

# KETTERING TOWN COUNCIL

## REPORT FOR DECISION

Item No:- FC22/028

Committee:-	Finance and Governance Committee
Date:-	20 <sup>th</sup> July 2022
Author:-	Martin Hammond, Clerk
Report Title:-	Town Council Accommodation
Wards Affected:-	All

### 1. Purpose of Report

To report back on costs and practicalities associated with the move to new accommodation for the Town Council

### 2. Recommendations

That members express their preference for a new location for the Town Council.

### 3. Information

3.1. At the last meeting, committee agreed a short list of three possible accommodation options to pursue in more detail

- Corn Market Hall
- Toller Church Rooms
- Kettering Conference Centre

3.2. This report will be added to at the meeting, as information is still being gathered. The main hindrance has been that a discussion about the Corn Market Hall has not been possible because NNC have not been able to confirm the identity of the successful contractor and therefore until they do, no discussion about a lease with them can be started. It is possible that by the time of the meeting, this might have changed.

### 3.3. The relative costs of the two other sites are

	<b>Toller Church Rooms</b>	<b>Kettering Conference Centre</b>	<b>CMH (to be completed if possible)</b>
Office accommodation	£5820 pa	£5760	
Committee meetings- assume 35 meetings per year	£775	£3500 (assumes £100 per hiring- this may reduce)	
Substitute parlour – assume 10 hirings	£125	£1000	
Council meetings/Town meetings – 8-12 meetings per year	£510	£1200	
<b>TOTAL</b>	<b>£7230</b>	<b>£11460</b>	

The headline costs above however do not tell the whole story.

- a) In both cases, there will be no Parlour as such – the Mayoral plate will have to be kept in the office and parlour visits and receptions will have to be in a separate meeting room. This will mean more time spent in setting up and taking down before a Mayoral reception. The former Mayor's Officer is however available to support some of these Mayoral visits once he retires from his substantive employment shortly, and has already helped out recently. Putting him on a retainer for the year may cost another £250 or so.
- b) There will be a need for the Council to acquire audio-visual equipment to duplicate the facilities currently on offer at the Municipal Offices. At the same time, we could acquire the facilities to stream meetings as well. This would be a one off cost.
- c) Removal costs will need to be incurred – no quotes have yet been sought.
- d) The broadband capacity at the Toller Church Rooms will need to be tested to ensure they are able to handle streaming of meetings and audio-visual downloads of data.

## 4. Consultation and Engagement

None undertaken.

## 5. Finance, Legal and Resource Implications

- 5.1. There is £12000 in the budget for 2022/23 for accommodation, and £7000 of that will have been spent by the 1<sup>st</sup> November – on the basis of the lowest cost above, plus removal costs, we should be broadly within budget at the end of the year although the cost of audio-visual equipment will be extra. During 2023/4, the budget could come down to £8000.

## **6. Policy Implications**

The Council's policies including supporting the town centre, making best use of resources and being transparent and accessible.

Background Papers

Quotes from Toller and from KCC.

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