

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- 25/014

Committee:-	ANNUAL COUNCIL
Date:-	14 th May 2025
Author:-	Martin Hammond, Clerk
Report Title:-	Finance, Audit and Banking Arrangements
Wards Affected:-	None

1. Purpose of Report

To note or agree the following appointments and arrangements.

2. Member appointments

That the following appointments be **confirmed**:-

Members mandated to approve payments, through the bank account and otherwise

3 members to be advised

Member mandated to approve monthly bank reconciliation

1 member to be advised

3. Appointment of Internal Auditor

The Internal Auditor for last year and since 2021, was appointed through Northamptonshire County Association of Local Councils (NCALC). It is proposed that the same person be appointed as Internal Auditor for the coming year. The appointment will need to be routed through NCALC under the terms of their agreement both with us and with the person appointed, The cost in 2025/6 will be £1250.

It is possible to source an auditor independently but it is likely to be more costly and furthermore, some continuity of audit will be helpful in the coming year.

RECOMMENDED that Kate Houlihan be re-appointed as internal auditor for the 2025/6 financial year.

4. Banking Arrangements

The Council's primary bank account is with Unity Trust Bank. A further account with Unity Trust Bank exists to accommodate receipts and payments from the Town Lottery and two interest bearing savings accounts are maintained for the general reserve and an election reserve. Finance and Governance Committee have authorised the clerk to find accounts paying better rates of interest for these two savings accounts and this will be reported back to Council in due course.

A further bank account is held with Lloyds bank in which to place the monies raised by the Mayor during their term of office for charitable purposes

Members are also asked to note the retention of bank accounts to manage the William Martin Charity and the Kettering Charities for the Poor, which were in place previously and which are separately audited and managed, under the auspices of the Trustees. One of these three accounts is with Lloyds Bank and the others are with Barclays.

5. Asset Register

Members are asked to **note** the asset register as at 1st April 2025, as set out below. The total value of assets is £800,037. There is currently no notional value placed on the South End Allotments (other than the cost of works carried out by this Council) until a lacuna in the boundary treatment has been resolved.

Kettering Town Council Fixed Asset Register - 1st April 2025

Ref No	Type of asset	Category - purpose held	Description	Location	Date Acquired	Purchase Cost	Quantity	Planning Consents	Total Value	Replacement Value	Tenancies	Disposal Details	Notes
1	LAND AND BUILDINGS	Community Asset	Albioners	Albioners at Margaret Rd, Kettering forming part of Land Title N0117961	01/04/2021	Not known	1	N0204/0360 22nd August 2024 - approval for fencing and gates with reserved matters seeking subsequent approval	£233,000	£233,000			land value for purposes of land registry
2		Community Asset	Albioners	Albioners at Northfield Avenue, Kettering forming part of Land Title N0254952	01/04/2021	Not known	1		£57,040	£57,040	Kettering Albioners Association tenancy running from 1st April 2005 for 12 years at a rent of £150 per annum, with a yearly uplift of 2%		Fencing replacement (part) January 2025. £500 Planning consent for fencing and gate obtained 1st July, with reserved matters approved 29th November; N0204/0350 Land value for purposes of land registry £350,540
3		Community Asset	Albioners	Land in use for albioners off Scott Rd, Kettering forming part of Land Title N065592	01/04/2021	Not known	1		£173,000	£173,000			land value for purposes of land registry
4		Community Asset	Albioners	Albioners at Windmill Avenue, Kettering forming part of land title N0454794	01/04/2021	Not known	1	N0203/0204 1st June 2023 - approval for fencing replacement	£48,938	£48,938			land value for purposes of land registry £3208. Fencing replacement June 2023 £18000
		Community Asset	Albioners	Albioners at Windmill Drive/South End, Kettering forming part of Land Titles N027051 & N027054	01/04/2021	Not known	1		£3,243	£3,243		South End Albioners Association tenancy agreed Oct 2022 for 15 years rental of £125 per annum	Bridge repairs £2192 May 2022 Fencing repairs £1050 Feb 2023
5	Community Asset	War memorial	Sheep St, Kettering		01/04/2025	Not known	1	Listed monument	£1	£1			leased from North Northamptonshire Council for £1/year
6	CIVIC ASSETS	Community asset	Mayoral robes	Town Council office	01/04/2021	not known	2 sets 1 fur lined robes		£2,369	£2,369			Valuation Feb 2024.
6		Community Asset	Civic Regalia (Mace, chairs of office, including replica chairs, pendents and gavel)	Safe, Municipal Offices, except when in use	01/04/2021	Not known	Mace, 4 sets of chairs, 2 sets of replica chairs and a gavel.		£177,000	£177,000			Valuation by Giddings June 2024
8		Office	Display cabinets for mayoral items	Town Council office	01/04/2021; 01/08/2023	not known; £265 for third cabinet	3		£285	£1,000			
9		Community Asset	Mayoral crockery - plates, dishes, cups and glasses	Town Council office	01/04/2021	not known	150 items		£600	£600			
10		Office	Wardrobe	Town Council office	04/11/2022	£275	1		£275	£300			
11	Community Asset	Civic Plate and memorabilia	Town Council office	01/04/2021	Not known	various items		£14,720	£14,720				Valuation of plate by Giddings Feb 23
12	OFFICE EQUIPMENT	Office	Office Furniture (3 x Desks, table, 11 x chairs) 5 storage cabinets, fridge, 3 pedestal units	Town Council Office	01/04/2021 - 4/11/2022	£6,130.00	1		£6,130	£7,000			
13		Office	Deil Vostro laptop and carry bag	Town Council office	31/03/2021	£850.00	1		£850.00	£800.00			
14		Office	Deil Latitude Laptop	Town Council office	29/11/2024	£857.00	1		£857.00	£857.00			
15		Office	Deil Vostro laptop	Town Council office	01/04/2022	£620.00	1		£620.00	£700.00			
16		Office	Deil Vostro laptop and carry bag	Town Council office	22/01/2023	£590.00	1		£590.00	£500.00			
17		Office	Projector, screen and stand plus cable	Toller Church Rooms	02/11/2022	£485.00	2		£485.00	£500.00			
18		Office	Display assets	Town Council office	03/11/2022	£107.00	6		£107	£110			
19		Office	Headsets	Town Council offices	01/04/21 and 20/01/23	£35.00	3		£105	£110			
20		Office	24" Screens	Town Council office	31/03/2021	£110.00	3		£330.00	£360.00			
21		Office	PA system and four microphones	Town Council office	31/03/2021	£330.00	1		£330.00	£360.00			
22		Office	Printer/scanner Brother MFC L3730CDN	disposed of	31.01.2021	£300.00	1		£0.00	£0.00			Disposed of August 2024 for £125
23	Office	Printer/scanner Brother DCP L3660CDW	Town Council office	14/05/2024	£281.00	1		£340.00	£375.00				
24	0	Equipment	3 x 3m S&B Frames	Market Place Lock Up	10/04/2021	£10,996.80	25		£10,996.80	£10,996.80			2 disposed of, August 24 and Jan 25 for £300 in total.
25		Equipment	6 x 3m frames and canopies	Market Place Lock Up	10/04/2021	£1500.00	1		£1500.00	£1500.00			
26		Equipment	3 x 3m canopies	Market Place Lock Up	10/04/2021	£11,283.00	25		£11,283.00	£11,283.00			
27		Equipment	plain 3m poles	Market Place Lock Up	10/04/2021	£10,077.21	200		£10,077.21	£10,077.21			
28		Equipment	weirds	Market Place Lock Up	10/04/2021	£5,000.00	100		£5,000.00	£5,000.00			
29		Equipment	festoon lights	Market Place Lock Up	01/04/2023	£1,000.00	50 metres		£1,000.00	£1,000.00			
30		Equipment	tables	Market Place Lock Up	1.4.2021	£1,800.00	60		£1,800.00	£1,800.00			1 disposed of August 2024 for £30
31		Equipment	gutters	Market Place Lock Up	10/04/2021	£1,205.62	20		£1,205.62	£1,205.62			
32		Community asset	Krife amnesty boxes	Two locations	15.12.2023 and 31.07.24	£990.00	2		£1,000.00	£1,100.00			located on wall of Kettering swimming pool with licence agreement from NMC1 and on wall of Salvation Army Citadel Rockingham Rd.
33		Community asset	Defibrillator	One location	30.3.25	£1,350.00	1		£1,350.00	£1,350.00			located on wall of Newland Centre, Gold St, Kettering with agreement of Newland Centre
34	Equipment	Speed Devices and associated batteries	Two locations	01/09/2021	£2,100.00	3		£4,200.00	£5,000.00				
35	Equipment	Solar panel conversion kits for speed devices	Two locations	22/04/2022	£1,264.00	2		£1,264.00	£1,500.00				
36	Equipment	Speed device and integrated solar panel	Three locations	01/05/2023 and 21/03/2025	£9,193.00	3		£9,193.00	£12,000.00				
37	INFRASTRUCTURE	Notice Board	Notice board for public notices	Gold St, Kettering	26/01/2025	£1,275.00	1		£1,275.00	£2,000.00	Agreement in place for its location with Newlands Centre		Planning Consent obtained 7.8.24 N0204/0400; agreement of Newland Centre for location on their land secured estimate of installation cost replacement costs include
38		Equipment	Poles mounted in highway to hold speed cameras	Five locations: Rockingham Rd, Stamford Rd, Pychley Rd, St Mary's Rd, Thaxton Drive	10/04/2023 and 17/2/2025	£3,835.00	5		£3,835.00	£4,000.00		Replacement costs based on recent installation cost	
39	Community Asset	Displays and Christmas lights	Catenary wires and brackets, High St Kettering	01/04/2023	Not known	10 sets of wires		£3,700	£3,700				
40	Community Asset	Displays and Christmas lights	Ceiling lights in Market St, including catenary wires, lights, connecting ruggly poles and timer	01/04/2023	Not known	6 sets of wires		£2,500	£2,500				
41	Equipment	Remembrance Day Poppies	Town Council offices	04/10/2022	£1	500		£500	£500				
42	Equipment	Table tennis tables, bats and balls	Market Place Lock Up	01/08/2024	£1	2		£500	£1,000				
43	Equipment	27 lbs Weights for event banners	Market Place lock up	03/04/2023	£11	4		£44	£500				
44	Equipment	Chalk board	Market Place lock up	09/06/2023	£65	1		£65	£70				
45	Equipment	Display sail banners	Market Place lock up	01/11/2023	£288	2		£288	£300				
46	Equipment	White picket fencing	Lock N Store commercial storage facility, Pychley Rd Kettering	01/04/2023		20 x 2m lengths		£3,000	£3,250				
47	Equipment	Green picket fencing	Market Place lock up	02/04/2023	£1	5 x 3m lengths		£750	£800				
48	Equipment	Litter Champions Trophy	Held by annual winning team	01/04/2024	£60	1		£60	£60				
49	Equipment	metal bistro Tables and metal chairs	Market Place Lock Up	01/04/2023	£1	7 tables and 28 chairs		£7.00	£1,000				
50	Equipment	Traffic cones	Market Place Lock Up	10/04/2024	£10	50		£500	£500				
51	Equipment	Halloween and Easter trail materials	Town Council office	01/10/2022	£75	various items		£75	£75				

£800,017

£808,115

£505

