

Minutes of the meeting of Corby Town Council Finance & Resources Committee held at 5pm, 7th February 2022 at the Weldon Room, Corby Cube. George Street, Corby NN17 1QG.

PRESENT:

| | | |
|-----------------|---------------|---------------------|
| Cllr M Pengelly | Cllr R Armour | Cllr R Beeby |
| Cllr S Rielly | Cllr M Keane | Cllr Lyn Buckingham |
| Cllr M Reuby | | |
| (arr.17.45) | | |

Also present (via Teams):

F Ryan (Town Clerk)

149/21 APOLOGIES FOR ABSENCE

It was **RESOLVED** to accept apologies from Cllr William Colquhoun.

150/21 TO RECEIVE DECLARATIONS OF INTEREST RELATED TO BUSINESS ON THE AGENDA

None declared

151/21 PUBLIC PARTICIPATION

None

152/21 MINUTES

It was **RESOLVED** to approve the minutes of the meeting held on Monday 7th December 2021.

153/21 PAYMENTS FOR APPROVAL

Payments were approved as follows :

| Payee | Amount | VAT Included |
|--|----------|--------------|
| Northants CALC (Code of Conduct training) | £315.00 | £0.00 |
| Autela Payroll Services | £50.40 | £8.40 |
| Salary costs for December | £3041.40 | £0.00 |
| HMRC (Tax for quarter) | £3245.26 | £0.00 |
| Salary & Pension costs for January | £3533.80 | £0.00 |
| Impact PR (inv 2388) shop window competition | £1632.00 | £272.00 |
| Impact PR (inv 2384) advent windows | £1800.00 | £300.00 |
| Impact PR (2383) daily prizes | £1794.00 | £299.00 |
| Impact PR (2381) press and radio ad | £2940.00 | £490.00 |
| Impact PR (2380) magazine ads | £900.00 | £150.00 |
| Impact PR (2379) campaign for ad | £2154.00 | £359.00 |
| Impact PR (2378) space costs for papers | £2400.00 | £400.00 |
| Impact PR (2386) graphics | £1068.00 | £178.00 |
| BT (payment for broadband) | £40.74 | £6.79 |

| | | |
|---|-------------------|------------------|
| Cloudy IT (monthly IT fee) | £145.98 | £24.33 |
| North Northamptonshire Council (election costs) | £43,508.29 | £0.00 |
| Northamptonshire Pension Fund (valuation fee) | £2400.00 | £400.00 |
| North Northamptonshire Council (service charge for quarter from 25.12.21) | £2370.95 | £395.16 |
| Quantum print services Ltd (banners for market event) | £186.00 | £21.00 |
| Northants CALC (Councillors as Employers Course) | £315.00 | £0.00 |
| M Pengelly (expenses for refreshments for HMD event) | £172.50 | £0.00 |
| Amazon (candles for HMD event) | £35.99 | £6.00 |
| F Ryan (clerk expenses) | £29.32 | £0.00 |
| Amazon for Business (stationery) | £7.99 | £1.33 |
| Amazon for Business (stationery) | £24.57 | £4.10 |
| 2commune Ltd (website domain for one year) | £480.00 | £80.00 |
| SLCC (Practitioners Conference for Clerk) | £90.00 | £15.00 |
| Northants CALC (GDPR course) | £38.00 | £0.00 |
| Corby Cube Theatre Trust (Hire for HMD event) | £285.00 | £47.50 |
| TOTAL | £75,649.73 | £3,457.61 |

RECEIPTS

| | | |
|---|------------|-------|
| North Northamptonshire Council (Welcome Back Fund Claim Period 1) | £18,840.00 | £0.00 |
|---|------------|-------|

154/21 BUDGET MONITORING AND BANK RECONCILIATION APPROVAL

The budget monitoring report and bank reconciliation were received to the period ending 31.12.21.

155/21 TOWN COUNCILLORS GRANT APPLICATIONS

It was resolved to approve the following grant applications:

- Integrated cancer therapy - **£500.00**
- First Responders - **£1500.00** - subject to confirmation the grant for the equipment with benefit those in Corby

The other grant applications received from Hearts of Young People, KHL in Sheds, Talking Newspaper for the Blind and Corby Pole Fair were deferred due to allow further information to support the applications to be gathered.

It was **RESOLVED** to invite the Corby Pole Fair to the next Town Council meeting to discuss the project and the involvement of the Town Council.

156/21 INTERNAL CONTROL INSPECTION

Cllr Ross Armour had attended and inspected the financial transactions to the period ending 31.12.21.

157/21 TO REVIEW PROPOSALS FOR THE REMAINING ALLOCATION OF THE WELCOME BACK FUND TO BE SPENT BY 31.3.22

It was **RESOLVED** to proceed with the refurbishment of the mobility scooter in the sum of £1288.80 + VAT.

It was further agreed that other schemes should be investigated within two weeks and brought back to the meeting for agreement to spend the remaining allocation which needed to be spent before 31.3.2022.

158/21 TO ADOPT THE FOLLOWING POLICIES AND STATUTORY DOCUMENTS

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

- **INTERNAL CONTROL POLICY**
- **RISK ASSESSMENT**
- **RESERVES FUND POLICY**
- **COMPLAINTS PROCEDURE**
- **ACCESSIBILITY STATEMENT**
- **PRIVACY NOTICE**
- **LONE WORKING/HOME WORKING RISK ASSESSMENT POLICY**

159/21 POLICE LIASION REPRESENTATIVE

It was **RESOLVED** to defer this to the Town Council in March.

160/21 TABLETS/DEVICES FOR COUNCILLORS

It was **RESOLVED** accept the quote received as follows :

Quote 1 = Lenovo Tab X 17 = £6008.50 (excl VAT) **incl set up keyboard and case** plus £134.30 per month with device maintenance

ACTION : Clerk to obtain confirmation as to how many Councillors require devices and order as required with one spare device.

161/21 BUSINESS CARDS FOR COUNCILLORS

Quotes had been received as follows :

Quote 1 = £162.00 + VAT = 150 cards

Quote 2 = £94.00 + VAT 2250 Price (ex VAT) X 125 cards per name
= £141.00 X 250 cards per name

Quote 3 = Declined to quote



It was **RESOLVED** to proceed with Quote 1.

162/21 DEBIT CARD/CREDIT CARD FOR COUNCIL USE

It was agreed to ask the Clerk to prepare a report to obtain a debit or credit card for use by the Town Council.

163/21 STRATEGIC PLAN

To defer to the next Full Council meeting and Clerk to obtain further information from the consultant to set up a working group.

164/21 TO RECEIVE A REPORT REGARDING CORBY CAR POOL

In the absence of a publicly available report it was **RESOLVED** to defer to a Full Council meeting once further information was available.

165/21 AMP GRANT AWARD

It was accept the AMP grant award in the sum of £4000.00 in relation to facilitating the project.

166/21 NORTH NORTHAMPTONSHIRE CONSULTATIONS

- Enhanced partnership plan in relation to the bus network – Noted
- Budget consultation – Noted

167/21 MATTERS FOR DISCUSSION

Another Councillor is required to authorise payments.

Donation to the HMD Trust – to be considered at Full Council.

Meeting Closed 6.42pm

Date of next meeting – 28th February 2022, 7pm, venue TBC.

Chair *S Rielly*

Date 28th February 2022