

NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB-COMMITTEE
9th May 2022

Minutes of the meeting held on 9th May 2022 at 11:00
in the Committee Room of the Town Council Officers at the Northampton Guildhall

PRESENT: Councillors Marriott (Chair), Birch, Hibbert and Purser

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

53. APOLOGIES

There were no apologies submitted.

54. DECLARATIONS OF INTEREST

The were no declarations of interest made.

55. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 12th April 2022 were circulated within the agenda.

RESOLVED: That the Chair was authorised to sign the minutes as a true record from the previous meeting held on 12th April 2022.

56. REVENUE BUDGET 2022/23

The Town Clerk and Finance Officer presented Northampton Town Council's budget for financial year 2022/2023 and it was explained that expenditure looked like a high amount however, this was caused by pending Purchase Orders that needed to be invoiced. In response to a question posed by a Councillor, the Finance Officer explained the Council pay the accounting service in arrears and the system itself is paid monthly.

The Finance Officer made Councillors aware that individual event budget codes had been created to ensure expenditure on events can be monitored more thoroughly. In response to a question posed by a Councillor, the Finance Officer explained National Insurance and Pension contributions seemed low due to it been month 1 of the new financial year and the new officers are yet to be paid and therefore, looked as if we technically underspent. In response to another question the Finance Officer explained some IT costs and Hardware are accounted for differently, the software the Council licensed for example, Microshade, Horizon and the costs to host Councillors' emails is not considered hardware and the allocated expenditure was for the annual costs and has not exceeded allotted costs.

In response to a question raised by a Councillor, the Finance Officer explained if the Civic Budget was to exceed the assigned budget a valid reason would be required prior to any fund being utilised. The Chair stated that he would like greater oversight and consultation on spends beyond those that were agreed especially on the civic side which was noted. The Finance Officer informed attendees that the first precept of the financial year had been received. In response to a question raised, the Town Clerk explained Northampton Town Council had yet to receive the transfer of funds for the Events Asset from West Northamptonshire Council to the Town Council however, this had been discussed with the appropriate contact point.

NOTED

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A/c Name	Net Value	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description
Aflora And Luxe Gifts	25	25	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Aflora And Luxe Gifts	210	210	mayor making Flowers	4214	110	Civic Events	Civic and Democratic
Alan Hodge	150	150	Master of ceremonies	4214	110	Civic Events	Civic and Democratic
BHIB Limited	815.8	815.8	Event Insurance	4130	101	Insurance	Central Administration
Colemans Warehouse Shop	275.55	330.66	Stationery	4560 4101	210 101	Climate Emergency Stationery	Open Spaces Central Administration
Council for Voluntary Service Northampton	42	50.4	Payroll Apr	4010	101	Payroll Costs	Central Administration
Council for Voluntary Service Northampton	60	72	Payroll May	4010	101	Payroll Costs	Central Administration
E. U. Fabrics	710	710	Fabric EID	4214	110	Civic Events	Civic and Democratic
Horizon Telecom Ltd	502	602.4	Telecoms Apr	4125	101	Telephone and Internet	Central Administration
Horizon Telecom Ltd	6040.8	7248.96	Hardware New Starts	4190	101	Equipment	Central Administration
John Roan Photography	477	477	mayor Photo	4215	110	Civic Regalia	Civic and Democratic
Julie Thorneycroft (Expense Claims)	16.05	16.05	Fuel Refreshments Committee meeting & Stationery	4015 4216 4101	101 110 101	4560 Room Hire Stationery	Central Administration Civic Events
Mayfair Cars (Northampton) Ltd	264	316.8	Approved 12/04 but not paid TP 1st & 6th April	4211	110	Mayor's Transport	Civic and Democratic
Microshade Business	527.03	632.44	Approved 12/04 but not paid -	4128	101	Information Technology	Central Administration

Consultants Ltd			system host April				
Microshade Business Consultants Ltd	1416.16	1699.39	Adobe software	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support April	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	295	354	Year End support	4155	101	Accounting Support	Central Administration
Microshade Business Consultants Ltd	578.32	693.98	Hosted system May	4128	101	Information Technology	Central Administration
Microshade Business Consultants Ltd	295	354	Account Support May	4155	101	Accounting Support	Central Administration
MICHAELS CIVIC ROBES LIMITED	209.5	251.4	Jabot / Gloves	4215	110	Civic Regalia	Civic and Democratic
Milton Keynes Brass	400	400	Bands in Park	4510	315	General Events	Public Events
Pellacraft limited	275	330	Sports Bottles	4210	110	Mayoral Allowance	Civic and Democratic
Rialtas Business Solutions Ltd	833	999.6	Approved 12/04 but not paid - pending Credit	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	-833	-999.6	credit for wrong charge	4128	101	Information Technology	Central Administration
Rialtas Business Solutions Ltd	645	774	Finance Licence	4128	101	Information Technology	Central Administration
RTC Medical Solutions Ltd	440	440	EID Med Support	4510	315	General Events	Public Events
Seven C Products Ltd T/A School Bears	208	249.6	Jubilee pin badges	4510	315	General Events	Public Events
Stuart Carter	30	30	Picture gift for Taipei delegate	4214	110	Civic Events	Civic and Democratic

(Expense Claims)							
Tangerine Red Ltd	68	81.6	EID cards	4210	110	Mayoral Allowance	Civic and Democratic
Tangerine Red Ltd	80	96	Banner	4560	210	Climate Emergency	Open Spaces
Tangerine Red Ltd	150	180	Roadside Board-Bands in the park	4510	315	General Events	Public Events
West Northamptonshire Council	48477.36	48477.36	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16159.12	16159.12	Rent	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	1842.75	1842.75	Approved 12/04 but not paid - platinum Jubilee	4510	315	General Events	Public Events
West Northamptonshire Council	71.4	85.68	Refreshments Committee meeting	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	-48477.36	-48477.36	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	-16159.12	-16159.12	Rent Credit	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	14.2	17.04	Refreshments 25/04/22	4216	110	Council Meetings & Room Hire	Civic and Democratic
West Northamptonshire Council	16159.63	16159.63	Rent 01.01.22-31.03.22	4300	201	Service Charge	The Guildhall
West Northamptonshire Council	16644.4	16644.4	Rent 01.04.22-30.06.22	4300	201	Service Charge	The Guildhall

nshire Council								
West Northamptonshire Council	76.8	92.16	Refreshments 12/22/29 April	4210	110	Mayoral Allowance	Civic and Democratic	
West Northamptonshire Council	1295	1295	Room booking 16th & 18th May	4214	110	Civic Events	Civic and Democratic	
West Northamptonshire Council	21.3	25.56	Refreshments	4210	110	Mayoral Allowance	Civic and Democratic	
	£51,625.69	£54,107.70						

RETROSPECTIVE APPROVAL FOR RETROSPECTIVE BANK PAYMENTS

	BHIB	£5,311.60	£5,311.60	General Insurance. Posted paid and banked	4130	101	Insurance	Central Administration
04/03/2022	BHIB	£2,226.40	£2,226.40	Fleet Insurance. Posted and Paid and banked.	4130	101	Insurance	Central Administration
29/04/2022	BHIB	£815.80	£815.80	Event Insurance see above shown as posted but unpaid	4130	101	Insurance	Central Administration

PENDING OFFICER APPROVAL & / OR ENTRY TO FINANCE SYSTEM

Zen Office	see note	£46.24	INV APPROVED 12/04 BUT VALUE WAS £43.24	4101	101	Office Supplies & Photocopying	Central Administration
wave Utilities	See note	£4,788.00	disconnection notice	4400	230	Repairs and Maintenance	Allotments
Mayfair	£79.20	£95.04	Mayors Transport 11/04/22	4211	110	Mayor's Transport	Civic and Democratic
Mayfair	£26.40	£31.68	Mayors Transport 28/04/22	4211	110	Mayor's Transport	Civic and Democratic
wave Utilities	£157.08	£157.08	Water Billing Lane April 22				

Salaries / HMRC / Pension payments April.	Comments	Payment Due Date	Ac Code	Description
Salaries (Net) for May including Mayoral Allowance	Includes new starts and pro rate pay for Mayor Ashraf & to be Mayor Meredith	20/05/2022	520	Wages
HMRC May		06/06/2022	515	PAYE / NI
Pension May		06/06/2022	516	Pensions

GRANT APPLICATIONS TO THE GENERAL GRANT FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL			
Name of Organisation & brief description of project	Total grant requested (£)	Recommendation of Sub-Committee	Comments
Lowdown £15,000	£15,000	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting
Youth Summit £2,840	£2,840	Was deferred from FY22 to FY23	result agreed at 30th Nov meeting

57. PAYMENT OF ACCOUNTS

The Finance Officer explained Class Carriages had been added to the payments list, since they provided services to the Town Mayor however, it was noted Mayfair Cars have provided driver services when Classic Carriage are not available to fulfil transportation to the Town Mayor's engagements.

It was raised by a Councillor that the Master of Ceremonies was not discussed during the Civic Working Group, in addition to the purchase of the Eid in the Racecourse bunting and fabric. The Town Clerk explained that this was funded in lieu through the Civic Budget as funds had not been utilised to provide the Town Mayor a Civic Reception due to COVID-19 infection and control measures.

The Finance Officer explained West Northamptonshire Council had been invoiced incorrectly for rent and refreshments therefore, the Town Council is in credit. A Councillor raised that the room hire for the Queen's Platinum Jubilee had yet to be paid due to a discussion to be held about a discount as the event was not a commercial endeavour and in fact for the community. The Town Clerk advised he would chase the Guildhall Facilities team to discuss if any discount can be applied.

Clerks Note: The Deputy Chief Executive of West Northamptonshire Council had stated no discount would be agreed at present however, she would continue to ask on Northampton Town Council's behalf.

The Finance Officer made attendees aware a payment for water rates is required for an allotment located on Broadmead Avenue and the Town Clerk had contacted the suppliers directly to arrange payment. In response to a question posed, the Town Clerk explained Iverde were sub-contracted to manage allotments under Northampton Town Council's responsibility however, we were responsible to pay for utilities of the sites.

Furthermore, it was explained any repairs or leak would be repaired by Idverde however, if the repair falls outside of Idverde 's expertise then the Town Council would be liable to source and pay for the cost of repairs. In response to a question, the Town Clerk explained the legislation to set rental costs for tenants and that this must be raised gradually and in a year in advance.

The Finance Officer raised salaries were included as a pro-rata break for the retiring Town Mayor and the incoming Town Mayor would be paid as well. Moreover, there were some Northampton Town Council Grant recipients to be paid from the previous financial year.

RESOLVED: That the Payments of Accounts be approved.

58. AUDIT REPORT

The Finance Officer explained to attendees that an Audit had been completed and the feedback provided was positive and, no questions had arisen that within the Finance Officer's experience is a confident sign. The Finance Officer stated Councillor Alwahabi had been invited and completed Internal Control, he specifically wanted to review how accounts were managed from conception to completion, and was shown the various finance registers that managed payments and invoices. It was raised by a Councillor that it would be beneficial for Councillors who completed internal control checks be invited to Accounts Sub-Committee meetings to provide a verbal update.

A Councillor posed asking West Northamptonshire Council to share knowledge about financial processes. The Finance Officer explained West Northamptonshire Council deal with a large amount of funds and their system is more automated compared to Northampton Town Council, therefore it may not be beneficial.

59. CCLA PUBLIC SECTOR DEPOSIT FUND

The Finance Officer explained the cash book balance is in-line with banking records and a presentation is soon to be held regarding investments that would incur interest. A Councillor asked if all unspent funds would be transferred into an interest incurring fund. The Finance Officer and Town Clerk explained this would be decided by the Policy and Finance Committee however, in our current bank account we receive 1.7% interest on funds held. The Town Clerk further stated there was a need for a long-term investment strategy, policy and consider what products could be offered.

MEETING CONCLUDED 11:50