

KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No FC21/092

Committee:-	Finance and Governance Committee
Date:-	17 th March 2022
Author:-	Martin Hammond, Clerk
Report Title:-	INVOICES
Wards Affected:-	n/a

1. Purpose of Report

To approve the payment of invoices.

2. Recommendations

The Committee is asked to:-

- a) approve the invoices detailed in 3.1. and make the commitments detailed in 3.2.
- b) Note the expenditure set out in 3.3 below.
- c) 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.
- f) Note the increase in national pay rates and recommend to Council that the pay award be applied from April 2022.

3. Information

3.1. The following invoices have been received or are expected shortly

- Team Rubicon – skateboard coaching event August 22 £920 + VAT
- Knights and Hyde – stationary and first aid kit for events £ 27.23 + VAT

3.2. The following costs are proposed as part of the events programme for 22/23, but no commitments have yet been made;

- Advertising in 4locals magazine to detail Town Council events for the year £217+VAT
- Booking of music entertainment for the food and drink fair on 9th April £390

3.3. As agreed at the last meeting and by Council, all invoices arising from a contractual commitment and/or the Welcome Back Fund are now being posted direct to the bank account for the authorising members to sign off. Invoices authorised or received since the last meeting under delegated powers are:-

- Cloudy IT – ITC support charges February £177.60 incl. VAT
- Salary and tax for clerk, including National insurance £3101.80
- Welcome Back Fund - Views of the High St exhibition costs
Lemon Pop Workshops £ 250.00
- Welcome Back Fund invoices for various town centre marketing costs incurred by the Kettering Cultural Consortium via Made With Many – their marketing agents
 - Barbwire Design £ 595.00
 - Brightkidz £1161.53 incl VAT
 - Stick-Chick Agency Ltd £ 78 incl VAT
 - Poppy Print £ 372 incl VAT

A significant number of other Welcome Back Fund invoices are due in in the week ending 18th March, so this report will be supplemented at the meeting.

3.4. The Council's insurance policy renews on 1st April 2022. It is currently with Zurich. Two quotes were sought, from Zurich Municipal and BHIB. BHIB declined to quote in the end because they were unwilling to insure the civic plate (see below) without an up to date valuation. Zurich quoted £1486.81.

The existing insurance does not convincingly demonstrate any cover for the plate and other items in cabinets in the Mayor's parlour, so a notional valuation of £10,000 has been included in the insurance policy. It would be better if an up to date valuation was obtained for these and for the Mayoral regalia – the last valuation was in 2008, so members' approval to ask Thorntons, who last did a valuation, to carry out a new one, is sought.

3.5. Following the granting of a wayleave for Western Power to lay cables across part of the Northfield Avenue Allotments, an easement to allow them long term access to their cables is being negotiated currently. It is likely that a small sum of about £2500 will be paid to KTC for this grant. WPD are paying for our legal costs. Three quotes were sought from local solicitors or those with experience of working with parish councils; Wilson Browne have been asked to act for us. Their charge is £950 +VAT (£1140).

3.6. The National Joint Council (NJC) for local government services has agreed the new rate of pay applicable from 1 April 2021; employers have been encouraged to pay the increase of 1.75% to employees as soon as possible. This will add approximately £591 to the pay bill for 2022/23, - an assumption of £506 had been included within the budget, but the difference can be managed within the overall salary budget.

4. Finance, Legal and Resource Implications

4.1 Budgetary provision exists to cover the costs in 3.1 to 3.3 and most of those in 3.5.

4.2. The budget assumes a cost of insurance in 22/23 of £1500. The cost in 21/22 was £1379.