budget is expected to be fully spent. Grant funds would need to be discussed with £40,104 left in the pot and sixteen applications to consider later in this meeting. The budget for town support provision is currently unspent, however, consideration was being given for an event in the New Year.

Cllr Kennedy asked if there was any information available concerning election costs. The Clerk explained that we had not yet received an indication of costs from WDC, however, WALC had taken this issue up with WDC due to particularly and disproportionally high election costs in the past.

Members NOTED this update.

FC. 346 REVIEW OF GRANTS AWARDED 2025-2026

Members NOTED the receipt of the following reports of grants awarded during the 2025-2026 financial year:

- Beyond the bump (6 month report)
- Citizens Advice (Quarterly)
- Lions Grand Show
- Kenilworth School of Embroidery (6 month)
- Kenilworth Show
- The Shakespeare Hospice (6 month)
- Time for Hope
- Parenting Project (6 month report)
- Kenilworth Carnival
- The Kenilworth Centre .

FC.347 INTERNAL AUDIT – REPORTS AND ACTION

The Chair reported that the auditor had completed their Quarter 1 review on 16 July 2026 with no action required. The report was shared with the Chair and Vice-Chair in line with regulations.

Members NOTED this update.

FC. 348 KTC FINANCIAL RESERVES FORECAST

Members NOTED 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 Reserves Policy for review, will be considered at the December meeting.

NEW MATTERS

FC.349 OVERVIEW OF GRANT BUDGET

INITIALS.....

Members discussed the remaining provision for grant funding and the options available for awarding grants during the current financial year. Cllr K Dickson advised that we had the sum of £40,104 remaining in the general community grant fund and £10,000 in the environmental grant fund. Sixteen applications had been made for this round of grant applications which exceeded the sum held. There also remained a final round of prospective applications to consider in January 2027.

Members discussed possible options including limiting grant windows, splitting the grant fund availability between windows and/or offering core funding to local organisations which would free up the grant fund for one off applications.

After discussion, it was agreed that the Group Leaders and the Chair of Finance would meet to discuss those organisations they may wish to consider offering core funding to. For the applications to be considered later in this meeting, these will be considered in the usual manner and general reserves would be utilised if necessary to ensure funds were available.

FC.350 APPLICATION FOR GRANT FUNDING – KENILWORTH LIONS (PANTOMIME)

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £500 be granted to KENILWORTH LIONS (PANTOMIME) from the Combined Grant Budget 2026/27. Conditions of the agreement include a full report within six weeks of the event taking place.

FC. 351 APPLICATION FOR GRANT FUNDING – MYTON HOSPICES

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1000 be granted to MYTON HOSPICES from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 352 APPLICATION FOR GRANT FUNDING – SAM GIBBINS

Members discussed this application in some depth. It was considered that this application did not sufficiently meet the grant criteria based on the itinerary of the trip. It was duly proposed, seconded and:

RESOLVED that this application be refused.

FC. 353 APPLICATION FOR GRANT FUNDING – NEW HOPE COUNSELLING

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £3000 be granted to NEW HOPE COUNSELLING from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

INITIALS.....

FC. 354 APPLICATION FOR GRANT FUNDING – KENILWORTH ROUND TABLE

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £2,500 be granted to KENILWORTH ROUND TABLE from the Combined Grant Budget 2026/27. Conditions of the agreement include a full report within six weeks of the event taking place.

FC.355 APPLICATION FOR GRANT FUNDING – SOROPTOMIST INTERNATIONAL KENILWORTH & DISTRICT

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £500 be granted to SOROPTOMIST INTERNATIONAL KENILWORTH & DISTRICT from the Combined Grant Budget 2026/27. Conditions of the agreement include a full report within six weeks of the conclusion of the project.

FC. 356 APPLICATION FOR GRANT FUNDING – WARWICKSHIRE VISION SUPPORT

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1000 be granted to WARWICKSHIRE VISION SUPPORT from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 357 APPLICATION FOR GRANT FUNDING – THE SHAKESPEARE HOSPICE

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £4000 be granted to THE SHAKESPEARE HOSPICE from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 358 APPLICATION FOR GRANT FUNDING – WAVERLEY DAY CARE

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £2,500 be granted to WAVERLEY DAY CARE from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 359 APPLICATION FOR GRANT FUNDING – KENILWORTH TWINNING ASSOCIATION

There was support for the bid. It was duly proposed, seconded and:

INITIALS.....

RESOLVED that the sum of £500 be granted to KENILWORTH TWINNING ASSOCIATION from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 360 APPLICATION FOR GRANT FUNDING – KENILWORTH FRINGE FESTIVAL

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £3,745.50 be granted to KENILWORTH FRINGE FESTIVAL from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 361 APPLICATION FOR GRANT FUNDING – CITIZENS ADVICE

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £5000 be granted to CITIZENS ADVICE from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 362 APPLICATION FOR GRANT FUNDING – ARTS UPLIFT

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £3000 be granted to ARTS UPLIFT from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 363 APPLICATION FOR GRANT FUNDING – COMPASSIONATE KENILWORTH

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £1225 be granted to COMPASSIONATE KENILWORTH from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 364 APPLICATION FOR GRANT FUNDING – KENILWORTH GARDENERS

There was support for the bid. It was duly proposed, seconded and:

RESOLVED that the sum of £450 be granted to KENILWORTH GARDENERS from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 365 APPLICATION FOR GRANT FUNDING – WARWICKSHIRE SEARCH & RESCUE

There was support for the bid. It was duly proposed, seconded and:

INITIALS.....

RESOLVED that the sum of £1315 be granted to WARWICKSHIRE SEARCH & RESCUE from the Combined Grant Budget 2026/27. Conditions of the agreement include an annual report.

FC. 366 TIMETABLE FOR BUDGET AND PRECEPT SETTING

Members NOTED the key dates for the following actions:

- The Chair and RFO to produce a technical budget for use by Group Leaders by 30 October 2026.
- Any meeting required with Group Leaders, Chair of Finance and RFO during November.
- Final proposals to be put forward by groups by 7 December to be published by 11 December for consideration at the Finance Meeting on 17 December.
- Recommendations of the Finance Committee will then be considered and ratified by Full Council on 14 January 2027.

FC. 367 EXTERNAL AUDIT REPORT 2025-26 NOTICE OF CONCLUSION OF AUDIT AND ANY MATTERS ARISING OR ACTION REQUIRED

(1) Members NOTED 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 2026 was certified without qualification or opinion by the External Auditor Moore.

(2) Members NOTED that 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 14 August 2026.

FC. 368 SERVICE CHARGES 2026-2027

Members NOTED that Warwick District Council have confirmed that the service charge will continue to be invoiced at the end of the financial year, once the actual costs have been finalised. The quarterly costs will be shared, for information only, to better enable budgeting for the final charge.

An administration fee is also being charged, with WDC having followed the RICS best practice whereby a reasonable management fee may be included in the service charge. This would fall under "additional provisions regarding calculation and payment" in the lease.

FC. 369 CHRISTMAS ILLUMINATIONS – FUNDING FOR ADDITIONAL LIGHT FEATURES

The Clerk advised that the Town Council had the opportunity to purchase additional festive illuminations to be installed in the town for the festive period. Pre-approval of funding of up to £5,000 was required due to the short time frame these items were available . Funding would include purchase of lights, installation,

any safety audits required and electricity used. Consideration would be given to lights available for 2026 and 2027. It was duly proposed, seconded and:

> RESOLVED to APPROVE the sum of up to £5000 from EMR 356 Illuminations for the purchase and display of additional festive illuminations to be installed for the festive period around the town centre area. Decisions regarding procurement of models and structures to be delegated to the Clerk and her Deputy in conjunction with Group Leaders. Funding to include purchase of lights, installation, any safety audits required and electricity used.

FC. 370 SOUTH WARWICKSHIRE LOCAL PLAN – FUNDING AND NEXT STEPS

(i) Members NOTED that the payment of the invoice to Black Box Planning has been funded from General Reserves.

(ii) Members discussed the provision of further financial resources up to £5000.00 towards further planning and other consultancy assistance in view of likely major applications in the town. It was agreed that this would be beneficial for either the planning committee or the task & finish group going forwards. The Clerk advised that funds were available from the Town Support Budget line if Members wished to use this. Consideration was given as to whether Blackbox were considered 'specialist services' for procurement purposes. This was due to their previous involvement and knowledge of the issues Kenilworth could face. The Clerk will consider this aspect in more detail should the situation arise.

It was proposed, seconded and:

> RESOLVED to APPROVE the provision of further financial resources up to £5000.00 towards further planning and other consultancy assistance in view of likely major applications in the town. These funds to be taken from the Town Support EMR.

(iii) Members considered any further funding above £5,000 which may be required. Cllr Leventhal said that on taking advice it may be necessary to appoint a highway expert which would require additional funding. Members discussed the need to update the Neighbourhood Plan if funding can be secured and how this proposal fits into our growing, nurturing and healthy strategy. Members agreed to bring a proposal to the next Town Council meeting for additional highways consultancy in the sum of up to £5,000.

FC. 371 NEXT MEETING

The Chair advised that the next scheduled meeting of the Finance Committee will take place on 17 December 2026, not before 7:15pm, following the Meeting of the Planning Committee.

The meeting concluded at 10:01pm.

INITIALS.....

Signed …….……

Dated.…….…….....

INITIALS.....