

**Town Mayor** – Cllr Lawrence Ferguson

**Town Clerk** – Felicity Ryan

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Minutes of the meeting of Corby Town Council Finance & Resources Committee held on 7<sup>th</sup> December 2021 at Beanfield Neighbourhood Centre, Corby.

**PRESENT:**

Cllr M Pengelly      Cllr R Armour      Cllr R Beeby  
Cllr S Rielly      Cllr M Keane

Also present:

F Ryan (Town Clerk)

**99/21 APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from Cllr Lyn Buckingham and Cllr M Reuby.

**100/21 TO RECEIVE DECLARATIONS OF INTEREST RELATED TO BUSINESS ON THE AGENDA**

Cllr Pengelly and Cllr Armour declared in relation to item 104/21 – grant application from NN18 events at St Ninians Church, Beanfield.

**101/21 PUBLIC PARTICIPATION**

No comments received.

**102/21 MINUTES**

It was **RESOLVED** to approve the minutes of the meeting held on Monday 11<sup>th</sup> October 2021.

**103/21 PAYMENTS FOR APPROVAL**

Payee	Amount	VAT Included
Corby RBL Poppy Appeal (Wreath)	£25.00	£0.00
Beanfield Community Association (Hall hire 1/9/21)	£22.00	£0.00
F Ryan – Town Clerk (Salary for October)	£2094.86	£0.00
North Northamptonshire Council (Hazelwood Hall hire 8/11/21)	£27.00	£0.00
North Northamptonshire Council (Hazelwood Hall hire 15.11.21)	£27.00	£0.00
F Ryan (Clerk expenses October – November 2021)	£101.27	£0.00
F Ryan (Salary for November)	£2412.60	£0.00
Office furniture online (office chair)	£80.00	£16.00
Northants CALC (Annual Subscription and DPO fee)	£6,657.22	£0.00
Northants CALC (Planning nuts and bolts course)	£315.00	£0.00
L Carter (stationery expenses)	£64.28	£0.00
BHIB Ltd (additional premium for fixed glass at office)	£56.00	£0.00
Northants CALC (Visioning Session training course)	£315.00	£0.00

BT (payment for broadband)	£33.95	£6.79
Northants CALC (Finance for Councillors)	£315.00	£0.00
Impact PR Xmas giveaways (Inv 2365)	£500.00	£100.00
Impact PR (inv 2364) selfie spot	£1500.00	£300.00
Impact PR (inv 2371) live events and fees	£1945.00	£389.00
Impact PR (inv2368) real reindeer sleigh and santa	£2495.00	£499.00
Impact PR (inv2369) Christmas craft workshops	£2385.00	£477.00
Impact PR (inv2370) 4 x street performers	£2175.00	£435.00
Focussed publications (advert to raise council profile)	£429.99	£85.99
Impact PR (inv 2373) outdoor posters and marketing	£1495.00	£299.00
Impact PR (inv 2372) gift guides	£1485.00	£297.00
Impact PR (inv 2375) Research of products, liaison with stores, copywriting, design and distribution management	£2465.00	£493.00
Impact PR (inv 2376) Print of £30,000.00 , A5 , 12 paged stitched booklets and delivery to 3 locations	£2395.00	£479.00
North Northants Council (service charge for quarter beginning 25.12.21)	£1975.79	£395.16
NALC (training course Future communities , Clerk and Cllr Lyn Buckingham)	£128.78	£25.76
<b>TOTAL</b>	<b>£33,920.74</b>	<b>£4,297.70</b>

It was **RESOLVED** to approve the payments as listed. The invoices below had now received approval from NNC and formed part of the Welcome Back Grant award which would be paid retrospectively to Corby Town Council.

Impact PR Xmas giveaways (Inv 2365)	£500.00	£100.00
Impact PR (inv 2364) selfie spot	£1500.00	£300.00
Impact PR (inv 2371) live events and fees	£1945.00	£389.00
Impact PR (inv2368) real reindeer sleigh and santa	£2495.00	£499.00
Impact PR (inv2369) Christmas craft workshops	£2385.00	£477.00
Impact PR (inv2370) 4 x street performers	£2175.00	£435.00

Impact PR (inv 2373) outdoor posters and marketing	£1495.00	£299.00
Impact PR (inv 2372) gift guides	£1485.00	£297.00
Impact PR (inv 2375) Research of products, liaison with stores, copywriting, design and distribution management	£2465.00	£493.00
Impact PR (inv 2376) Print of £30,000.00 , A5 , 12 paged stitched booklets and delivery to 3 locations	£2395.00	£479.00

Bank balance as at 7.12.21 = £249,760.69

**104/21 TOWN COUNCILLORS GRANT APPLICATIONS : (This item was discussed following item number 110/21 and Cllr Pengelly left the meeting)**

It was resolved to approve the following grant applications:

- £2000.00 awarded to Corby Cricket Club
- £1000.00 awarded to the Wombles/ Corby Old Village Residents Association

The other grant applications received from Weldon Pre School and NN18 events did not meet criteria.

**105/21 INTERNAL CONTROL INSPECTION**

Cllr Lyn Buckingham had attended a meeting with the Clerk and inspected the financial transactions, statements and minutes to the period ending 30<sup>th</sup> September 2021.

**106/21 TO FORMULATE A BUDGET FOR FINANCIAL YEAR 2022/23 FOR RECOMMENDATION TO FULL COUNCIL MEETING ON 10<sup>th</sup> JANUARY 2022.**

The budget had been prepared and the Clerk's report was received in relation to the precept recommendation.

**ACTION :** The recommended budget and precept request which incorporated a precept request of £315,000.00 would be presented to the Full Council meeting to be held on 10<sup>th</sup> January 2022.

**107/21 TO ADOPT THE FOLLOWING POLICIES AND STATUTORIY DOCUMENTS**

- **TRAINING PLAN**
- **TRANING STATEMENT OF INTENT**
- **ASSET REGISTER**
- **RESERVES FUND POLICY**
- **RISK MANAGEMENT POLICY STATEMENT**

It was **RESOLVED** to adopt the above policies as circulated with a review date of one year. The Reserves Fund policy would be revised to include the agreed level of reserves once the budget had been formally agreed at Full Council.

**108/21 HOLOCAUST MEMORIAL DAY**

Three venues have been contacted to host the event which is to take place on 27<sup>th</sup> January 2022.

Savoy cinema – No availability

Pen Green – No availability

The Lab – Available at a cost of £237.50

It was **RESOLVED** to book the Lab for the event.

### **109/21 ELECTION COSTS**

The election costs from April 2021 are awaited and are in the region of £50,000.00 from a projected cost of £35,000.00. NNC have offered the Council the ability to pay over two years if required. **ACTION : Clerk to chase**

### **110/21 COSTS FOR PRINTING FOR MARKET STALL EVENT**

Three quotes had been obtained for the printing :

Quantum print – in the region of £250.00  
Omni print – £321 + VAT artwork to be designed.  
A further company declined to quote.

It was **RESOLVED** to proceed with Quantum print.

### **111/21 MATTERS FOR INFORMATION OR DISCUSSION**

A discussion was held regarding high interest accounts for bank reserves.

Meeting Closed 8.40pm

Date of next meeting – 18<sup>th</sup> January 2022, 7pm, venue TBC.

Chair

Date