

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB-COMMITTEE**

Minutes of the meeting held on 12th April 2022 at 11:00 am in the Committee Room of the Town Council's offices at the Guildhall Northampton.

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

Officers in Attendance: S Carter (Town Clerk), C Maclellan (Finance Officer) and F Barford (Democratic Services Officer)

47. Apologies

No apologies were submitted for this meeting, all were present.

48. Declarations of Interest

Cllr J Birch declared a non-peculiarly interest in relation to the Expenses incurred and submitted for approval, in addition to being a non-financial board member of the Friends of Delapre board.

49. Minutes of the Previous Meeting

RESOLVED: The Chair was authorised to sign the minutes from the previous Accounts Sub-Committee Meeting held on 8th March 2022.

50. Revenue Budget 2021/22

The revenue budget for the month ended March 2022 was tabled and is attached at Appendix A.

It was noted that the commitment for the Mayor's annual allowance for transport costs had reduced with funds unspent compared to the previous the previous Mayors' under Northampton Borough Council. The Finance Officer explained the unspent funds would be reallocated into the general reserves.

Regarding the Mayoral Allowance, it was highlighted by Councillors that during the time of the former Northampton Borough Council each Mayor managed the fund differently. The Clerk confirmed the recently recommended amendments to the Mayoral Allowance, now called Civic Office Budget and associated processes which would be more systemized. It was raised by Councillors whether the Deputy Mayor is provided with a designated fund however, the Clerk clarified that Northampton Town Council are currently unable to provide the Deputy Mayor with a designated fund, yet a proportion of the Civic Office Budget has been assigned to the Deputy Mayor for expenses. It was confirmed by the Town Clerk and Finance Officer a review will take place in order to create the principles for a Deputy Mayor allowance.

Councillors requested for the Town Clerk to compile a report on Northampton Town Councils Mayor's income, expenses and available funds compared to other Town Council's with Mayors.

The Finance Officer highlighted the Councillor's Community Fund (CCF) expenditure had increased by 41% as Northampton Town Council received and approved a large amount of applications in the previous month. It was confirmed any unspent funds from CCF would be earmarked against that councillor in the Financial Year 2022-2023 though this would not happen in future years. The Finance Officer highlighted that eight Councillors had not claimed their allowance which had been reallocated to the Councillor Grants Scheme. Councillors proposed allowances used in this way should be presented separately in the budget heading.

NOTED

51. Payment of Accounts

The Finance Officer explained payroll is prepared in advance to enable the Accounts Sub-Committee to authorize it however, they were required to re-submit the payroll due to a backdated 2.5% pay uplift for employed Officers, ultimately Northampton Town Council incurred a fee for the resubmission.

The Finance Officer explained the Mayor was paid in advance of authorization for expenses, and any charitable funds from the Mayor's Gala do not include funds raised via the raffle. A concern was raised by Councillors how the Mayor has received cash donations for their Charity which they then deposited and issued to the Charity themselves. Councillors proposed and agreed a second bank account be created for charitable proceeds to ensure transparency and security, in which the funds will be paid to the Mayor's chosen charity at the end of their tenure. It was proposed by Councillors a process of checks and balances be created for charitable donations received via the Mayor as it is the only part to Northampton Town Council that holds cash, then this report can be presented to Councillors every 6 months.

Councillors asked whether Northampton Town Council received any discount on services procured from West Northamptonshire Council (WNC) however, the Town Clerk informed Northampton Town Council had submitted a formal request to WNC's facilities manager yet, no response has been received. The Finance Officer further explained they had discussed about discounted rates with WNCs and they were unable to apply it. It was posed by Councillors that WNC's Head of Liaison for Town and Parish Councils is consulted further on a discounted rate for services procured via WNC.

It was raised by the Finance Officer that the former Interim Town Clerks consultant services will no longer be procured or required, and the fund allocated for this will be reallocated to the professional services budget.

The Town Clerk highlighted that Northampton Town Council utilise a Solicitor who is a specialist in Town and Parish Councils to the extent he has written books on the matter.

Councillors asked whether any changes will be made to the Mayor's car service with an additional part time driver. The Town Clerk advised the driver is awaiting to hear in writing whether a potential candidate would be interested in a part time driver role that could include additional responsibilities such as administrative work.

Councillors agreed to pay a £125 fee for the posting the Democratic Services Officer vacancy for two weeks in a local recruitment paper.

RESOLVED: That the payments as attached at appendix B be authorised and paid.

52. Internal Controls

The Finance Officer provided a verbal update regarding the recent internal controls check conducted by Cllr Holland-Delamere. The Finance Officer explained Cllr Holland-Delamere reviewed Northampton Town Council's procurement and grants process. It was judged through a demonstration of the process from inception to completion in which no recommendations were made. It was highlighted that awaiting the organisation to provide their bank details before issuing their approved grant delayed the process however, this has now been resolved with bank details now included on the application form.

MEETING CONCLUDED AT 12:05PM

Signed..... Chair

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Policy and Finance</u>												
<u>101</u>	<u>Central Administration</u>											
4000	Salaries NI and Pension	0	0	0	0	316,000	0	316,000	232,412	376,000	0	0
4001	Staffing Contingency	0	0	0	0	97,000	0	97,000	0	15,500	0	0
4005	Covid Resp' & Set-up costs	0	0	0	0	50,000	0	50,000	16,447	0	0	0
4006	Recruitment	0	0	0	0	5,000	0	5,000	205	2,000	0	0
4010	Payroll Costs	0	0	0	0	1,500	0	1,500	771	1,000	0	0
4015	Travel and Subsistance	0	0	0	0	2,000	0	2,000	190	1,000	0	0
4020	Sundry Expenses	0	0	0	0	0	0	0	30	0	0	0
4027	Training and Staff Development	0	0	0	0	10,000	0	10,000	1,844	10,000	0	0
4101	Office Supplies & Photocopying	0	0	0	0	5,000	0	5,000	2,475	5,000	0	0
4110	Post	0	0	0	0	2,000	0	2,000	1,146	2,000	0	0
4120	Subscriptions	0	0	0	0	12,000	0	12,000	7,315	9,000	0	0
4125	Telephone and Internet	0	0	0	0	23,000	0	23,000	3,301	6,000	0	0
4128	Information Technology	0	0	0	0	10,000	0	10,000	6,702	10,000	0	0
4130	Insurance	0	0	0	0	10,000	0	10,000	8,166	10,000	0	0
4140	Advertising and Marketing	0	0	0	0	0	0	0	101	12,000	0	0
4143	Newsletter	0	0	0	0	10,000	0	10,000	0	0	0	0
4159	Legal & Professional Fees	0	0	0	0	0	0	0	603	0	0	0
4190	Equipment	0	0	0	0	20,000	0	20,000	2,711	10,000	0	0
	Overhead Expenditure	0	0	0	0	573,500	0	573,500	284,419	469,500	0	0
	Movement to/(from) Gen Reserve	0	0			(573,500)		(573,500)	(284,419)	(469,500)		
<u>105</u>	<u>Corporate Management</u>											

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150 Bank Charges	0	0	0	0	1,000	0	1,000	54	500	0	0
4155 Accounting Support	0	0	0	0	4,000	0	4,000	3,599	4,000	0	0
4156 Audit Fees	0	0	0	0	4,000	0	4,000	3,390	4,000	0	0
4159 Legal & Professional Fees	0	0	0	0	30,000	0	30,000	9,302	30,000	0	0
4160 NCALC Addl Support	0	0	0	0	12,000	0	12,000	9,653	0	0	0
4162 Health and Safety	0	0	0	0	10,000	0	10,000	32	8,000	0	0
Overhead Expenditure	0	0	0	0	61,000	0	61,000	26,030	46,500	0	0
Movement to/(from) Gen Reserve	0	0			(61,000)		(61,000)	(26,030)	(46,500)		
<u>110 Civic and Democratic</u>											
4015 Travel and Subsistence	0	0	0	0	0	0	0	37	0	0	0
4200 Elections	0	0	0	0	70,000	0	70,000	98,301	40,000	0	0
4210 Mayoral Allowance	0	0	0	0	28,000	0	28,000	21,145	28,000	0	0
4211 Mayor's Transport	0	0	0	0	27,000	0	27,000	15,271	27,000	0	0
4212 Councillor Allowances	0	0	0	0	30,000	0	30,000	18,700	30,000	0	0
4213 Councillor Training/Conference	0	0	0	0	5,000	0	5,000	660	5,000	0	0
4214 Civic Events	0	0	0	0	12,000	0	12,000	11,851	12,000	0	0
4215 Civic Regalia	0	0	0	0	1,000	0	1,000	674	2,000	0	0
4216 Council Meetings & Room Hire	0	0	0	0	5,000	0	5,000	1,535	5,000	0	0
4540 Town Twinning	0	0	0	0	0	0	0	700	0	0	0
Overhead Expenditure	0	0	0	0	178,000	0	178,000	168,874	149,000	0	0
Movement to/(from) Gen Reserve	0	0			(178,000)		(178,000)	(168,874)	(149,000)		
<u>115 Other Cost and Income</u>											

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>2020/2021</u>		<u>2021/2022</u>					<u>2022/2023</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1150	Grants Received	0	0	0	0	80,000	0	80,000	6,000	0	0	0
1176	Precept Received	0	0	0	0	1,775,500	0	1,775,500	1,775,500	1,793,300	0	0
	Total Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	1,793,300	0	0
4998	Service Reserve	0	0	0	0	214,500	0	214,500	0	214,500	0	0
4999	Contingency	0	0	0	0	200,000	0	200,000	0	200,000	0	0
	Overhead Expenditure	0	0	0	0	414,500	0	414,500	0	414,500	0	0
	Movement to/(from) Gen Reserve	0	0			1,441,000		1,441,000	1,781,500	1,378,800		
<u>201</u>	<u>The Guildhall</u>											
4300	Service Charge	0	0	0	0	65,000	0	65,000	64,638	70,000	0	0
4390	Accommodation Reserve	0	0	0	0	115,000	0	115,000	1,572	115,000	0	0
4999	Contingency	0	0	0	0	9,000	0	9,000	0	9,000	0	0
	Overhead Expenditure	0	0	0	0	189,000	0	189,000	66,210	194,000	0	0
	Movement to/(from) Gen Reserve	0	0			(189,000)		(189,000)	(66,210)	(194,000)		
	Policy and Finance - Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	1,793,300	0	0
	Expenditure	0	0	0	0	1,416,000	0	1,416,000	545,533	1,273,500	0	0
	Movement to/(from) Gen Reserve	0	0			439,500		439,500	1,235,967	519,800		
	<u>Environmental Services</u>											
<u>210</u>	<u>Open Spaces & Environment</u>											
4536	Northampton In Bloom	0	0	0	30,000	0	0	30,000	29,663	50,000	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4560 Climate Emergency	0	0	0	0	50,000	0	50,000	206	50,000	0	0
Overhead Expenditure	0	0	0	30,000	50,000	0	80,000	29,869	100,000	0	0
Movement to/(from) Gen Reserve	0	0			<u>(50,000)</u>		<u>(80,000)</u>	<u>(29,869)</u>	<u>(100,000)</u>		
<u>230 Allotments</u>											
4400 Repairs and Maintenance	0	0	0	0	26,000	0	26,000	1,028	26,000	0	0
Overhead Expenditure	0	0	0	0	26,000	0	26,000	1,028	26,000	0	0
Movement to/(from) Gen Reserve	0	0			<u>(26,000)</u>		<u>(26,000)</u>	<u>(1,028)</u>	<u>(26,000)</u>		
Environmental Services - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	30,000	76,000	0	106,000	30,897	126,000	0	0
Movement to/(from) Gen Reserve	0	0			<u>(76,000)</u>		<u>(106,000)</u>	<u>(30,897)</u>	<u>(126,000)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community Services</u>												
<u>301</u>	<u>Community Grants</u>											
4170	Community Grant Scheme	0	0	0	0	50,000	0	50,000	52,517	100,000	0	0
	Overhead Expenditure	0	0	0	0	50,000	0	50,000	52,517	100,000	0	0
	Movement to/(from) Gen Reserve	0	0			(50,000)		(50,000)	(52,517)	(100,000)		
<u>310</u>	<u>Community Services</u>											
4171	Councillor Community Funding	0	0	0	0	75,000	0	75,000	47,339	75,000	0	0
4221	Community Needs Analysis	0	0	0	0	150,000	0	150,000	99	50,000	0	0
4225	Covid Community Projects	0	0	0	0	0	0	0	0	50,000	0	0
4536	Northampton In Bloom	0	0	0	-30,000	30,000	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	-30,000	255,000	0	225,000	47,438	175,000	0	0
	Movement to/(from) Gen Reserve	0	0			(255,000)		(225,000)	(47,438)	(175,000)		
<u>315</u>	<u>Public Events</u>											
1155	WNC Transfer	0	0	0	0	0	0	0	0	215,000	0	0
	Total Income	0	0	0	0	0	0	0	0	215,000	0	0
4140	Advertising and Marketing	0	0	0	0	0	0	0	78	0	0	0
4501	Christmas Event	0	0	0	0	41,000	0	41,000	14,160	41,000	0	0
4502	Fireworks	0	0	0	0	7,500	0	7,500	7,440	10,000	0	0
4510	General Events	0	0	0	0	0	0	0	0	369,800	0	0
	Overhead Expenditure	0	0	0	0	48,500	0	48,500	21,678	420,800	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(48,500)</u>		<u>(48,500)</u>	<u>(21,678)</u>	<u>(205,800)</u>		
Community Services - Income	0	0	0	0	0	0	0	0	215,000	0	0
Expenditure	0	0	0	-30,000	353,500	0	323,500	121,633	695,800	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(353,500)</u>		<u>(323,500)</u>	<u>(121,633)</u>	<u>(480,800)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>2020/2021</u>		<u>2021/2022</u>					<u>2022/2023</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Planning</u>											
400 <u>Planning</u>											
4600 Local Campaigns	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Overhead Expenditure	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0			(10,000)		(10,000)	0	(20,000)		
Planning - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0			(10,000)		(10,000)	0	(20,000)		

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Annual Budget - By Committee (Actual YTD Month 12)

	<u>2020/2021</u>		Brought Forward	Net Virement	<u>2021/2022</u>			Actual YTD	<u>2022/2023</u>			
	Budget	Actual			Agreed	EMR	Total		Agreed	EMR	Carried Forward	
<u>Reserves</u>												
<u>900</u>	<u>Earmarked Reserves</u>											
9001	Covid Response	0	0	0	0	33,500	0	33,500	0	0	0	0
9002	Health and Safety	0	0	0	0	9,900	0	9,900	0	0	0	0
9003	Events Reserve	0	0	0	0	214,500	0	214,500	0	0	0	0
9004	Accommodation	0	0	0	0	113,000	0	113,000	0	0	0	0
9005	Climate Emergency	0	0	0	0	49,500	0	49,500	0	0	0	0
9006	Council Community Funding	0	0	0	0	27,661	0	27,661	0	0	0	0
9007	Community Needs	0	0	0	0	149,900	0	149,900	0	0	0	0
	Overhead Expenditure	0	0	0	0	597,961	0	597,961	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	0	<u>0</u>		
	Reserves - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	0	597,961	0	597,961	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	0	<u>0</u>		
	Total Budget Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	2,008,300	0	0
	Expenditure	0	0	0	0	2,453,461	0	2,453,461	698,063	2,115,300	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	1,083,437	<u>(107,000)</u>		

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description	Committee	Due Date	Comments
05/03/2022	WNC-0234	Aflora And Luxe Gifts	£75.00	£0.00	£75.00	£ 75.00	Heart of Community Flowers	4214	110	Civic Events	Civic and Democratic	Policy & Finance	04/04/2022	
01/03/2022	01/03/22	Mayor Rufia Ashraf (Expenses)	£1,345.56	£0.00	£1,345.56	£ 1,345.56	Various Xmas / Spring Crafts / Mayors Expenses	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	PAID	Retrospective approval
24/03/2022	EXPENSE CLAIM J BIRC	Cllr Jane Birch	£9.23	£0.00	£9.23	£ 9.23	Lunch - Interview panel	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance	24/03/2022	
26/02/2022	INV-0044	Classic Carriages of Northampton	£1,075.00	£0.00	£1,075.00		Mayors TP 01-28/02	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	28/03/2022	
28/03/2022	INV-0050	Classic Carriages of Northampton	£1,345.00	£0.00	£1,345.00	£ 2,420.00	Mayors TP 0103-2703	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	27/04/2022	
15/03/2022	343	Council for Voluntary Service Northan	£125.00	£25.00	£150.00	£ 150.00	March Payroll Rerun	4010	101	Payroll Costs	Central Administration	Policy & Finance	29/03/2022	
22/03/2022	MARCH 2022	Elisabeth Hawkins (Expense Claims)	£28.79	£0.00	£28.79	£ 28.79	Parking & Frames Certificate	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	22/03/2022	
24/03/2022	2220466	Falon Nameplates Ltd	£536.74	£107.35	£644.09	£ 644.09	Cllr Name plates	4214	110	Civic Events	Civic and Democratic	Policy & Finance		
16/03/2022	357398	Horizon Telecom Ltd	£502.00	£100.40	£602.40	£ 602.40	Mobile / Landline / GH lease	4190 4125	101	Equipment Telephone and internet	Central Administration	Policy & Finance	15/04/2022	
30/03/2022	EXPENSE MARCH 22	Julie Thorneycroft (Expense Claims)	£16.65	£0.00	£16.65	£ 16.65	Fuel March JT expenses	4015	101	Travel and Subsistence	Central Administration	Policy & Finance	30/03/2022	
14/03/2022	#001	Khaeli Wright	£150.00	£0.00	£150.00	£ 150.00	Christmas Crafts session	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	13/04/2022	
24/03/2022	EXPENSE LES MARRIOTT	Cllr Les Marriott	£7.85	£0.00	£7.85	£ 7.85	Lunch - interview panel	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance		
05/03/2022	69189	Mayfair Cars (Northampton) Ltd	£52.80	£10.56	£63.36		Mayor's TP 02/03/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	04/04/2022	
12/03/2022	69261	Mayfair Cars (Northampton) Ltd	£66.00	£13.20	£79.20		Mayor's TP 09/03	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	11/04/2022	
21/03/2022	69429	Mayfair Cars (Northampton) Ltd	£60.00	£12.00	£72.00	£ 214.56	Mayor's TP 30/03/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	20/04/2022	
22/03/2022	EXPENSES 22/03/22	Cllr. Dennis Meredith	£300.00	£0.00	£300.00	£ 300.00	Suit Deputy Mayor DM	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	22/03/2022	
28/03/2022	15856	Microshade Business Consultants Ltd	£295.00	£59.00	£354.00	£ 354.00	Account Support Mar 22	4155	105	Accounting Support	Corporate Management	Policy & Finance	27/04/2022	
11/03/2022	119442	Pellacraft limited	£705.50	£141.10	£846.60	£ 846.60	Mayor Tote Bags	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance		
24/03/2022	EXPENSES CLAIM MARCH	Stuart Carter (Expense Claims)	£45.45	£0.00	£45.45		refreshments - Interviews	4015	101	Travel and Subsistence	Central Administration	Policy & Finance	24/03/2022	
29/03/2022	STUART EXPENSES MAR2	Stuart Carter (Expense Claims)	£20.00	£0.00	£20.00	£ 65.45	Wine purchase Mayor / Lanyards	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance	29/03/2022	
08/03/2022	6109	Tangerine Red Ltd	£35.00	£0.00	£35.00		Community Grant leaflets	4214	110	Civic Events	Civic and Democratic	Policy & Finance	07/04/2022	
22/03/2022	6158	Tangerine Red Ltd	£100.00	£20.00	£120.00	£ 155.00	Mayor thank you card	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	21/04/2022	
21/03/2022	1200	Walden Consultants Ltd	£1,200.00	£0.00	£1,200.00	£ 1,200.00	Oct-Mar Consultancy	4159	105	Legal & Professional Fees	Corporate Management	Policy & Finance	20/04/2022	
01/03/2022	10179900	Anglian Water t/a Wave Utilities	£18.63	£0.00	£18.63	£ 18.63	Water allotments Feb 22	4400	230	Repairs and Maintenance	Allotments	Environmental Services	31/03/2022	
05/02/2022	424000672946	West Northamptonshire Council	£70.46	£3.19	£73.65		Room 22/02 Godwin Room	4214	110	Civic Events	Civic and Democratic	Policy & Finance	07/03/2022	

10/03/2022	424000678487	West Northamptonshire Council	£19.95	£3.99	£23.94	Refreshments 07/03/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	09/04/2022
10/03/2022	424000678490	West Northamptonshire Council	£19.95	£3.99	£23.94	Refreshments 28/02/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	09/04/2022
17/03/2022	424000704898	West Northamptonshire Council	£39.90	£7.98	£47.88	St Patricks Day Flag raising Refreshments	4214	110	Civic Events	Civic and Democratic	Policy & Finance	16/04/2022
24/03/2022	424000708302	West Northamptonshire Council	£7.98	£1.60	£9.58	17/03/22 Refreshments	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	23/04/2022
30/03/2022	424000721567	West Northamptonshire Council	£93.00	£0.00	£93.00	TC meet 28/03/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	29/03/2022
30/03/2022	424000721570	West Northamptonshire Council	£33.25	£6.65	£39.90	Refreshments meeting 28/03	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	29/04/2022
			£8,399.69	£516.01	£8,915.70	£ 8,915.70						

RETROSPECTIVE APPROVAL FOR DD DEDUCTIONS NOT POSTED TO SYSTEM

10/03/2022	VO10025753	Zen Office	£30.65	£6.13	£36.78	£ 36.78	Print copier cost	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	Paid by DD 18/03/22
01/04/2022	50065199	Xerox DD	£295.92	£59.18	£355.10	£391.88	printer DD Qtrly Cost	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	Paid by DD 01/04/22

PENDING OFFICER APPROVAL & / OR ENTRY TO FINANCE SYSTEM

01/04/2022	PR01	WNC Chairman's Charity Account	£25.00	£0.00	£25.00	WNC Chairperson buffet	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	01/04/2022
12/04/2022	SM25354	Rialtas Business Solutions	£833.00	£166.60	£999.60	Finance system licence	4128	101	Information Technology	Central Administration	Policy & Finance	30/04/2022
02/04/2022	424000731751	West Northants Council	£1,842.75	£0.00	£1,842.75	Jubilee	4510	315	General Events	Public Events	Community Services	30/04/2022
02/04/2022	424000731793	West Northants Council	£7,738.50	£1,547.70	£9,286.20	Additional Bloom Works 2022	4536	310	Northampton In Bloom	Community Services	Community Services	30/04/2022
06/04/2022	15932	Microshade	£527.03	£105.41	£632.44	System hosting Apr 22	4128	101	Information Technology	Central Administration	Policy & Finance	30/04/2022
07/04/2022	VO10026145	Zen Office	£38.53	£7.71	£46.24	Copier charges 28/02-07/04	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	To be paid by DD
07/04/2022	424000734402	West Northants Council	£21.30	£4.26	£25.56	Refreshments meeting 04/04/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	30/04/2022
09/04/2022	69557	Mayfair Cars	£264.00	£52.80	£316.80	Mayors TP 01 & 06/04/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	30/04/2022
11/04/2022	Bands in the park 10/04/2022	The Dan Wyllie Quartet	£500.00	£0.00	£500.00	Bands in the park 10/04/22	4510	315	General Events	Public Events	Community Services	12/04/2022 Paid
			£13,671.59		£22,979.17	Total All Invoices						

BANK PAYMENT

12/04/2022	Mayors Gala Profit	NDAS	£405.49	£405.49	Profit from Mayors gala	565	Mayors Gala	B/S	12/04/2022
Salaries / HMRC / Pension payments April.									
						Comments	Payment Due Date	Ac Code	Description
Salaries (Net) for Apr including Mayoral Allowance						£ 13,119.47	20/04/2022	520	Wages
HMRC Apr						£ 5,909.94	06/05/2022	515	PAYE / NI
Pension Apr						£ 5,748.59	06/05/2022	516	Pensions

GRANT APPLICATIONS TO THE COMMUNITY FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL				
Name of Organisation & brief description of project	App No.	Total grant requested (£)	Recommendation of Sub-Committee	Comments
a) <u>Alston Gardens Youth and Community Centre</u> - Queen's Platinum Jubilee Party to be held on the Sunday of Jubilee weekend at the community centre.	CCF59	£500	Agreed	
b) <u>Community Spaces Northampton</u> - Briar Hill Community Centre Enhancements to provide a welcoming, enjoyable environment for our centre users.	CCF60	£2,000	Agreed	
c) <u>Northampton Kingsley's Women's Institute</u> - Jubilee Tree Planting to work with IdVerde and plant a tree as part of the Queen's Green Canopy at the Racecourse.	CCF61	£474	Agreed	
d) <u>Deafconnect</u> - TFI's Kitchen Project a community table is run by volunteers using food that would have been thrown away by supermarkets to offer a financially deprived area of Northampton	CCF62	£2,112	Agreed	Deafconnect is well established in the community. The commercial cooker would be expensive for the organisation for Deafconnect to self-fund and would be great asset for Deafconnect.
e) <u>Northampton Polish School</u> - Polish Culture: Resourcing the School so that we can continue our work in these difficult times.	CCF63	£2,006	Agreed	It was noted that in the future applications like those may be directed to the General Grants Fund.
f) <u>Northampton Polish School</u> - Purchase of two printers to help resource the Northampton Polish School	CCF64	£492	Agreed	
g) <u>Church of God of Prophecy</u> - Queen's Jubilee Celebration a community Event to celebrate the Jubilee	CCF65	£300	Agreed	
h) <u>Mother's Union</u> - Support for meetings that provide a forum for discussion, invited speakers and practical support projects.	CCF66	£300	Agreed	
i) <u>Rectory Farm Residents Association</u> - Residents Queen's Jubilee Event to celebrate the Queen's Platinum Jubilee	CCF67	£630	Agreed	
j) <u>Albanian Cultural Association</u> - Summer Event. To organise our very first event for the Albanian community and invite people from across the town to come together to celebrate their culture and heritage.	CCF68	£1,750	Agreed	The event will enable further social integration. Would like the Mayor to attend if available. Commented that in the future given the cross ward nature of the project that similar applications may be more applicable to the General Grants Scheme
k) <u>Rectory Farm Pocket Park</u> - Pocket Park Activities 2022	CCF69	£500	Agreed	Councillors acknowledge the great benefit of having events throughout the year for the Rectory Farm community in addition to the local biodiversity.

GRANT APPLICATIONS TO THE GENERAL FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL				
Name of Organisation & brief description of project	App No.	Total grant requested (£)	Recommendation of Sub-Committee	Comments
<u>Music 365 Northampton Music Festival</u> - Support for Northampton Music Festival with six stages representing diverse genres of music and the rich cultural and musical diversity of Northampton.	CGF25	£5,000.00	Agreed	The Music365 is a great local event and showcases Northampton's diverse culture of music and is a great attribute to Northampton town.