

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- 24/015

Committee:-	ANNUAL COUNCIL
Date:-	15 th May 2024
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

Cllr Craig Skinner
Cllr Scott Edwards
Cllr Mark Rowley

Member mandated to approve monthly bank reconciliation

Cllr Lloyd Bunday

3. Appointment of Internal Auditor

The Internal Auditor for last year and since 2021, was appointed through 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 2024/5 has been estimated at £1000

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 24/25 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 community lottery and two interest bearing savings accounts are maintained for the general reserve and an election reserve.

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 has been moved from Barclays to Lloyds bank.

5. Asset Register

Members are asked to **note** the asset register as at 1st April 2024, as set out below. Values have now been placed on four of the allotments sites, for the purposes of registration with the Land Registry, with the fifth site – Whiteford Drive – awaiting valuation once a lacuna in the title boundary has been resolved.

Kettering Town Council Fixed Asset Register - 1st April 2023

Ref No	Type of asset	Category	Description	Location	Date Acquired	Purchase Cost	Quantity	Total Value	Replacement Value	Disposal Details	Notes
1	LAND AND BUILDINGS	Community Asset	Allotments	Allotments at Margaret Rd, Kettering forming part of Land Title NN317363	01/04/2021	Not known	1	£1			
2		Community Asset	Allotments	Allotments at Northfield Avenue, Kettering forming part of Land Title NN284692	01/04/2021	Not known	1	£1			
3		Community Asset	Allotments	Land in use for allotments off Scott Rd, Kettering, forming part of Land Title NN46552	01/04/2021	Not known	1	£1			
4		Community Asset	Allotments	Allotment land known as the Green Patch, Valley Walk, Kettering forming part of Land Title NN317363	01/04/2021	Not known	1	£1			
5		Community Asset	Allotments	Allotments at Windmill Avenue, Kettering forming part of land title NN284794	01/04/2021	not known	1	£1			
6		Community Asset	Allotments	Allotment land at Whitford Drive/South End, Kettering forming part of Land Titles NN287621 & NN287624	01/04/2021	Not known	1	£3,243	£3,243		Bridge repairs £2192 May 2022 Fencing repairs £1050 Feb 2023
7	CIVIC ASSETS	Community Asset	Civic Regalia (Mace, chains of office, including replica chains, robes and hats)	Town Council Office	01/04/2021	Not known	various items	£160,250	£160,250		
8		Office	Display cabinets for mayoral items	Town Council office	01/04/2021	not known	3	£1	£1,000		
9		Community Asset	Mayoral crockery - plates, dishes, cups and glasses	Town Council office	01/04/2021	not known	150 items	£500	£500		
10		Office	Wardrobe	Town Council office	04/11/2022	£275	1	£275	£275		
11		Community Asset	Civic Plate and memorabilia	Town Council office	01/04/2021	Not known	various items	£14,730	£14,730		Valuation of plate by Gildings 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	£6,130		
13		Office	Dell Vostro laptop and carry bag	Town Council office	31/01/2021	£650.00	1	£650.00	£690.00		
14		Office	Dell vostro laptop	Town Council office	01/04/2022	£625.00	1	£625.00	£665.00		
15		Office	Dell Vostro laptop and carry bag	Town Council office	22/01/2023	£690.00	1	£690.00	£690.00		
16		Office	Projector, screen and stand plus cable	Toller Church Rooms	02/11/2022-30/1/23	£485.00	2	£485.00	£485.00		
17		Office	Display easels	Town Council office	03/11/2022	£107.00	6	£107	£107		
18		Office	Headsets	Town Council offices	01/04/21 and 320/01/23	£35.00	3	£105	£105		
19		Office	24" Screens	Town Council office	31/01/2021 - 31/10/2022	£110.00	3	£330.00	£330.00		
20		Office	Printer/scanner	Town Council office	14/04/2021	£340.00	1	£340.00	£340.00		
21	MARKETS	Equipment	3 x 3m Stall Frames	Market Place Lock Up	10/04/2021	£10,996.80	25	£10,996.80	£10,996.80		
22		Equipment	3 x 3m canopies	Market Place Lock Up	10/04/2021	£11,283.03	25	£11,283.03	£11,283.03		
23		Equipment	plain 3m sides	Market Place Lock Up	10/04/2021	£10,077.21	20	£10,077.21	£10,077.21		
24		Equipment	weights	Market Place Lock Up	10/04/2021	£1,000.00	100	£5,000.00	£5,000.00		
25		Equipment	festoon lights	Market Place Lock Up	01/04/2023	£1.00	50 metres	£1,000.00	£1,000.00		
25		Equipment	gutters	Market Place Lock Up	10/04/2021	£1,205.82	20	£1,205.82	£1,205.82		
26	INFRASTRUCTURE	Equipment	Speed Devices and associated batteries	Two locations	01/09/2021	£2,000.00	2	£4,000.00	£4,000.00		
2		Equipment	Solar panel conversion kits for speed devices	Two locations	22/04/2022	£1,264.00	2	£1,264.00	£1,275.00		
		Equipment	Poles mounted in highway to hold speed cameras	Three locations	10/04/2023	£1,700.00	3	£1,700.00	£1,700.00		
28		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		
29		Community Asset	Displays and Christmas lights	Ceiling lights in Market St, including catenary wires, lights, connecting supply point and timer	01/04/2023	Not known	6 sets of wires	£2,500	£2,500		
30	EVENTS	Equipment	Remembrance Day Poppies	Town Council offices	01/10/2022	£1	500	£500	£500		
		Equipment	27 kilo Weights for event banners	Market Place Lock Up	01/04/2023	£1	6	£600	£600		
		Equipment	White picket fencing	NNC depot, Robinson Way	01/04/2023		20 x 2m lengths	£1,000	£1,000		
		Equipment	Green picket fencing	NNC depot, Robinson Way	01/04/2023	£1	5 x 3m lengths	£400	£400		
31		Equipment	metal bistro Tables and metal chairs	Market Place Lock Up	01/04/2023	£1	7 tables and 26 chairs	£2,870	£3,000		
32		Equipment	Christmas and Easter trail materials	Towb Council office	01/10/2022	£75	various items	£75	£75		
								£246,638	£247,853		