



MINUTES OF THE FINANCE AND GOVERNMENT COMMITTEE OF KETTERING
TOWN COUNCIL HELD IN THE TOLLER CHURCH ROOMS, KETTERING AT
7PM ON 21st JUNE 2023

Councillors Present: Cllrs Lloyd Bunday, Robin Carter, Maggie Don, Emily
Fedorowycz, Daniel Perrett and Mark Rowley

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
FC23/001	Election of Chair Cllr Rowley was elected chair for the coming municipal year
FC23/002	Appointment of Deputy Chair The committee erroneously proposed as deputy chair a person no longer a member of the committee.
FC23/003	Apologies for absence Cllr Scott Edwards
FC23/004	Declarations of interest In relation to FC23/011, Cllr Bunday declared an interest as the Citizens Advice Service was one of his business customers.
FC23/005	Minutes The minutes of the meeting held on 26 th April 2023 were agreed as a correct record and signed by the chair
FC23/006	Public session None
FC23/007	Internal Audit Report

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	<p>A report was submitted incorporating the internal audit report for 2022/23. The auditor had made two principal observations;</p> <ul style="list-style-type: none">a) That an accounting and bank reconciliation mechanism was required for handling payments made through the Lloyds payment card acquired in autumn 2022 andb) That the ability of the Town Council to receive small business rate relief on the market should be investigated. <p>Members noted that the first point had now been actioned and that the second point would benefit from the views of the external auditor, if provided.</p>
FC23/008	<p>Contributions to Reserves</p> <p>A report was submitted seeking agreement to the allocation of the surplus funds not spent in 2022/23 and for payments to be made into reserve accounts from this year's precept income.</p> <p>RESOLVED that</p> <ul style="list-style-type: none">a) The following virements be made from the £25,617 not spent or allocated during 2022-23<ul style="list-style-type: none">- £5,000 to the public toilets fund- £3,000 to the allotments budget- £6,000 to pay for relocation costs for the KTC office, post redirection, the up front deposit on the new office, and to meet the additional annual rental costs, and rates.- £10,000 to go into the general fund reserve- £1617 to go into the election reserveb) half year contributions to reserves be made as follows;-<ul style="list-style-type: none">- £15,000 to the general fund reserve- £8,000 to the elections reserve.
FC23/009	<p>Annual Risk Assessment</p> <p>A report was submitted updating the Council's annual risk assessment</p> <p>RESOLVED that the updated risk assessment be approved.</p>

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FC23/010	<p>Business Continuity Plan</p> <p>A report was submitted which presented a draft and first business continuity plan for the Council; in response to a request at committee in March. Members asked questions about aspects of it and it was</p> <p>RESOLVED that the business continuity plan be adopted.</p>
FC23/011	<p>Voluntary Sector Grants – performance reports</p> <p>A report was submitted setting out how the Council's grants to voluntary sector organisations had been used by them to deliver the outcomes the grants had intended to support. Service level Agreements had been set up with all bodies receiving more than £1000.</p> <p>Most organisations had met or exceeded their SLA targets, and only the Friends of Rockingham Rd Pleasure Park had struggled to deliver on their SLA, largely because they were short on the volunteers and volunteer skills needed.</p> <p>Members agreed that the FRRPP should be put into contact with other groups who might be able to support them, such as the William St Community Garden</p> <p>RESOLVED that the report be noted and that a further report be submitted in 6 months time on the progress of the FRRPP in utilising their grant monies.</p>
FC23/012	<p>Climate Change</p> <p>A verbal report was provided by the clerk and by Cllr Fedorowycz as climate change champion.</p> <p>An initial inquiry about hiring air quality monitors to lend to schools had demonstrated that it was too expensive a solution. Other routes might still be available to acquire monitors.</p> <p>Cllr Fedorowycz, in her capacity as Mayor had been in dialogue with the Mayors of Rothwell and Corby about some joint initiatives to promote schemes with environmental benefit and she shared one or two ideas with members, accepting that these were in their early stages at present. Members agreed that any composting initiative should include the local allotment associations and it was agreed to approach them to understand what they did now and could do in future.</p>

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	<p>It was still necessary to agree on priority actions for this coming year on climate change.</p>
FC23/013	<p>Mayoral and Civic update</p> <p>A report was submitted on recent activity by the Mayor, which also summarised some progress that had been made with securing a coat of arms award from the College of Arms.</p> <p>Members asked questions about the process in accepting invitations for the Mayor to fulfil an engagement from surrounding towns and villages and about the administration of Facebook accounts for the current and former Mayors. In relation to the latter, it was</p> <p>RESOLVED that Cllrs Edwards and Watts be asked to close their old Mayoral Facebook pages so that there was only one Mayor of Kettering account in being at any one time.</p>
FC23/014	<p>Monitoring of the Corporate Plan</p> <p>Members noted the update on the corporate plan monitoring report. It was</p> <p>RESOLVED that</p> <ul style="list-style-type: none"> a) Hanwood Park be asked to advise on their formal position on the Ise valley link road. b) The need for gravel boards at the foot of the new fencing on the Windmill Avenue allotments be explored c) The clerk be asked to formally open discussions with NNC about a neighbourhood plan for other parts of Kettering including the town centre.
FC22/015	<p>Budget Monitoring and Invoices</p> <p>The current financial position was submitted and noted. A request for the Council to act as a banker to handle income and expenditure for Kettfest was considered. Members were concerned that the existing Kettfest bank account, with funds within it, was not accessible and were therefore reluctant to agree the request without more information about why this account could not be used.</p> <p>RESOLVED that</p> <ul style="list-style-type: none"> a) the following payments be authorised

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	<div>Cllr Kelli Watts Mayoral expenses £177.40</div> <div>Indeed Recruitment advertising costs £ 51.00</div> <div>Lockable cabinet for Mayoral plate £426.50</div> <div>Batteries for speed devices x 2 £106 each</div> <div>b) that in respect of the Council acting as a banker for the income and expenditure on Kettfest, then this should be done for this year only and only as a last resort.</div>
	Meeting closed at 8.15pm

Signed.....

Date.....