



**Kettering**  
TOWN COUNCIL

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MINUTES OF THE ANNUAL MEETING OF KETTERING TOWN COUNCIL HELD  
IN THE TOLLER CHURCH ROOMS, MEETING LANE, KETTERING AT 7PM ON  
17<sup>TH</sup> MAY 2023

Attendees:

Cllrs Lloyd Bunday, Carolyn Carter, Dez Dell, Maggie Don, Eve Edwards, Scott Edwards, Alexander Evelyn, Emily Fedorowycz, Clark Mitchell, Anup Pandey, Daniel Perrett, Craig Skinner, James Towns, Sarah Tubbs, Keli Watts, Bev Wright and Martyn York

Town Clerk: Martin Hammond

No of Public Present: 24

Prior to the meeting starting, the chaplain, the Rev Helen Wakefield-Carr led prayers.

Item No	Item Description
2023/01	<p><b>Election of Mayor</b></p> <p>Cllr Keli Watts, as Mayor, asked for nominations for the post of Mayor for the 2023/24 municipal year.</p> <p>Prior to that nomination, Cllr Evelyn moved and Cllr Towns seconded a Vote of Thanks to the Mayor for the way in which she had conducted her year of office, for the standards she had maintained, for her work rate and the guidance she had provided to members. .</p> <p>The Council unanimously supported the vote of thanks.</p> <p>The Mayor responded by acknowledging those thanks, highlighting aspects of her year in office and reflecting on the community and organisations within Kettering which contribute to its wellbeing and vibrancy.</p> <p>Cllr Dez Dell then moved and Cllr Clark Mitchell seconded that Cllr Emily Fedorowycz be nominated as Mayor for the ensuing municipal year.</p> <p>There being no other nominations, it was</p>



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	<p><b>RESOLVED</b> that Cllr Emily Fedorowycz be duly elected as Mayor of Kettering for the 2023-24 municipal year.</p> <p>Cllr Fedorowycz signed her declaration of acceptance of office, and thanked members for placing their trust in her.</p>
2023/02	<p><b>Appointment of Deputy Mayor</b></p> <p>Cllr Scott Edwards moved and Councillor Clark Mitchell seconded that Cllr Craig Skinner be nominated for the position of Deputy Mayor</p> <p><b>RESOLVED</b> that Cllr Craig Skinner be appointed as Deputy Mayor for the 2023-24 municipal year.</p>
2023/03	<p><b>Apologies for absence</b></p> <p>Cllrs Robin Carter, Keiron Farrow and Mark Rowley</p>
2023/04	<p><b>Declarations of Interest</b></p> <p>Cllr Scott Edwards declared a prejudicial interest in item 23/017 and left the meeting whilst it was debated.</p> <p>Cllr Watts declared a personal interest in item 23/017 as a Director of the Business Exchange.</p>
2023/05	<p><b>Minutes</b></p> <p>The minutes of the last meeting held on 19<sup>th</sup> April 2023 were approved and signed as a correct record,</p>
2023/06	<p><b>Public Speakers</b></p> <p>None</p>
2023/07	<p><b>Announcements from the Mayor</b></p> <p>The Mayor announced that her chosen charities for the year would be:-</p> <ul style="list-style-type: none"><li>- Accommodation Concern</li><li>- Midland Langar Seva Society – MLSS</li></ul>



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	<p>Representatives from both were present to explain their organisational objectives.</p> <p>The Mayor referred to the recent death of Mrs Barbara Civil who had been Mayoress in 200102 and extended the Council's sympathies to her family.</p> <p>Members were reminded that the Town Meeting would be taking place on 24<sup>th</sup> May at the Toller Church Rooms. In addition, there was a meeting to consider the future options for Kettering Conference Centre on the 18<sup>th</sup> May.</p> <p>A community purchase option was being promoted by those interested in securing the future of the old Gala Bingo Club in High St and members were asked to consider how they could support it.</p> <p>Finally, the Mayor invited members and her guests to join her in the new <i>Cafeness</i> café in Market St after the meeting, for refreshment.</p>
2023/08	<p><b>Appointment of Leader</b></p> <p>It was moved by Cllr Eve Edwards and seconded by Cllr Carolyn Carter and</p> <p><b>RESOLVED</b> that Cllr Lloyd Bunday be appointed as Leader of the Council.</p>
2023/09	<p><b>Announcements from the Leader</b></p> <p>The Leader congratulated the Mayor on her election and re-iterated the selfless service that many people put into the civic life of Kettering, from councillors to community groups, and believed that the town punched above its weight because of that collective effort seen every day.</p>
2023/10	<p><b>Committee memberships</b></p> <p>A schedule of proposed committee memberships had been submitted to the meeting</p> <p><b>RESOLVED</b> that the schedule be approved.</p>
2023/11	<p><b>Outside Bodies Appointments</b></p>



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	<p>A schedule of proposed appointments to outside bodies had been submitted to the meeting.</p> <p><b>RESOLVED</b> that</p> <ul style="list-style-type: none"><li>a) the updated schedule be approved.</li><li>b) Cllr Fedorowycz be appointed to represent the Council on the ICS Local Area Partnership.</li></ul>
2023/12	<p><b>Calendar of Meetings</b></p> <p>An updated calendar of meetings was submitted. It was noted that it had emerged there were a number of clashes of dates with NNC's Area Planning Committee which might mean making some further changes to the calendar.</p> <p><b>RESOLVED</b> that the calendar of meetings be approved.</p>
2023/13	<p><b>Terms of Reference for Committees</b></p> <p>Revisions to the terms of reference for both Finance and Governance Committee and Markets and Events Committee were submitted and it was</p> <p><b>RESOLVED</b> that the changes set out in the report be adopted.</p>
2023/14	<p><b>Internal Audit report and Annual Governance Statement</b></p> <p>The Council received the internal audit report for 2022-23 and noted that the auditor was satisfied with the arrangements in place for financial control. She was able to confirm that appropriate accounting records have been kept and accounting statements are supported by the underlying records. She had completed the Annual Internal Audit Report which forms part of the Annual Governance and Accountability Return. She considered that the council had put sound governance arrangement in place and is delivering a range of services. She made two recommendations for implementation, which would be considered by the Finance and Governance committee at its next meeting.</p> <p><b>RESOLVED</b> that the internal audit report be noted and accepted.</p> <p>The Council had before it the Annual Governance and Accountability Return (AGAR). The Council considered the annual governance and accountability statement within the AGAR which had been published</p>



	<p>with the agenda, and which now included the internal auditor's signature. It was subsequently</p> <p><b>RESOLVED to</b> Approve the Annual Governance Statement for 2022-23 and authorise the Mayor and clerk to sign it .</p> <p>The Mayor and clerk signed the statement in the meeting.</p> <p>The Council further considered the Accounting Statement which formed part of the AGAR and</p> <p><b>RESOLVED to</b> Approve the Accounting Statement for 2022-23 and authorise the Mayor and clerk to sign it.</p> <p>The Mayor and Clerk signed the accounting statement in the meeting.</p> <p>Finally, it was <b>RESOLVED</b> that the period allowed for public inspection of the accounts should run from 12th June until 21st July 2023</p>
2023/15	<p><b>Finance, Audit and Banking Arrangements</b></p> <p>The Council considered a report on these matters and</p> <p><b>RESOLVED</b></p> <p>a) that the following appointments be made-</p> <p><u>Members mandated to approve payments, through the bank account and otherwise</u></p> <p>Cllr Craig Skinner Cllr Scott Edwards Cllr Mark Rowley</p> <p><u>Member mandated to approve monthly bank reconciliation</u></p> <p>Cllr Lloyd Bunday</p> <p>b) that Kate Houlihan be re-appointed as internal auditor for the 23/24 financial year.</p> <p>c) That the various banking arrangements as set out in the report be approved, or endorsed where they had already happened</p>



	<p><b>d)</b> To note the asset register as it stood on the 10<sup>th</sup> May 2023, subject to the removal of the reference to the Green Patch.</p>
2023/16	<p><b>Staffing Committee minutes and recommendations</b></p> <p>The minutes of the Staffing Committee from 13<sup>th</sup> April 2023 were submitted, incorporating three policies which the committee had approved</p> <p><b>RESOLVED</b> that the three policies, as set out in the Staffing Committee report, be approved, namely:-</p> <ul style="list-style-type: none"><li>- Lone Working Policy</li><li>- Health and Safety Policy</li><li>- Sickness Management and Pay Policy</li></ul>
2023/17	<p><b>Relocation of Town Council's offices</b></p> <p>The meeting was advised that the Town Council's current licence to occupy offices at Kettering Conference Centre was due to be ended by the 5<sup>th</sup> July and therefore that arrangements had to be made to secure alternative office accommodation and to relocate by the end of June.</p> <p>Several alternative premises had been explored and a summary of the leading options was presented to the meeting. It was noted that there would be a rates liability incurred in any new location, which was not reflected in the current budget.</p> <p>After debate, it was proposed by Cllr Don and seconded by Cllr Mitchell and</p> <p><b>RESOLVED</b> that a lease be entered into for rooms at 10 Headlands, Kettering, and arrangements be made for the relocation to take place by the end of June, with the consequent financial commitments being met from reserves where necessary.</p> <p>FOR THE MOTION 12 ABSTAINED 2</p>
	<p>The meeting was closed at 8.15pm.</p>



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Signed .....

Date .....