

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 17th MARCH 2022

Councillors Present: Cllr Craig Skinner (Chair)
Cllrs Lloyd Bunday, Robin Carter, Maggie Don, Scott Edwards, Mark Rowley 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.
Cllr Carolyn Carter was present from 7.45pm.

Item Number	Description
FC21/083	Apologies for absence Apologies for absence were received from Cllr Pandey
FC21/084	Declarations of interest Cllr Bunday declared an interest in item 86/b/ii below as he had a personal business relationship with the agency referred to.
FC21/085	Minutes The minutes of the meeting held on 24 th February 2022 were amended in relation to item 076/c (v) and then agreed as a correct record and signed by the chair
FC21/086	Report of Sub Committees a) Allotments i) South End Allotments – estimates had been sought for the bridge repairs from local companies. ii) Northfield Ave Allotments – an easement was currently proposed in favour of Western Power for access to their cables, and a consideration of £2500 was expected in return. WPD would meet the Council's legal costs. This income would be added to the allotments budget heading.

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- iii) Scott Rd allotments – site visits by NNC had taken place
- iv) Allotment income – this was due back from NNC in the next few weeks.

b) Markets

- i) The consultation event held on 6th March 2022 had discussed a number of matters, for reporting to a future meeting.
- ii) A supplementary report was circulated setting out the current position with regard to the handover of the markets to the Town Council from 1st April, addressing in particular the way in which labour costs could be met for putting up and taking down stalls each market day.
- iii) The clerk reported that the rates bill for the market had been received in the sum of £4016 for the 22/23 year and that a standing order would be set up to pay it.
- iv) The food and drinks festival was to be held on 9th April 2022

RESOLVED

- a) That a full report on market management and charging for stalls be considered at the next meeting
- b) That the clerk be authorised to negotiate with the existing agency for the transfer of NNC staff to their employment for the purposes of setting up and taking down market stalls each market day
- c) That Council be asked to agree an exemption to financial regulations to enable a direct award to CDR for this purpose for the next 6 months.

c) Events

- i) A meeting had been held with NNC to establish which events they were prepared to organise in 2022; principally the Christmas lights switch on.
- ii) Cllr Rowley updated on discussions that the Events Sub Ctte had had about the programme of events in 2022/23 and it was

RESOLVED

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	<p>a) That the following budget allocations be made for forthcoming events:-</p> <ul style="list-style-type: none"> - Food and drink festival £ 1000 - entertainment - Platinum Jubilee £ 8000 – bunting etc - Armed Forces Day £ 5000 – event - Christmas events £10000 - Engagement with shops £ 500 – leaflet drop <p>b) That the possibility of running the easter egg hunt at easter be explored, as well as an event next Shrove Tuesday.</p> <p>c) That an envelope of up to £1000 be available to support each speciality market held during the rest of the year.</p>
<p>FC21/087</p>	<p>Interim Internal Audit Report</p> <p>A copy of the interim internal audit report was submitted, alongside a schedule showing proposed responses to each of the recommendations within the report.</p> <p>RESOLVED</p> <p>a) that the interim internal audit report be noted and the schedule of actions contained within the report be approved.</p> <p>b) That Cllr Bunday be appointed to verify, monthly, the reported bank balance to bank statements and the online account.</p>
<p>FC21/088</p>	<p>Financial Regulations</p> <p>A report was submitted which proposed changes to the financial regulations, to bring them up to date and more properly in line with the Council's practices and delegations.</p> <p>RESOLVED TO RECOMMEND TO COUNCIL that the revised financial regulations be approved.</p>
<p>FC21/089</p>	<p>Asset Mapping Project</p> <p>A report was submitted setting out progress on the asset mapping project, for which the Council had received £4000 via NCALC.</p>

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	<p>A presentation of the work to date was made. Some 200 NNC assets had been mapped on the system recommended, and NNC had also provided a copy of the distribution of litter bins that they used, which would be provided to NCALC alongside the primary mapping tool. A map of street lights had also been sourced</p> <p>A level of importance was to be allocated to each entry; members agreed that this was a very subjective exercise and that more consideration needed to be given to how this was done.</p> <p>A number of assets listed on the NNC Asset Register whose purpose or location were not clear were discussed and clarified where possible. It was agreed that the list should be sent to all members with a request they provide any information on those assets that were unclear.</p> <p>It was further agreed that a discussion on how to map service levels should take place at a future meeting.</p>
FC21/090	<p>Monitoring of the Corporate Plan</p> <p>A report was submitted, setting out progress against the corporate plan action plan. The report was noted.</p> <p>RESOLVED that a report on speed devices be made to the next meeting</p>
FC21/091	<p>Budget Monitoring Statement</p> <p>A report was submitted, setting out the current financial position. The report was supplemented at the meeting with details of expenditure under the Welcome Back Fund (WBF) following events held and invoices received during the last seven days, amounting to £15,000.</p> <p>This left the outstanding bank balance at approximately £35,400, with the Council owed £20,759, in WBF receipts, allotment income, legal costs and VAT refunds, but with debts and commitments up to the end of March of approximately £40,000. It was therefore expected that when all payments for the 2022/23 year had been met and income received, the Council would have £16,000 to allocate to reserves, compared to an original provision of £15,000.</p>

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	<p>Nevertheless, it was necessary for the income from the WBF refunds to be received before the elections and other – currently un-invoiced - payments could be safely made.</p> <p>RESOLVED that the budget monitoring statement, as supplemented at the meeting, be noted.</p>
FC21/092	<p>Invoices</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. A supplementary report was circulated setting out the invoices that had been incurred since the agenda was published, for Welcome Back Fund costs.</p> <p>The report also addressed a number of other issues which had arisen, namely</p> <ul style="list-style-type: none">a) Insurance renewalb) Legal costs associated with a deed of easement for Western Power across part of the Northfield Ave allotments,c) Decisions on national pay increases for parish council employees. <p>RESOLVED to</p> <ul style="list-style-type: none">a) Approve the following invoices<ul style="list-style-type: none">- Team Rubicon – skateboard coaching event August 22 £920 + VAT- Knights and Hyde stationary and first aid kit for events £27.23 + VAT- Wilson Browne Legal fees for easement at Northfield Ave, £1140 incl. vat (to be refunded by WPD)b) Note the expenditure set out in 3.3 of the report and the supplementary expenditure reported to the meetingc) Agree the renewal of the Council’s insurance policy with Zurich Municipal in the sum of £1486.81.d) Agree to have all the Mayoral and civic items valued.e) Note the action taken in respect of Northfield Ave allotments easement and approve the appointment of Wilson Browne to act on the Council’s behalf.

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	<p>f) Note the increase in national pay rates and recommend to Council that the pay award be applied from April 2022.</p> <p>g) Set up direct debit payments for salaries in future</p>
	Meeting closed at 8.30pm

Signed.....

Date.....