

Kettering Town Council

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE OF KETTERING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, MUNICIPAL OFFICES, BOWLING GREEN ROAD, KETTERING AT 7PM ON 26th MAY 2022

Councillors Present: Cllrs Lloyd Bunday, Robin Carter, Scott Edwards Clark Mitchell, Mark Rowley, Craig Skinner and James Towns

Officers present:- Martin Hammond, Town Clerk

No members of the public/press attended.

Item Number	Description
FC22/01	Election of Chair It was moved by Cllr Bunday and seconded by Cllr Mitchell and RESOLVED that Cllr Mark Rowley be elected chair for the coming year.
FC22/02	Apologies for absence Apologies for absence were received from Cllr Don, for whom Cllr Mitchell was acting as substitute
FC22/03	Declarations of interest Cllr Edwards declared a pecuniary interest in item FC22/10 (invoices)
FC22/04	Minutes The minutes of the meeting held on 14 th April 2022 were agreed as a correct record and signed by the chair
FC22/05	Reports of Sub Committees a) Allotments Cllr Woods had prepared a summary report of all the known issues within allotments, indicating those which were not explicitly mentioned in the corporate plan. Members noted the report. The meeting was updated on the completion of works to the bridge at South End Allotments and the recovery of

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	<p>outstanding income from 2021-22. A full list of other outstanding actions had also been included as part of item 7 below.</p> <p>b) Events</p> <p>A verbal report on the events being planned was made.</p> <p>c) Markets</p> <p>The notes of the last meeting of the markets sub-committee had been circulated. The meeting also considered the creation of a provision, from within the events budget, for three street food Saturdays to be held on the last day of the month in July-September.</p> <p>The potential for instigating a monthly farmers' market was also being explored with potential traders, starting at the end of July.</p> <p>RESOLVED that a budget of £1000 be created for each of three street food Saturdays planned for the summer.</p>
FC22/06	<p>Financial Management System</p> <p>A report was submitted which sought approval to acquire a financial management systems to enable the Council to better manage its finances, given a growing budget and a large increase in transactions generated by management of the market and several other service areas. Three quotes had been obtained from suppliers and the clerk had had a demonstration of each of the products quoted for, all of which he considered suitable for the task.</p> <p>RESOLVED that a financial management system be purchased from Scribe Accounts for £485 plus VAT in the first year and an annual cost thereafter of £288.</p>
FC22/07	<p>Monitoring of Corporate Action Plan</p> <p>The Committee received a report on progress against the action plan within the corporate plan. Updates on most items were made verbally.</p>

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FC22/08	Budget Out-turn 21-22 <p>The budget out-turn for the financial year 2021-22 was submitted. All payments relating to the year and all items of income had now been received.</p> <p>It was verbally reported that the Annual Governance Return for 21-22 had been submitted to the external auditor.</p> <p>The statement of accounts showed that the Council had total income in the year of £165,526 and gross expenditure of £143,640, leaving a surplus of £21,706.</p> <p>RESOLVED that</p> <ul style="list-style-type: none">a) the report be noted.b) £19706 be placed into general reservesc) £ 2000 be placed into the election reserve
FC22/09	Budget Monitoring 22-23 <p>A report was submitted summarising the income and expenditure for the period 1st April to 18th May 2022.</p> <p>It was reported that advice had been received from the National Association of British Market Authorities that VAT was not applicable to market rents. Some corroboration of this had been sought from other local markets, so this might affect the rates that the Council was due to charge to stall holders.</p> <p>RESOLVED</p> <ul style="list-style-type: none">a) that the report be notedb) that the Council's risk assessment be updated to reflect the financial risk on market income and the ending of its lease in the Municipal Offices
FC22/10	Invoices <p>A report was submitted summarising invoices that had been received and those payments that had been made under delegated powers since the last meeting. A late request had been received to fund a performance of an interactive play at St Andrews Arts Centre by the Laugh Out Loud Theatre Company as part of the jubilee celebrations, the costs of which could be met from the budget allocation of the jubilee weekend.</p>

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	<p>RESOLVED</p> <ul style="list-style-type: none">a) That the invoices listed in section 3.1 of the report be approved for paymentb) That a payment of £60 for tickets to a Mayoral Engagement in favour of the Army National Charity be approvedc) That £390 be committed to the performance of a jubilee themed play, to be performed at St Andrews Arts Centre on 4th Juned) That the payments made and listed in section 3.3. be noted.
FC22/11	<p>Future Items</p> <p>The next agenda would include</p> <ul style="list-style-type: none">- Branding and a new logo- Grants applications from the first round of the grants scheme- Options for relocating the Council's offices, Parlour and meeting its need for meeting space.
	<p>The meeting closed at 7.55 pm</p>

Signed.....

Date.....