

**Town Mayor** – Cllr Tafadzwa Chikoto

**Town Clerk** – Felicity Ryan

Web site <http://www.corbytowncouncil.gov.uk>

E-mail: [clerk@corbytowncouncil.gov.uk](mailto:clerk@corbytowncouncil.gov.uk)

Minutes of the meeting of the **Finance Committee** held at Tuesday 21 March 2023 at the Weldon Room, Corby Cube, George Street, Corby NN17 1QG .

**Present:** Felicity Ryan, Clerk to Corby Town Council, Councillors - Mark Pengelly, Lyn Buckingham, Martyn Reuby, Ross Armour, Simon Rielly, Ray Beeby

**Absent:** Cllr Matt Keane, Cllr William Colquhoun

**Also Present:** One member of the public.

## **465/22 APOLOGIES FOR ABSENCE**

None received.

## **466/22 TO RECEIVE DECLARATIONS OF INTEREST RELATED TO BUSINESS ON THE AGENDA**

Cllrs Rielly, Armour & Lyn Buckingham declared in relation to agenda item 481/22: Councillor empowerment fund.

Cllr Keane declared in relation to agenda item 469/22 : Small grant application submitted by Soupa Salads.

Cllr Pengelly declared in relation to agenda item 469/22 Small grant application submitted by Soupa Salads and in relation to agenda item 474/22 HR outsourcing.

## **467/22 PUBLIC PARTICIPATION**

A member from Soupa Salads CIC was present and spoke in relation to her grant application and provided further information about the project.

## **468/22 MINUTES**

It was **RESOLVED** to approve the minutes from the Finance committee meeting held 28<sup>th</sup> February 2023 and these were signed by the Chair.

## 469/22 SMALL GRANT SCHEME APPLICATIONS

The grant report had been circulated by the Clerk from the applications received. It was **RESOLVED** to **AWARD** the following grants :

- Soupa Salads CIC - £2000.00 for start-up costs with a clause to be added that no part of the grant be used for room hire due to the current venue.
- The Autumn Centre - Kings coronation event - £1500
- Beanfield Neighbourhood Association – Kings Coronation event - £1200
- Oakley Rangers Youth Music - £2000 - for a trip and music equipment with a clause to be added that no part of the grant goes to room hire.

It was **RESOLVED** to decline the following applications:

- S & L Cricket Club due to the alternative sports funding streams available for the project

## 470/22 SCHEDULE OF PAYMENTS AND RECEIPTS

It was **RESOLVED** to approve the list of payments as listed in the attached schedule.

## 471/22 POLICIES FOR ADOPTION AND REVIEW

It was **RESOLVED** to adopt the following policies:

- Child Protection Policy
- Vulnerable Adult Protection Statement
- Lost children procedure
- DBS Policy

It was **RESOLVED** to review and adopt the following policies:

- Operational Risk Assessment
- Bring your own device.
- Internal controls policy as amended.
- Complaints Procedure
- Privacy Policy
- Accessibility Statement

## 472/22 STRATEGIC PLAN

It was **RESOLVED** to defer this item to the next Full Council meeting.

## **473/22 MAYORS CHARITY ACCOUNT**

It was **RESOLVED** that a bank account be opened for the Mayors Charity and to delegate responsibility to the Clerk to action this with two signatories for all transactions and with the condition that no Mayor or Deputy Mayor would be named as a signatory.

## **474/22 HR OUTSOURCING**

It was **RESOLVED** to accept a quote in the sum of £420.00 + VAT to allow a provision of HR support to be outsourced.

## **475/22 INTERIM INTERNAL AUDIT REPORT**

The interim internal audit report was received and noted with no actions to complete before the end of the financial year.

## **476/22 INTERNAL CONTROL CHECK**

Cllr Armour reported that he had completed the internal control check for the period 1st October 2022 - 31st December 2022 and there were no outstanding issues.

## **477/22 BUDGET MONITORING AND BANK RECONCILIATION**

The budget monitoring report and bank reconciliation for the period ending January 2023 was received and noted with no actions required.

## **479/22 ACCOUNTS AND AUDIT**

The Clerk had circulated a report regarding the Council VAT position, and this was noted and would be monitored by the Clerk. It was **RESOLVED** to recommend to Full Council to move from a receipts and payments accounting position to income and expenditure in readiness for the three year exemption period where the income or expenditure would exceed £200,000.00.

## **480/22 KINGS CORONATION TEAPOT GRANTS**

The Clerk provided a report regarding the proposed structure and legal basis of the grant scheme. It was **RESOLVED** that £2,000 be ring-fenced from the small grants pot in order that unconstituted smaller groups can celebrate the coronation. It was further **RESOLVED** that the

grant decisions be delegated to the Clerk alongside Cllr Lyn Buckingham and Cllr S Rielly to make awards due to the timing of the Coronation event.

## **481/22 COUNCILLOR EMPOWERMENT FUND**

It was **RESOLVED** that the Town Council apply to the Councillor Empowerment Fund from Cllr Armour, Cllr S Rielly and Cllr Leanne Buckingham's allowances in order to provide some solar lighting for a pathway on Oakley Vale.

## **482/22 BANK ACCOUNT UPDATE**

The Clerk reported that an application was progressing with Natwest and Cllr Beeby, Cllr Dalziel and the Clerk had completed the required paperwork to become signatories with dual authority in place and two Councillors to sign in all circumstances. Further signatories to be added once the account is operational.

## **483/22 MATTERS FOR DISCUSSION AND DATES OF NEXT MEETING**

- Procurement Policy & Expenses for members policy to be bought to Full Council
- Mayors' gifts, Town Council regalia and badges to be bought to next Finance meeting

Date of next meeting : 25<sup>th</sup> April 2023, 6pm, Weldon Room, Corby Cube

Meeting Closed 19.10

Payment schedule ref agenda item 470/22

<b>Payee</b>	<b>Amount</b>	<b>VAT Included</b>
Salary and Pension costs for January	£7038.42	£0.00
North Northants Council (Business rates for January)	£289.00	£0.00
Salary and Pension costs for February (including staff overtime)	£7362.20	£0.00
BT Group (direct debit for January)	£40.74	£6.79
Cloudy IT Group (Direct debit January for IT support and software)	£366.63	£61.10
North Northants Council (business rates for February)	£289.00	£0.00
Debit card monthly fee *	£3.00	£0.00
Canva subscription for month *	£10.99	
Lloyds multipay card transactions *	£57.39	£0.00
F Ryan (February expenses)	£42.30	£0.00
M Reuby (February expenses)	£24.05	£0.00
A Dalziel (February expenses)	£11.00	£0.00
R Raj (February expenses)	£163.23	£0.00
A McDaid (February expenses)	£40.19	£0.00
BT Group (direct debit for February)	£40.74	£6.79
Cloudy IT group (Direct debit February for IT support and software)	£366.63	£61.10
2commune (website until February 2024)	£480.00	£80.00
Alpha toilets (18X hire for pride event) 20% payable for booking = £368 + VAT deposit payable	£1840.00	£
National Association of Councillors (membership)	£234.60	£39.10
Riverside printers (labels for assets)	£48.00	£8.00
North Northants Council (electricity for office)	£56.45	£9.41
Abba tribute act (Pride)	£300.00	£0.00
Amazon for Business (candles for HMD)	£43.00	£7.17
North Northants Council (Hazelwood hire Dec 22-March 23)	£112.00	£0.00
Beanfield Community Association (hall hire)	£11.00	£0.00
SLCC (HR Summit conference online)	£72.00	£12.00
Salary and Pension costs for March (includes staff overtime)	£7426.67	£0.00
HMRC Tax and NI for Q4	£6349.29	£0.00
BT Group (direct debit for March)	£40.74	£6.79
Cloudy IT Group (Direct debit March for IT support and software)	£366.63	£61.10
Debit card monthly fee *	£3.00	£0.00
Canva subscription for month *	£10.99	£0.00
Multipay card transactions for March *	£52.30	£0.00
Riverside Printers (Labels for assets)	£48.00	£8.00
Riverside Printers (Thank you cards)	£45.00	£9.00
NCALC (Training courses X 3)	£127.20	£21.20
National Association of Councillors Training weekend X1	£354.00	£59.00
North Northants Council (service charge Q4)	£1676.02	£279.34

Green Jumper Day donation	£100.00	£0.00
North Northamptonshire Council (electricity for March 23)	£62.42	£10.40

**RECEIPTS**

\*Multipay card transactions

DRAFT

Signed: .....

Date: .....