

# Kettering Town Council

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE OF KETTERING TOWN COUNCIL HELD IN THE COMMITTEE ROOM, BOWLING GREEN ROAD, KETTERING AT 7PM ON 24<sup>TH</sup> FEBRUARY 2022

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

Cllr Mark Rowley was present as a substitute for Cllr Anup Pandey

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
<b>FC21/073</b>	<b>Apologies for absence</b>  Apologies for absence were received from Cllr Anup Pandey
<b>FC21/074</b>	<b>Declarations of interest</b>  None declared
<b>FC21/075</b>	<b>Minutes</b>  The minutes of the meeting held on 20 <sup>th</sup> January 2022 were agreed as a correct record and signed by the chair
<b>FC21/076</b>	<b>Reports from Sub-Committees</b>  <b>a) Markets</b> The consultation event on the 6 <sup>th</sup> March would help determine the future of the general market. A flyer for the event was considered helpful.  <b>b) Events.</b> The following events were being developed <ul style="list-style-type: none"><li>- Jubilee weekend</li><li>- Armed Forces Day</li><li>- Skateboarding coaching session</li><li>- Christmas</li></ul> Members asked for Holocaust Memorial Day to be re-examined for its format and reach.

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The clerk advised that consideration was being given to moving the annual Remembrance Day Service to 11am and sought members' views on the desirability of this.

**RESOLVED** that support be given to this proposal

(for the proposition 6; against 1)

## c) Allotments

- i) Income from NNC – still being pursued
- ii) Scott Rd – NNC were continuing to explore the nature of the fly-tipping on this site, and had visited this week to assess potential asbestos deposits. The allotment association advised that there had been some storm damage generally, that Jeakins Weir were being helpful in respect of the condition of the access road, and that there was very little turnover in the ownership of plots, with the result that the waiting list had extended. The association was looking at the creation of some mini plots to met demand.
- iii) Northfield Avenue – a wayleave had been agreed with Western Power for them to lay their cables across part of the site, in recognition of which they would do compensatory works for the allotment society in respect of gates, fencing replacement and surface improvements. A Deed of Grant would follow allowing them to access their cables in future.
- iv) Land Registry. This process had however highlighted the fact that NNC had not registered the change of ownership of the allotments with the Land Registry and they had undertaken to complete that urgently.
- v) South End/Whiteford Drive. The EA had been down to clear rubbish from the watercourse. The NNC Grounds Maintenance Team had agreed to include the verge along Whiteford Drive as part of the “pardon the weeds” scheme and it will be mown twice in the season with a “high” cut favouring insects.

- d) **Bridge at the South End Allotments** – a short report had been received from the surveyor, which summarised the overall condition of the bridge and proposed that it could be repaired and made safe provided that vehicular use was prohibited. If vehicular use was to be allowed, then a replacement bridge

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	<p>would probably be necessary for all but the lightest vehicles. Cllr Towns advised that the Allotment Society would be happy to continue to prohibit vehicle use of the bridge.</p> <p><b>RESOLVED</b> that quotes be obtained for the remedial works advised.</p>
<b>FC21/077</b>	<p><b>Policies on Grants and Members' Ward Initiative Fund</b></p> <p>a) <b>Grants</b> – a report was submitted proposing a policy on small grants for adoption by Council before the start of the new financial year. The policy had been shared for views with the voluntary sector network and their comments had been incorporated into the body of the policy.</p> <p>Members considered the report and made a number of changes to the text of the policy, agreed to rule out the possibility that individuals could apply for a grant and also excluded political parties from being accepted as applicants. Changes agreed below to the ward initiatives fund would also have an impact on this policy and the policy was further amended as a consequence.</p> <p><b>RESOLVED</b> that the policy, as amended at the meeting, be submitted to the next Council for approval</p> <p>b) <b>Ward Initiatives Fund</b> – a report was submitted which proposed governing arrangements for the creation of a members' ward initiative fund</p> <p>Members debated the options available in the report and agreed that a sum of £500 should be available to all members, subject to the need to spend that money in the year. Any monies unspent or uncommitted by the end of January each year would go into the general grants pot for a third round of funding.</p> <p><b>RESOLVED</b> that the policy, as agreed at the meeting, be submitted to the next Council for approval.</p>
<b>FC21/078</b>	<p><b>Twinning Grant Application</b></p> <p>Members considered a request by the Kettering Twinning Association for a grant for the coming financial year. A report outlining the request and the current financial and operational position of the Association had been submitted. Members</p>

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	<p>noted the demise of the Ohio Sister City Association and the currently undeveloped position with the Jamaica link.</p> <p><b>RESOLVED</b> that the Twinning Association be invited to apply for a grant in 2022/23 when the grants policy was introduced and that they be asked to apply with a view to overseeing all twinning links connected to Kettering, not just Lahnstein.</p>
<b>FC21/079</b>	<p><b>Logo and Branding</b></p> <p>A report was submitted which set out the current position with adopting a coat of arms for the Council, and which sought members' views on the desirability of developing a logo and brand for the Council which did not rely on the coat of arms.</p> <p>The report also addressed the need for a graphic design service to be retained for promotional and advertising material in the future.</p> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"><li>a) that interested schools' sixth forms, colleges and youth groups be invited to submit proposals for a new logo and branding for the Town Council, with a prize for the adopted proposals of £100 of art supplies.</li><li>b) That quotes be sought from local providers for a graphic design service which could be called upon by the Council as required, without the need for further tendering.</li></ul>
<b>FC21/080</b>	<p><b>Corporate Plan Monitoring of the action plan</b></p> <p>Members were provided with a schedule which set out progress against each of the items included in the Corporate Plan Action Plan, following the adoption of the Plan at the January Council meeting.</p> <p>Members sought clarification on the deployment of speed devices and the plan for public toilets.</p> <p><b>RESOLVED</b> that the monitoring report be noted.</p>
<b>FC21/081</b>	<p><b>Budget Monitoring statement and bank reconciliation</b></p> <p>The committee received and noted a statement of income and expenditure as at 15<sup>th</sup> February 2022.</p>

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<b>FC21/082</b>	<p><b>Invoices</b></p> <p>A report was submitted detailing invoices due. Members also noted the invoices that had been paid under delegated powers since the last meeting.</p> <p>The report also sought the committee's views on meeting costs that had been incurred on helping organise two jobs fairs at St Andrews church during February. The costs had not been budgeted for and early aspirations that they could be met from the Welcome Back Fund had not been realised.</p> <p>The clerk also referred to a recently received interim internal audit report which made several recommendations about financial processes, which would be presented to the next meeting.</p> <p><b>RESOLVED</b></p> <p>a) that the following invoices be approved for payment:-</p> <ul style="list-style-type: none"><li>• M Hammond – expenses re stamps, and holocaust remembrance day expenditure £24.16</li><li>• Headlands Neighbourhood Plan Group – householder leaflets £192</li><li>• Tickets, Deputy Mayor's attendance Northampton Charity Lunch £50</li><li>• Membership NABMA (Market operators association) £442.80 incl. VAT</li><li>• Society of Local Council Clerks webinar – end of year accounts £36</li></ul> <p>b) That the graphic design, room hire and banner costs incurred for the February jobs fairs be met by the Council on this occasion</p> <p>c) That all members be advised about the requirements of financial regulations in respect of committing expenditure.</p>
	Meeting closed at 8.50 pm

Signed.....

Date.....