

Kettering Town Council

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE OF KETTERING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, BOWLING GREEN ROAD, KETTERING AT 5PM ON 26th NOVEMBER 2021

Councillors Present: Cllr Craig Skinner (Chair)
Cllrs Lloyd Bunday, Robin Carter, and Maggie Don,

Also Present Cllr Alexander Evelyn

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
FC21/039	Apologies Apologies for absence were received from Cllr Scott Edwards, Anup Pandey and James Towns, as a result of the change in time and date. Cllr Alexander Evelyn was present as a substitute for Cllr Pandey.
FC21/040	Declarations of interest None declared
FC21/041	Minutes The minutes of the meeting held on 19 th October were agreed and signed as a correct record.
FC21/042	Markets Sub-Committee The chairman gave a summary of activity to date. The Vegan Market has taken place on 6 th November and was judged to have been a success. The organisers were keen to return in the spring. A series of events – the Victorian Market in March, a food and drinks market in April and a second vegan market in May – would start to set a pattern for regular events each month. The sub committee was due to meet on 6 th December to consider how to revive the general markets. Information from NNC suggested that at current occupancy rates, a deficit of at least £10,000 was being experienced. An invitation would be sent to other members to attend the market sub-ctte if they wished.

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<p>FC21/043</p>	<p>Allotments Sub Committee</p> <p>A report on the allotments estate and the management arrangements in place had been circulated by Cllr Towns on behalf of the allotment sub committee. Members considered this in detail, noting that some further information would be available at the next meeting. Cllr Towns was thanked for his work to date.</p> <p>It was noted that the report has helped inform the draft budget allocation for allotments.</p>
<p>FC21/044</p>	<p>Events Sub Committee</p> <p>There was no new update, except that Cllr Carter reported that the sub-ctte was considering an easter egg hunt in the town centre and looking at whether Chinese New Year would be an appropriate event to support.</p>
<p>FC21/045</p>	<p>Corporate Plan 2022-27</p> <p>The clerk presented a report which set out a draft corporate plan for the Council in the medium term, and which sought to capture the Council's policies and work plan. It was noted that the plan was work in progress and would remain a "live" document.</p> <p>Members asked for the inclusion of a more general commitment to acting in the most sustainable way possible when delivering services.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the Plan, as updated following this meeting, be submitted to Council at its next meeting for approval 2. That the Action Plan element of the plan be reviewed every quarter by this committee.
<p>FC21/046</p>	<p>Budget 2022-23</p> <p>The clerk presented a draft budget for the committee to consider, which summarised the likely out-turn for 21/22 and projected a budget for 22/23 based on known information to date.</p> <p>Since the report had been written, NNC had advised that the costs of elections held in May 2021 amounted to £51,103, which was significantly above the budget provision of £34,000. This would have the effect of using up all the Council's reserves this year and an agreement in principle had been secured from NNC that the costs could be spread over two years, if that is what the Town Council felt it needed to do.</p>

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	<p>Members were advised that the tax base had increased from 16327 to 16636.</p> <p>Members considered each line of the budget and debated the appropriate level of precept for next year. It was felt that the Council should budget in such a way that it was not left vulnerable to sudden pressures on reserves as had occurred with both the need to forward fund the Welcome Back Fund allocations and the cost of elections, but also to give it the freedom to pick up new initiatives in future, where opportunities emerged.</p> <p>RESOLVED that a budget be drawn up which reflected the discussion in the meeting and which assumed a maximum precept of £19.50 in 2022/23, for consideration by Council on 15th December.</p>
FC21/047	<p>Public Toilets</p> <p>A report was presented which sought agreement to a specification for the future provision of public toilets in Kettering Town Centre. It was noted that a location for the toilets had yet to be arrived at, but that the current location of the temporary toilets was unlikely to be available once the public realm works had been completed in the spring of 2022.</p> <p>RESOLVED that</p> <ol style="list-style-type: none"> 1. The specification as set out in the report be agreed, with the addition of solar panels to the roof, and the optional provision of blue lights inside. 2. That NNC be approached to carry out a joint assessment of possible sites for the toilets as a matter of some urgency.
FC21/048	<p>Community Lottery</p> <p>The chairman presented a report which summarised the options available to the Council in selecting an operator to manage a community lottery in future.</p> <p>Members considered the arguments for and against a lottery, and</p> <p>RESOLVED that the matter be referred to Council for their consideration</p>
FC21/049	<p>Outstanding invoices</p> <p>A report was submitted which set out a number of issues in respect of invoice payment and practice.</p> <p>It was noted that the Town Council was responsible under the Welcome Back Fund for paying invoices received before being refunded through NNC, and for claiming back the VAT incurred.</p>

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	<p>Members endorsed the interim arrangements that had been entered into to pay tax and NI on the clerk's salary</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That the following invoices and commitments be approved for payment:- <ul style="list-style-type: none"> - NNC £ 995 Traffic order, Remembrance day - RBL £ 18 Wreath, Remembrance Day - Cloudy IT £ 177.60 IT support, November - NNC £1000 Accommodation, December - Clerk £2219.93 Net salary, October - Clerk £2219.93 (up to) Net salary, November 2. That the following Welcome Back Fund commitments be approved for payment, pending their being refunded by NNC and HMRC in respect of VAT incurred. <ul style="list-style-type: none"> - Shire Sounds £100 Broadcast coverage, - Juggling World £200 Street entertainers, vegan mkt - Helloprint £ 38 Flyers Vegan Mkt - Inflatable theatre co £300 Balloon modelling, vegan mkt - Vegan Market Co £400 Facebook advertising " - Riverside Printing £200 Advertising for Festive Fayre - Linda Noble (church) £ 99 Sail banners, Festive Fayre 3. That Council be recommended to delegate to the clerk the ability to authorise bank payments in all cases where the Council has a contractual commitment, rather than requiring this committee's prior approval. 4. That the clerk be authorised to authorise all payments under the Welcome Back Fund, without seeking this committee's prior approval
FC21/050	<p>Bank Reconciliation as at end of November</p> <p>The bank reconciliation for October and November was submitted and noted. The second half of the Council's precept had been paid and a claim for VAT refund for the first half of the year had also been submitted.</p>
	Meeting closed at 6.15 pm

Signed.....

Date.....