



**NORTHAMPTON TOWN COUNCIL**

**ACCOUNTS SUB-COMMITTEE**

**12<sup>th</sup> April 2022**

**To all Members of the Accounts Sub-Committee:**

Cllrs Marriott (Chair), Birch, Hibbert and Purser

**You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Tuesday 12<sup>th</sup> April 2022 at 11.00 a.m. when the business set out below will be transacted.**

This Sub-Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded. Public participation is in accordance with the Town Council's public participation policy.

**Stuart Carter  
Town Clerk  
7<sup>th</sup> April 2022**

**Guildhall  
Northampton  
NN1 1DE**

Cc: Electronically to all Members of the Council for information

**A G E N D A**

**1. Apologies**

**2. Declarations of Interest**

**3. Minutes of the Previous Meeting**

To approve as correct and give authorisation to sign the minutes of the last Accounts Sub-Committee held 8<sup>th</sup> March 2022 (p 3 – p 16)

**4. Revenue Budget 2021/22**

To receive the budgetary report for the month ending March 2022 (copy to be circulated at the meeting)

**5. Payment of Accounts**

To approve accounts for payment (schedule of accounts to be circulated at the meeting)

**6. Internal Controls**

Finance Officer to give verbal update regarding recent internal controls check conducted by Cllr Holland-Delamere

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 8<sup>th</sup> March 2022 at 11.00  
in Room 5 of the Town Council Offices at Northampton Guildhall**

**PRESENT:** Councillors Marriott (Chair), Birch, Hibbert, Purser.

In attendance: Officers: Mrs J Thorneycroft (Ass Town Clerk) and Mrs C Maclellan (Finance Officer).

**40. APOLOGIES**

Stuart Carter (Town Clerk).

**41. DECLARATIONS OF INTEREST**

Councillors Birch declared a pecuniary interest in relation to the Expenses incurred and submitted for approval.

**42. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 10<sup>th</sup> February 2022 were circulated with the agenda.

**RESOLVED:** That they be approved as a true record and that the Chair be authorised to sign them.

**43. REVENUE BUDGET 2021/22**

The Ass Town Clerk and Finance Officer presented the Budget control report for month 11, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 28 February 2022, and February Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted that there had been little movement compared to the previous month, the only notable differences were increases to the Civic Events and Civic Regalia budget lines 4214 and 4215 respectively both still with budget.

In response to the increase in Civic Regalia regarding the high cost for the Town Charter Frame, Cllrs suggested that alternative suppliers are explored and quotes requested when purchasing any further Civic Expenses. The Finance Officer advised that all purchases should follow the procurement process and where possible 3 quotes should be obtained. This would be discussed with the Town Clerk and a communication sent to the team.

In response to the question raised regarding the Climate Emergency expenditure for the Air Monitor and whether funding should have come from Cllr community funding rather than the Climate Emergency Fund, it was explained that the monitor would be used in all Town

schools rather than one community and details of the project have been minuted by the Environmental Services Committee.

In response to question regarding the Planning budget, Cllr Purser explained the Planning committee have drafted a local area / neighbourhood plan was going through consultation.

The Revenue budget was **NOTED** and signed by all Cllrs. present.

#### 44. PAYMENT OF ACCOUNTS

In response to the payment and high cost for a Framing service it was agreed that the Finance Officer will request that in future 3 quotes should be obtained where possible when sourcing goods and services.

In response to whether the charge from Wellers Law Group was also the same firm of Solicitors used for the Events document. It was agreed the Ass Town Clerk would confirm. Cllrs also requested that future legal support should be provided by local Solicitors and estimates should be obtained before committing to the service. Cllrs suggested Hewitsons of Northampton should be considered when obtaining estimates for legal work.

**RESOLVED:** That the accounts as detailed below be approved for payment.

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay
16/02/22	130	All Saints Church	£ 1,000.00	£ -	£ 1,000.00	£ 1,000.00
06/03/22	EXPENSE CLAIM MARCH22	Cllr Jane Birch	£ 505.20	£ -	£ 505.20	£ 505.20
07/03/22	EXPENSE CLAIM 07.03.22	Catherine Maclellan (Expenses)	£ 29.99	£ -	£ 29.99	£ 29.99
14/10/21	CREDIT 261876	Colemans Warehouse Shop	-£ 5.08	-£ 1.02	-£ 6.10	
12/11/21	261929 (credit)	Colemans Warehouse Shop	-£ 8.33	-£ 1.67	-£ 10.00	
28/02/22	274967274948	Colemans Warehouse Shop	£ 146.97	£ 29.35	£ 176.32	£ 160.22
21/02/22	482102	Creative Event Services	£ 90.75	£ 18.15	£ 108.90	
22/02/22	492202	Creative Event Services	£ 405.00	£ 81.00	£ 486.00	£ 594.90
02/03/22	315	Council for Voluntary Service Northampton	£ 86.00	£ 17.20	£ 103.20	£ 103.20

17/02/22	356933	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
20/12/21	INV-0813	John Roan Photography	£ 149.60	£ -	£ 149.60	£ 149.60
28/02/22	EXPENSES FEB 22	Julie Thorneycroft (Expense Claims)	£ 14.88	£ -	£ 14.88	£ 14.88
05/02/22	68896 (s/b 68962)	Mayfair Cars (Northampton) Ltd	£ 66.00	£ 13.20	£ 79.20	
28/02/22	69079	Mayfair Cars (Northampton) Ltd	£ 92.40	£ 18.48	£ 110.88	£ 190.08
28/02/22	15723	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	
06/03/22	15779	Microshade Business Consultants Ltd	£ 475.74	£ 95.15	£ 570.89	£ 924.89
11/02/22	INV-1825	Northants CALC Ltd	£ 30.00	£ -	£ 30.00	£ 30.00
05/03/22	1133	Stage Right Productions	£ 83.00	£ 16.60	£ 99.60	£ 99.60
03/03/22	EXPENSESCLLRSTEVENS	Cllr. Andrew Stevens	£ 206.00	£ -	£ 206.00	£ 206.00
31/01/22	STUARTEXPENSESEB22	Stuart Carter (Expense Claims)	£ 14.30	£ -	£ 14.30	£ 14.30
17/02/22	6054	Tangerine Red Ltd	£ 312.00	£ 62.40	£ 374.40	£ 374.40
03/03/22	OP/I602682	Veolia ES (UK) Ltd	£ 52.15	£ 10.43	£ 62.58	£ 62.58
01/02/22	10055735	Anglian Water t/a Wave Utilities	£ 19.02	£ -	£ 19.02	£ 19.02
10/02/22	46420.001/RT/LW	Wellers Law Group LLPt/a Wellers Hedleys	£ 603.00	£ 120.60	£ 723.60	£ 723.60
09/02/22	424000659095	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94	
04/03/22	424000675891	West Northamptonshire Council	£ 1,162.00	£ 30.80	£ 1,192.80	£ 1,216.74

Salaries / HMRC / Pension payments Mar

Salaries (Net) for Mar including Mayoral Allowance	£	11,895.63
HMRC Mar	£	5,272.20
Pension Mar	£	5,191.80

<b>Grant Applications presented 14th Feb</b>			
Delapre Abbey Preservation Trust – CGF22 – In memorium (covid reflections project)	£5,000	Agreed	Noted that the Town Council was involved in this project by supplying some of the images and also with the Poetry project. Excellent project, keen to foster relationship with Delapre Abbey

<b>Councillors Community Funding Applications presented 14th Feb 2022 and Approved</b>					
<b>App No</b>	<b>Organisation</b>	<b>Project Name &amp; Synopsis &amp; Amount requested (£)</b>	<b>Ward</b>	<b>Councillor</b>	<b>Amt (£)</b>
CCF27	Friends of Dallington Park	Additional plants in the secret sensory garden plus two additional benches and more trees in the Queen's jubilee year. £2,100 We are going to use this grant to add more plants to the secret sensory garden, two additional benches, more trees in the Queen's jubilee year. To provide more facilities in the park for the current users and future users. We are trying to bring the community together to help us plant the trees and tidy the park.	Spencer	Cllr G Eales	£2,100.00

CCF28	Friends of Eastfield Park (Northampton)	<p>The provision and installation of a wildlife interpretive board £950</p> <p>The project involves the provision and installation of a wildlife interpretive board, mounted in a secure frame on a lectern-style base. The board will illustrate the most common waterfowl found on and around the lake in Eastfield Park and will be installed close to the lake. Most, if not all, of the illustrations used will be photographs taken within the park. The board will also present information about the birds and will request visitors to not to overfeed them and not to feed bread to them at all.</p>	Eastfield and Headlands	Cllr Paul Joyce, £600 Cllr Turon Miah £350	£950.00
CCF29	Cats Protection, Northampton Branch	<p>Provision of neutering for cats in areas of deprivation £1,000</p> <p>To provide a means of increasing the numbers of pet cats that are neutered in a timely and safe fashion in those areas of Northampton where deprivation is high, to prevent the birth of further unwanted kittens and to reduce the number of feral colonies.</p>	Talavera Ward	Jackie Fuchshuber	£1,000.00
CCF30	Bradlaugh Fields and Barn	<p>Provision of a dishwasher £500</p> <p>We would like to get a dishwasher for the kitchen so that we can use the mugs for the tea/coffee rather than paper cups.</p> <p>Reasons;</p> <ul style="list-style-type: none"> <li>* Infection and health and safety for our volunteers - a dishwasher would remove the necessity for volunteers to handle mugs and utensils which may have germs/virus on them - (Covid 19 plus other viruses)</li> <li>* Infection and health and safety for public - mugs and utensils would be cleaner.</li> <li>* Stop using paper cups which are damaging for the environment if not recyclable, but also involve disposal of which takes time/energy and resources. They are also expensive.</li> </ul>	Kingsley Ward	Cathrine Russell	£500.00
CCF31	Northampton communities alliance	<p>Wellbeing events to support communities coming out of covid £500</p> <p>The fund will be used to organise events to support communities coming out of covid. The events will be wellbeing and social interaction based, such as sports, fitness, and interaction sessions such as afternoon tea where all ages can interact and share experiences.</p>	Castle	Cllr Jamal Alwahabi	£500.00

CCF32	NBA Gateway Centre (Northampton Bangladeshi Association)	Workshops for young people (PS5) £500 The project aims to provide and promote young people's education and achievement through provision of a range of informal workshops such as grooming, drug awareness and knife crime. The NBA would like to purchase a PS5 on which young people can play when attending	Headlands ward	Councillor Turon Miah	£500.00
CCF33	Lings Primary School	Playground Development– Early Years/Pre-School £1,500 We currently have a large pond area situated near the lower playground area of Early Years. This area is severely overgrown and out of control. The area has not been used for several years. We feel that it is dangerous and not a safe area for our pupils to play. The fencing is broken. If this area is refurbished, we would fill the pond in and arrange for the area to be developed into a wet play area for our Early Years pupils. We are a two form entry Primary so we have 60 children in Reception Classes and we also have opened a Pre-School which has approximately 30 children on roll. This area would be developed with suitable play equipment for this age group – therefore at least 90 children would benefit from this project.	?	Dennis Meredith	£1,500.00
CCF34	Kingsley and Links View Residents Association	Support for resident's association £500 Providing continuous support to the residents of the Kingsley ward, ensure the area is as safe and clean as possible and that all residents through the residents committee have ease of access to any services they need	Kingsley Ward	Cathrine Russell	£500.00
CCF35	Parklands Community Association	Memorial Bench £1,422 To install a memorial bench in the area known as Parklands open space in the memory of long standing committee member and treasurer to the association		Mike Hallam	£1,422.00
CCF36	Friends of Northampton Racecourse	Contribution to new notice boards and signage £500 The notice boards around The Racecourse are old and need replacing. These will give information about events, sports teams, booking information and community activities. There has been a request to have new signage showing the distances from one landmark to another. This helps encourage walking and running and gives participants a measure of their progress.	Trinity Ward	Jane Birch	£500.00



CCF37	Hope Enterprise's Food Club	<p>Funding for food club at Blackthorn £1,000</p> <p>We are seeking help with the funding of the Food Club. This works through a series of pop up shops across the most deprived areas of Northampton.</p> <p>We are asking specifically for help with the funding of our Blackthorn pop up shop, which take place on Friday mornings at Blackthorn Community Centre.</p> <p>This is the very busiest of all our food clubs, feeding about 50 households involving about 200 people, each week with a balanced range of food including fresh vegetables. It's an essential service to local people, as they can attend 52 weeks a year: the people we see are amongst the most vulnerable. Other foodbanks, who can't feed people for more than a few weeks refer people to us for ongoing support.</p>	Talavera Ward	Jackie Fuchshuber	£1,000.00
CCF38	Learn2Live	<p>Purchase of equipment for movies nights £658</p> <p>Improving the Life Chances of Asylum Seekers, Refugees and those with No Resource. The project will also help with isolation caused by the pandemic and to encourage people to interact with their community. We are the only voluntary group in Northampton supporting people who are refugees.</p>	St James	Rufia Ashraf	£658.00
CCF39	Park Avenue Network (PAN) of Friends	<p>PAN of Friends lunch &amp; exercise session for older adults £1,000</p> <p>The project is a form of outreach of the Park Avenue Methodist Church aimed at providing activities and social events for the ever-increasing number of lonely people and isolated elderly people living in the area who may be unable to get out and about as they used to. We help these to regain lost confidence and become part of the local life again. Currently there are 26 benefactors attending the Lunch Club and 12 the Gentle Keep Fit Group.</p>	Phippsville	Andrew Stevens	£1,000.00
CCF40	Pearls of Peace	<p>Cooking project to encourage integration £2,000</p> <p>We will give volunteers a small amount of cash - (£15/week) to buy ingredients and to cook a traditional dish from their cultural heritage. We want this to be away for the women to connect to each other and to understand more about each other's cultural heritage. The times during lock down have given women a feeling of detachment and isolation, we want to bring back these severed connections and strengthen the community</p>	St James Ward Castle Ward Abington Mounts Ward Castle Ward Abington Headlands	Cllr Rufia Ashraf £400 Cllr Enam Haque £250 Cllr Walter Tarasiewicz £250 Cllr Fartun Ismail £250 Cllr Jamal	£2,500.00

				Alwahabi £250 Cllr Bob Purser £350 Cllr Turon Miah £250	
CCF41	St. Vincent de Paul (SVP) Weston Favell parish group	<p>Outing for 25 vulnerable children and their parents/carers to Wicksteed Park £1,000</p> <p>The Family Outing Project aims to provide a Summer day's outing at Wicksteed Park, Kettering for up to 25 vulnerable children and their parent/carers, who are:</p> <ul style="list-style-type: none"> <li>- unlikely to have a holiday in 2022</li> <li>- facing food and/or fuel poverty</li> <li>- reliant on benefits or low income</li> </ul> <p>The objectives are:</p> <ul style="list-style-type: none"> <li>- to provide the families with a fun day out and a day to look forward to</li> <li>- to improve the mental health of participants</li> <li>- to provide an enrichment activity to vulnerable children which enhances self-esteem and broadens horizons</li> </ul>	Talavera Ward	Jackie Fuchshuber	£1,000.00
CCF42	St. Vincent de Paul (SVP) Weston Favell parish group	<p>To provide an evening of food, fun and companionship for the over 60s £1,000</p> <p>The Evening for the over 60s project aims to provide a warm, safe meeting place with a meal, fun and music for a maximum of 50 people who:</p> <ul style="list-style-type: none"> <li>- are over 60 years of age</li> <li>- may feel isolated</li> <li>- live alone</li> </ul>	Talavera Ward	Dennis Meredith	£1,000.00
CCF43	Abington Youth Group	<p>Support for Youth Club Primary/Secondary £250</p> <p>The aims are to improve the young people socialising skills and allow them to mix freely with one another. This will help improve their mental wellbeing especially after being unable mix during lockdown. We have been in touch with the Local primary schools and many of the local children have started to come and we have posted on Facebook and sent notices to all the homes locally informing them of the youth group and we have found this has increased over time through word of mouth, more and more families joining us.</p>	Headlands Ward	Cllr Turon Miah	£250.00

CCF44	friends of Dallington village	<p>Landscaping and planting in neglected area for Queen's Jubilee £2,100</p> <p>We have two areas that have been neglected over the years. We would like to sympathetically landscape them in line with the conservation area and include planting four new cherry blossom tree to celebrate the Queens jubilee. The work will enhance the beauty/nature of the village for residents, alongside bringing the community together, improving mental health to complete the project and take pride in maintaining the area.</p>	Spencer	Cllr G Eales	£2,100.00
CCF45	United African Association	<p>African Food Bank £600</p> <p>We supply food parcels to primarily African households in Northampton suffering with food parcels. The food parcels mainly cater to the African diet and include food items such as maize meal, fufu, garri and fresh meat and vegetables. We supply to those facing food poverty and includes those on universal credit with large families, those with young babies who are struggling with the high cost of nappies and formula milk, those with no recourse to public funds and those with health issues struggling to get by.</p> <p>We currently have 50 households we are providing food parcels on a regular basis to. We get self-referrals, those from other charities and foodbanks that are not able to provide the African food items and we also get referrals from Northamptonshire Children's Trust as well as adult social services and also from NHS staff.</p>	Castle	Cllr Fartun Ismail	£600.00
CCF46	Holy Trinity Sewing Bee	<p>Project Linus, making quilts for sick and traumatised children £350</p> <p>Project Linus is about making quilts for sick and traumatised babies, children and teenagers. These provide a comfort for children and babies in hospital, in care, being fostered and going through difficult times. The name comes from the Peanuts and Snoopy cartoons where a small boy, Linus, carries a comfort blanket. This group have been given the task of co-ordinating a local project to make quilts.</p>	Trinity	Jane Birch	£350.00

CCF47	u3a (University of the Third Age)	<p>Music and choir, support for choir £250</p> <p>This choir meet once a month with 30 -60- participants to sing as a group. They make friends, participate in a group activity and enjoy singing.</p>	Trinity	Jane Birch	£250.00
CCF48	IHW0	<p>Westone Defibrillator £899</p> <p>There is no local defibrillator within the Westone Town Council Ward, nor one in the wider Headlands Unitary Ward, so by having this vital life saving device located at the Weston Favell Parish Hall ensures we are centrally located to support a catchment of more than 8,000 people. With the device maintained and insured by the company providing the defibrillator, AED Donate, we can ensure that the device will provide assurance and peace of mind, while having the scope to save lives within an area currently deprived of this piece of life saving equipment.</p>	Westone	Michael Brown	£898.99
CCF49	IHW0	<p>Support for Gardening Project £700</p> <p>IHW0 started this gardening project 4 years ago to make the outside area more attractive and enter Northampton in Blooms competition. First year we entered the competition we invited Girls Guide group to join and we were also supported financially by Cllr Brian Markham. First year we won Silver Gilt and best New comer award and following 2 years we won Gold. This has been a huge confidence booster for all our volunteers who support the gardening. We also involve children who are given Sunflower seeds to grow at home and some volunteers bring their grandchildren to water the plants in school holidays. We also have men group "Chai pe Charcha" group support the gardening project. This project has been crucial in promoting community spirit and boosting the confidence and self-esteem of our willing volunteers who started this great gardening project and continue. We have also installed boxes to encourage disabled participation. Girls guide also put up bird boxes on all the trees for birds.</p>	Westone	Michael Brown	£700.00

CCF50	Umbrella Fair Organisation	Support for bike recycling project and shop £250 We launched our bicycle recycling project in 2015, taking donated bikes bringing them back to a usable condition. We also carry out repairs. A supervisor checks all work for safety. The work is carried out by volunteers, mostly people in supported living or with mental health issues. Such volunteers are amongst the beneficiaries of the bike shop as are local people who can but a low cost and very serviceable bike to get to their employment or for family outings.	Eastfield	Paul Joyce	£250.00
CCF51	Abington Community Assc	Removal of folding doors for better use of space £1,000  Sorting issue of broken doors to aid the community centre's use by various groups	Eastfields and Headlands	Paul Joyce & Turon Miah	£1,000.00
CCF52	Frank Bruno Foundation	Boxing for All – Purchase of tracksuits, protective wear and gym equipment £2,500 Our aims are to help people of all ages to feel healthy and confident, but also to help keep the young people of the streets and give them something to do. Our classes are for the eastern side of Northampton as they really don't have a lot to do. This will help around 85 people a week, it will also give young people the chance to take their boxing career further if they so wish, we will be able to fund them to travel and provide the kit need	Riverside	Cllr S Hibbert	£2,500.00
CCF53	Northampton Bangladeshi Association	Procurement of a photocopier £750 NBA Gateway Resource Centre provides and facilitates opportunities for members of the BME and wider communities in the social and economically deprived Wards of Semilong, St James, Spencer and Castle Wards of Northampton to develop individual and communities ck here to enter text. NBA Plan to buy a photocopy with the Company Ricoh. Currently the photocopy machine is broken and is unrepairable. People of all ages, ethnicity, religion and gender use the services in NBA, from April 2015 to April 2020 there have been 7,721 people that have used the NBA Centre and have benefited from our services. We have classes held at NBA that require to photocopy important paper and documents	Castle	Cllr Haque	£750.00

CCF54	EastFields Residents Association	New Planter for residential area £1,000 We would like to purchase a planter box and locate it on the shopping parade in Broadmead Avenue in Eastfield, this will greatly benefit our local community and brighten the shopping parade up	Eastfield	Cllr Joyce	£1,000.00
CCF55	70th Northampton Brownies and Rainbows (Parklands)	Brownies and Rainbows Trip to Twycross Zoo £805 Coach Hire and Group Entry for a visit to Twycross Zoo	Parklands	Mike Hallam	£805.00
CCF56	St Georges Con Club	Community Grant to help celebrate the Queen's Jubilee £200 We intend to hold a 1950's style garden party to celebrate the Queen's Jubilee to which all local residents will be invited. It will be publicised on social media and we hope to leaflet many surrounding households. (St George's Ave, Homestead Way, Trinity Avenue & Kingsley Road at least.) The event will be entirely free from any political bias or propaganda.	Trinity	Cllr Birch	£200.00
CCF57	71st Northampton Guides	Outdoor learning, exploration and deepening friendships post covid £667 Our goal is to make the second half of the summer term all outdoors, including a weekend activity day and a weekend camp in June. Although the guides will be making their usual termly financial contribution to the unit, the majority goes to cover the annual census payment and rent for first half of term, leaving little for activities. We would love to be able to explore all the green spaces Northampton and the surrounding area provides whilst allowing the girls to deepen friendships, learn new skills and most importantly have fun and start to recover from the past 2 years	Parklands and Boothville	Mike Hallam £233.98 Jamie Lane £433.02	£667.00
CCF58	Friends of Eastfield Park	Installation of 5 new bins £539.02 - The park already has over 12 bins, but only 7 of these are modern bins of the approved design. Increasing bin capacity should hopefully help reduce littering in the park. All park users will benefit from reduced litter.	Parklands	Mike Hallam	£539.02

Following review of the bank statement, cash Book and bank reconciliation, Cllrs. sought validation of the cash book totals. The Finance Officer explained that the Creditors total and the Bank postings total should total the amount posted in the month. This total deducted from the b/fwd. balance should equal the new balance to be carried f/wd. to the next month.

The check is to ensure that the bank balance at the beginning of the month and the end of the month match the bank statement, and the final balance of the bank statement should match the balance on the bank Reconciliation.

It was noted that Community Fund Application CCF40 should be a payment of £2000 and not £2500. Also CCF58 was in fact 1 bin not 5 - as shown in the above table.

Cllrs requested that the Town Clerk reschedule the call with CCLA regarding Investment of bank funds.

The Finance Officer advised and it was noted that due to year end where invoices on the above list were due to be paid in April we would look to pay before the 31<sup>st</sup> March.

#### **45. Internal Control – Payroll Review**

An internal Control check of the Payroll process was carried out on Monday 28<sup>th</sup> February 2022 by Cllr Bob Purser. Cllr Purser talked through his review, highlighting the points raised at the time and overall confirming a positive outcome. Cllrs welcomed the review and through discussion sought to understand how TOIL and overtime was approved. The Town Clerk would provide information on this.

Cllrs asked if Payroll was on the risk register in the event the Finance Officer was absent.

*Clerk's note: Included on the risk register is training on financial systems for staff cover.*

It was noted that some sort of in/out board would be welcome in order that all know who was present especially for fire purposes.

The Finance Officer advised that Cllr. Holland-Delamere will be reviewing the procurement and Grants process Tuesday 15<sup>th</sup> March.

Cllrs questioned if all pages of the documents presented at the meeting should be initialled or signed. The Finance Officer agreed to check with the Town Clerk and would confirm at the next meeting.

*Clerk's note: Standard practise is to sign the first and last page of each minute page (also date the last page), and initial the rest of the pages. It is good practise to initial the financial documents presented at this sub-committee as evidence they have been reviewed by all.*

The Finance Officer presented a flow diagram of the Mayors car refuelling process, this was as a result of the Cllrs questioning what this process was in a previous meeting. The Finance Officer advised that the intention was to draft a flow diagram for all processes.

The next meeting has been arranged for Tuesday 12<sup>th</sup> April, the FO will send out a calendar invitation.

*Clerk's note: Pay increase award notification of 1.75% backdated to April 1<sup>st</sup> 2021 received after the Accounts subcommittee meeting. Payroll for March had to be rerun, impacting both the March Salary, HMRC & Pensions numbers submitted for approval on the 8<sup>th</sup> March.*

The meeting ended at 12.10 pm.

Signed.....Chair