

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No:- 22/016

Committee:-	ANNUAL COUNCIL
Date:-	18 <sup>th</sup> May 2022
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 2021/22 was appointed through NCALC, at a cost of £450. It is proposed that the same person be appointed as Internal Auditor for the 2022/23 financial 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 2022/23 will be £750, as the Council will no longer benefit from the subsidy provided by NCALC for this service.

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 22/23 financial year.

#### **4. Banking Arrangements**

The Council's primary bank account is with Unity Trust Bank. A further account has been opened with Unity Trust Bank to accommodate receipts and payments from the community lottery, which members are asked to – retrospectively – **endorse** .

Members are also asked to **endorse and approve** the following additional arrangements:-

- A bank account held with Lloyds bank to place the monies raised by the Mayor during their term of office for charitable purposes
- Two deposit accounts held with Unity Trust Bank in which to keep a general reserve and an election reserve, both of which will be interest bearing accounts.

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.

#### **5. Asset Register**

Members are asked to **note** the asset register as at 1<sup>st</sup> May 2022, as set out below.

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Kettering Town Council Fixed Asset Register - 1st May 2022

Ref No	Category	Description	Location	Date Acquired	Purchase Cost	Quantity	Total Value	Replacement Value	Disposal Details
1	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 Whiteford Drive/South End, Kettering forming part of Land Titles NN287621 & NN287624	01/04/2021	Not known	1	£1		
7	Community Asset	Civic Regalia	Town Council Office	01/04/2021	Not known	1	£160,250	£160,250	
8	Community Asset	Civic Plate and memorabilia	Town Council office	01/04/2021	Not known	1	Included above	Included above	
9	Office	Office Furniture (Desk, table, 11 x chairs) 5 storage cabinets	Town Council Office	01/04/2021	5,000	1	£5,000	£5,000	
10	Office	Dell Vostro laptop	with Clerk	31/01/2021	650	1	650	650	
11	Office	Dell Vostro laptop	with clerk	01/04/2022	625	1	625	625	
12	Office	24" Screen	with Clerk	31/01/2021	110	1	110	110	
13	Office	Printer/scanner	with Clerk	14/04/2021	340	1	340	340	
14	Equipment	3 x 3m Stall Frames	Market Place Lock Up	10/04/3021	10996.8	20	10996.8	10996.8	
15	Equipment	3 x 3m canopies	Market Place Lock Up	10/04/2021	11283.03	20	11283.03	11283.03	
16	Equipment	plain 3m sides	Market Place Lock Up	10/04/2021	10077.21	20	10077.21	10077.21	
17	Equipment	gutters	Market Place Lock Up	10/04/2021	1205.82	20	1205.82	1205.82	
18	Equipment	Speed Devices and associated batteries	Various Locations	01/09/2021	1000	2	2000	2000	
							£202,544		

