

# KETTERING TOWN COUNCIL

## REPORT FOR DECISION

Item No FC22/042

|                  |                                  |
|------------------|----------------------------------|
| Committee:-      | Finance and Governance Committee |
| Date:-           | 28 <sup>th</sup> September 2022  |
| Author:-         | Martin Hammond, Clerk            |
| Report Title:-   | INVOICES AND EXPENDITURE         |
| Wards Affected:- | n/a                              |

### 1. Purpose of Report

To approve the payment of invoices.

### 2. Recommendations

The Committee is

- a) asked to approve the payments in 3.1 below and note the remainder of the report.
- b) Authorise the clerk to apply for a payment card from Unity Trust Bank to enable online purchases of goods to be made where the supplier is not prepared to invoice.

### 3. Information

3.1. The following costs have been incurred, or estimates received since the last meeting, for which approval is required.

- Oneway TM Limited - Traffic management and marshalling, Remembrance parade and service £ 2220.00 incl VAT
- Clerk – expenses –
  - postage stamps; £ 5.44
  - market expenses cable ties £ 43.56
  - bunting for Street Food Saturdays/other events £ 20.58
  - Wreath for MH Queen £ 110.00 incl VAT
- Deputy Clerk expenses – black arms bands, HM Queen £ 106.71 incl VAT
- Mayoral expenses – Cllr Watts
  - Amendments to the chain of office (Thorntons) £ 40
  - Mileage on Mayoral duties £ 84.95
- Member expenses – equipment for Street Food Saturdays  
Cllr Fedorowycz £ 24.49

- 3.2. As agreed previously, all invoices arising from a contractual commitment or which have been pre-approved by committee 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 or made automatically are:-

#### **ADMINISTRATIVE**

- Cloudy IT – ITC support charges August and September 2022 £480.48 incl. VAT
- NNC – accommodation charge August and September 2022 £2000
- Salary and tax, including employee pension and NI(July/Aug) £7627.83
- Employer NI costs (July/Aug) £729.10
- Employer Pension contributions (July/August) £539.07
- Internal audit fee – NCALC as broker for auditor £720.00
- External audit fee – PKF Littlejohn LLP £480 incl. VAT

#### **MARKETS**

- CDR Resourcing – market labour costs –invoices since July 15th £5253.73
- Business rate for the market July, August and September £1206

#### **EVENTS**

- Street Food Saturdays (2 events)
  - all music and entertainment costs (multiple items) £1483
- Bands in the Park – six bands plus wet weather venue £1621
- Summer events
  - Poppy Print Banner, Skateboard tuition session 17<sup>th</sup> Aug £ 40
  - Laugh Out Loud Theatre – summer session 24<sup>th</sup> August £360
  - Just Karen Bubbles 24<sup>th</sup> August £ 60

#### **GRANTS**

- Friends of Rockingham Rd Pleasure Park £1000

#### **WARD INITIATIVES FUND**

- Beccy Hurrell Voice Academy – new keyboard for free children’s music sessions – Cllr Watts £100
- Counties Community Association – platinum jubilee event – all St Michaels and Wicksteed ward members £150
- Survey monkey residents survey – Ise ward – Cllr Skinner £320 plus VAT

*\*Note – not all these payments will have left the bank account at the point the report is published.*

- 3.3 Town Lottery** – transactions on this account have been dealt with in the budget monitoring report.

- 3.4.** There have been a number of instances where the clerk/deputy clerk have had to order items- usually for events but also for market and administrative items - online or in person using their own credit cards or cash, as many suppliers are not willing to invoice the Council for casual purchases. This sets up an expenses claim process which can be quite time consuming. Unity bank, through Lloyds, do offer a payment card facility, and it is proposed that we obtain a card, with, say, a £150 payment limit on it, to enable casual payments to be made quickly when required. All other financial reporting arrangements will continue to apply.

#### **4. Finance, Legal and Resource Implications**

- 4.1 Budgetary provision exists to cover the costs above.