KETTERING TOWN COUNCIL

REPORT FOR DECISION

Item No FC21/0

Committee:- Finance and Governance Committee

Date:- 24th February 2022

Author:- Martin Hammond, Clerk

Report Title:- INVOICES

Wards Affected:- n/a



1. **Purpose of Report**

To approve the payment of invoices.

1. **Recommendations**

The Committee is asked

1. to approve the invoices detailed in 3.1. below
2. agree to meet expenditure incurred in the holding of jobs fairs ( para 3.3 below)
3. Note the expenditure set out in 3.2 below.
4. **Information**
	1. The following invoices have been received or are expected shortly
* M Hammond – expenses re stamps, and holocaust remembrance day expenditure £ 24.16
* Headlands Neighbourhood Plan Group – householder leaflets £185
* Tickets, Deputy Mayor’s attendance Northampton Charity Lunch £ 50
* Membership NABMA (Market operators association) £442.80 incl VAT
* Society of Local Council Clerks webinar – end of yr accounts £ 36
	1. 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
* NNC Accommodation charge for March £1000
* Market Innovations Ltd – Teenage Market franchise £1200 incl. VAT
* Advert for Victorian Market in 4Locals Magazine £ 270 incl VAT
* Salary and tax for clerk, including National insurance £3101.80
	1. Members have supported and enabled the establishment of a jobs fair on 7th February 2022, at St Andrews Church, working with JobCentrePlus to deliver it. A second fair, for an older age group, is scheduled for the 23rd February. The first fair, as reported to Council on 16th February, was deemed to be successful and they could become a regular event. Cost incurred in both these fairs include
* Advertising banners £39
* Room hire £75 per event
* Graphic design on promotional material £160

The committee is asked if it wishes to approve these amounts. There is no provision in the budget, and an early aspiration that the jobs fairs expenses could be met from the welcome back fund has not been possible. Most of these costs will not re-occur.

1. **Finance, Legal and Resource Implications**

4.1 Budgetary provision exists to cover most of these costs, or they are being met by the Welcome Back Fund; the exception being the £350 cost of the job fairs set out above.

4.2. Membership of NABMA would start on April 1st and provision exists in the 22/23 budget for this.

16.02.22