

# Kettering Town Council

MINUTES OF THE FINANCE & GOVERNANCE COMMITTEE OF KETTERING TOWN COUNCIL HELD IN THE COUNCIL CHAMBER, BOWLING GREEN ROAD, KETTERING AT 7PM ON 19<sup>TH</sup> OCTOBER 2021

Councillors Present: Councillor Craig Skinner (Chair)  
Councillors Lloyd Bunday, Robin Carter, Maggie Don, Scott Edwards, Anup Pandey and James Towns

Officers Present: Martin Hammond, Town Clerk

Also Present:- Cllr Mark Rowley, as Chair of the Events Sub Committee

No members of the public/press attended.

Item Number	Description
<b>FC21/026</b>	<b>Apologies for absence</b>  None
<b>FC21/027</b>	<b>Declarations of interest</b>  None declared
<b>FC21/028</b>	<b>Minutes</b>  The minutes of the meeting of the committee held on the 23 <sup>rd</sup> September 2021 were approved and signed as a correct record.
<b>FC21/029</b>	<b>Markets Sub-Committee</b>  The chairman gave a summary of the work of the sub committee, referencing the need to determine the future of the Teenage market, and whether it should be varied. There was a presentation planned to the sub committee for the 8 <sup>th</sup> November, from LSD Promotions, on managing the general market. The Sub committee was also considering co-opting people from outside the Town Council to widen its reach and expertise.
<b>FC21/030</b>	<b>Allotments Sub-Committee</b>  Cllr Towns provide a verbal update on the work of the allotments committee to date, and the information which had been gathered. A summary written report had been prepared, which Cllr Towns would circulate to all members.

# Kettering Town Council

	<p>Whilst the allotment societies had been self sufficient in managing their sites, there were potential repair liabilities to address, and, at Northfield Avenue, the threat of a new power cable having to be laid across the site by Western Power.</p> <p>There was a need to clarify and agree the relationship between the allotment societies and the Council. There was a waiting list of 72 people wishing to take up an allotment, and the potential to create 12 new allotments at Scott Rd, once an unused piece of land had been cleansed of contamination by NNC.</p> <p>Cllr Towns was asked to inquire of the allotment societies whether they would be prepared, given the length of the waiting list, to prioritise those without gardens for the allocation of a plot.</p>
<b>FC21/031</b>	<p><b>Town Events Sub Committee/Welcome Back Fund</b></p> <p>a) Cllr Rowley gave an update on the work of the Events sub committee. They had identified an overlap with the work of the Markets Sub-Committee and were keen to promote markets as a draw into the town centre. There was a need to influence the content of “ThisIsKettering” social media platform and to avoid accidental competition with the Newlands Centre. The continuing role of NNC in the provision of key events throughout the year also needed to be clarified. Cllr Don recommended the re-introduction of a charity market.</p> <p>b) The clerk described the offer of a £40,575 grant from NNC, funded by government, to encourage people back into the town centre, which had to be spent by the end of March 2022, and for which bids had to have been submitted by 8<sup>th</sup> October. A list of the bids that had been made – and approved by NNC – was shared with members, totalling £40,425. Schemes to be funded included events and activities provided by SS Peter and Pal Church, the Heritage Action Zone Team, Kettering Arts Centre and NNC, both new and expanded events.</p> <p>Members noted and approved the list of activities bid for.</p>
<b>FC21/032</b>	<p><b>Sustainable Budget 2022-23 onwards</b></p> <p>A report was submitted which set out a proposed process for setting the Council’s budget and precept for 2022/23 and which sought</p>

# Kettering Town Council

	<p>approval in principle for a number of aspects of that budget and a supporting policy framework.</p> <p>Members discussed the schemes that they wanted to come to fruition in the coming year, notably</p> <ul style="list-style-type: none"><li>- The installation of new permanent public toilet facilities in the town centre</li><li>- A budget for events which matched the scale of the Welcome Back Fund</li><li>- A community grants scheme to support local organisations and groups throughout the town</li></ul> <p><b><u>RESOLVED</u></b> that approval in principle be given to:-</p> <ol style="list-style-type: none"><li>1. The establishment of an elections fund, to which £10,000 is added every year to meet the costs of elections and bye-elections for the Town Council</li><li>2. A policy of gradually adding to the Council's reserves by up to £25,000 each year for the next four years.</li><li>3. A travelling assumption that an increase in the Council's precept is likely for the 2022/23 year to fund the various proposals raised by members</li><li>4. The proposed budget timetable and process, as set out in section 4.2 of the report</li><li>5. The development of a short form corporate plan to sit alongside the budget and guide future policy and budget decision making.</li></ol>
<b>FC21/033</b>	<p><b>Payroll Provision</b></p> <p>A report was submitted seeking approval to contract a payroll provider for the Council. Three potential providers had been approached, two quotes had been received and it was</p> <p><b><u>RESOLVED</u></b> that the clerk be authorised to enter into a contract with provider B ( Payroll Service UK Ltd) to provide payroll services for a three year period, subject to an annual review in October 2022.</p>
<b>FC21/034</b>	<p><b>Public Toilets, Kettering Town Centre</b></p> <p>Cllr Robin Carter provided an update on discussions he had been having with potential suppliers of a toilet facility for installation ideally in Meadow Rd, to replace the NNC facility which was due to be removed prior to the public realm works scheduled for the winter of 2021/22. Approximate costings had been established for a facility which provided ladies, gents, disabled and baby changing features, which was robust and capable of being dressed externally to match the new public realm.</p>

# Kettering Town Council

	<p>The costings indicated that the Council would have to carry out a full tendering exercise and therefore that a detailed specification would be required, as would planning consent and approval from NNC as Highway Authority for its exact location. The cost of management and cleaning would also need to be finalised. Members were of the view that the facility should be purchased not rented.</p> <p><u>RESOLVED</u> that</p> <ol style="list-style-type: none"><li>1. The clerk establish with NNC their view of the location and style of the new facility</li><li>2. Cllr Carter continue to develop the specification for a facility with interested parties</li><li>3. That the budget for 2022/23 include provision for the acquisition of a public toilet and for its ongoing management, water supply and cleaning.</li></ol>
<b>FC21/035</b>	<p><b>Outstanding invoices</b></p> <p><u>RESOLVED</u> that the following invoices be approved for payment</p> <ol style="list-style-type: none"><li>1. NNC for lease of rooms for November 2021 Invoice no 422000191971 £1000</li><li>2. NCalc for Code of Conduct training invoice no INV-1384 £315.</li><li>3. Knights and Hyde Stationery order – up to £16.77</li></ol>
<b>FC21/036</b>	<p><b>September Bank Reconciliation</b></p> <p>The bank reconciliation for September was presented and noted.</p>
<b>FC21/037</b>	<p><b>Appointment of External Auditor</b></p> <p>A report was submitted detailing the appointment of external auditors for the Council. The Committee noted the appointment of PKF Littlejohn as external auditors. The cost of the audit would be £400 per annum.</p>
<b>FC21/038</b>	<p><b>Speed Devices</b></p> <p>Cllr Don inquired as to the roll out of the speed devices and their deployment over a wider area than originally approved by the Highway Authority, as well as their conversion to solar power. These matters were all in train at the present.</p>
	<p>Meeting closed at 8.31 pm</p>

# Kettering Town Council

Signed.....

Date.....