



Town Mayor – Cllr Lawrence Ferguson

Town Clerk – Felicity Ryan

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

E-mail: clerk@corbytowncouncil.gov.uk

Minutes of the meeting of the Full Council of Corby Town Council held on 9th May 2022 at 7pm at Corby Cube, George Street, Corby, NN17 1QG

PRESENT:

Cllr L Ferguson	Cllr R Beeby	Cllr C Reilly	Cllr Leanne Buckingham
Cllr T Chikoto	Cllr A Dady	Cllr M Reuby	Cllr S Goddard
Cllr M Keane	Cllr S Rielly	Cllr W Colquhoun	Cllr R Armour
Cllr P McEwan	Cllr A Dalziel	Cllr Lyn Buckingham	Cllr R Newby
Cllr M Pengelly			

Also present:

F Ryan (Town Clerk)
26 members of the public

1/22 ELECTION OF CHAIRMAN AND TOWN MAYOR MAKING CEREMONY

It was **RESOLVED** to elect Cllr Tafadzwa Chikoto as Mayor for 2022/3. The Declaration of Acceptance of Office was signed in the presence of the Clerk.

2/22 ELECTION OF DEPUTY CHAIRMAN AND DECLARATIONS OF ACCEPTANCE OF OFFICE

It was **RESOLVED** to elect Cllr Leanne Buckingham as Deputy Mayor for 2022/3.

3/22 APOLOGIES FOR ABSENCE

None

4/22 TO RECEIVE DECLARATIONS OF INTEREST RELATED TO BUSINESS ON THE AGENDA

None declared

5/22 APPOINTMENT OF LEADER AND DEPUTY LEADER

It was **RESOLVED** to appoint Cllr M Pengelly as Leader for 2022/3 and Cllr M Reuby as Deputy Leader for 2022/3.

6/22 ELECTION OF COMMITTEE CHAIRMEN :

Finance & Resources Committee – It was **RESOLVED** to elect Cllr S Rielly as Chairman for 2022/3 and Cllr M Reuby as Deputy Chairman.

Planning Committee - It was **RESOLVED** to elect Cllr R Newby as Chairman for 2022/3 and Cllr S Goddard as Deputy Chairman.

Staffing Committee – It was **RESOLVED** to elect Cllr M Keane as Chairman for 2022/3.



Events Committee – It was **RESOLVED** to elect Cllr M Pengelly as Chairman and Cllr C Reilly as Deputy Chairman for 2022/3.

Environment Committee – It was **RESOLVED** to elect Cllr A Dalziel as Chairman and Cllr S Goddard as Deputy Chairman for 2022/3.

7/22 PUBLIC PARTICIPATION

No comments received

8/22 MINUTES

It was **RESOLVED** to approve and sign the minutes for the Full Council meeting held on 14th March 2022.

9/22 REVIEW OF STANDING ORDERS

It was **RESOLVED** to review and approve the Standing Orders with no amendments.

10/22 REVIEW OF FINANCIAL REGULATIONS

It was **RESOLVED** to approve the Financial Regulations to adopt the recommendation to delete the wording at 4.1 to allow payments to be approved through delegated committees. If any proposed payment exceeds the agreed budget this must be brought back to Full Council for approval.

11/22 REVIEW TERMS OF REFERENCE IN RESPECT OF ENVIRONMENTAL BUDGET

It was **RESOLVED** to approve the amendment at section 8.3.7 of the Terms of Reference to allocate a budget of £5000.00 for the Environmental Committee.

12/22 FINANCIAL MATTERS - INSURANCE APPROVAL

- a) It was **RESOLVED** to accept the quote from Gallagher & Co in the sum of £1977.60 and an additional cyber policy in the sum of £319.20 following the Clerk's recommendation and having obtained a quote from the current insurer which was £2936.68. A further insurer declined to quote.

- INTERNAL AUDIT REPORT

- b) The internal audit appointment had been arranged by the Clerk and the report was received as follows :

'I conducted an in-year audit on 21 January 2022, and I am pleased to note that my report and recommendations have already been reviewed and considered by the council. I subsequently met with the Clerk and completed the Annual Internal Audit Report on the 6th May 2022. Prior to the meeting I reviewed documentation the council's website and documents supplied by the Clerk. During the audit I was able to confirm that appropriate accounting records have been kept and accounting statements are supported by the underlying records. The council has met all relevant internal control objectives. As Corby Town Council was formed on the 1st April 2021, internal control objectives K,M,N which relate to the previous financial year are not relevant and therefore these areas were not covered. I noted that Corby Town Council does not use petty cash. In the future the council will need



to consider reporting on an income and expenditure basis, rather than a receipts and payments basis and this was discussed with the Clerk. I would like to congratulate the Clerk and Council on a successful first year. The Council has put sound governance arrangements in place and is developing a range of projects for the local area. I look forward to meeting with the Clerk again next year and I happy to be contacted with any queries in the interim. '

It was **RESOLVED** to accept the Internal Audit Report.

- ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR THE YEAR ENDING 31ST MARCH 2022.

- i. Section 1 of the Annual Governance Statement for the period 1st April 2021-31st March 2022 was agreed and completed.
- ii. The Accounting Statements for the period ending 1st April 2021- 31st March 2022 were agreed and completed.

13/22 GDPR

It was **RESOLVED** to appoint NCALC as the Council's Data Protection Officer for the period 2022/3 and to review and approve the following GDPR policies and procedures as drawn:

- Records Retention Policy
- GDPR Data Breach Policy
- Subject Access Request Procedure
- Data Protection Policy

14/22 ADMINISTRATION

It was agreed that Full Council continue to meet bi-monthly for the forthcoming year.

15/22 BANK ACCOUNTS

The report and recommendation made by the Finance Committee was received and approved and therefore it was **RESOLVED** to proceed with the recommendation to open a further two bank accounts.

16/22 DEBIT CARD

It was **RESOLVED** to approve that an application be made for a debit card for Town Council use with Unity Bank. In accordance with section 6.18 of the Financial Regulations, any Debit Card issued for use will be specifically restricted to the Clerk and/or the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.

17/22 MAYORS CHARITY COMMITTEE

It was **RESOLVED** to agree the addition at section 10 - terms of reference to appoint a committee to work with the Mayor to fund raise for a nominated Charity. It was further **RESOLVED** to delegate to



the Clerk the responsibility to open an additional bank account which is to be maintained separately from Town Council funds.

19/22 APPOINTMENT OF TOWN CRIER

It was **RESOLVED** to appoint Cllr A Day to be Town Crier and to delegate to the Clerk to obtain equipment and membership of any required guild.

19/22 MATTERS FOR INFORMATION OR DISCUSSION

No matters arising

20/22 DATE OF NEXT MEETING

11th July 2022, 7pm, Council Chamber, Corby Cube, Corby NN17 1QG

Meeting Closed 8.10pm

Signed *Leanne Buckingham* Dated 18th July 2022