



**NORTHAMPTON TOWN COUNCIL**

**ACCOUNTS SUB-COMMITTEE**

**12<sup>th</sup> January 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 Room 5 at the Town Council's offices at the Guildhall, Northampton on Wednesday 12<sup>th</sup> January 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.

**To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide with the safety instructions set out at page 2 of these agenda papers.**

**Stuart Carter  
Town Clerk  
6<sup>th</sup> January 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 13<sup>th</sup> December 2021 (attached)
- 4. Revenue Budget 2021/22**

To receive the budgetary report for the month ending December 2021 (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)

### **Covid – 19 Protocols**

**As members will be aware, Covid 19 continues to be a factor in our communities and accordingly we ask that you observe these measures when attending a council meeting or committee meeting at the Guildhall.**

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if it is 38 C or above.
3. Use the shortest and most direct route to the Council Chamber or committee room and limit movement around the building
4. Use hand sanitiser provided and if possible wear a facemask whilst walking round the building and in light of the omicron variant which is much more transmissible whilst seated
5. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
6. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
7. The windows in the in the room where the meeting is taking place will be open throughout the meeting, in order to allow clean air to circulate. You therefore should ensure you wear warm clothes.
8. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
9. All persons should take home all litter and not leave items which others will have to touch to dispose of.

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 13<sup>th</sup> December 2021 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 (deputising for Town Clerk) and Mrs C Maclellan (Finance Officer).

**28. APOLOGIES**

S Carter (Town Clerk) submitted his apologies as he was at a family funeral.

**29. DECLARATIONS OF INTEREST**

Cllrs Birch and Marriott declared a non-pecuniary action in the payments pertaining to the Councillor Grant Applications that had been supported by them.

**30. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 15<sup>th</sup> November 2021 were circulated with the agenda.

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

**31. REVENUE BUDGET 2021/22**

The Assistant Town Clerk and Finance Officer presented the Budget control report for months 8 & 9, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 30 November 2021, all of which were noted and signed by all Cllrs. present.

The Accounts Assistant highlighted the following movement month 7 of the previous month's budget:

Post at 74.5%

Elections at 140.4%

Service Charge 74.6%

Repairs & maintenance (Allotments) 5.4%

Community Grant Scheme 36.4%

Budget for Climate change fund moved from Community Services to Environmental Services.

The request to change the budget heading Guildhall Reserve to Accommodation Reserve was noted.

In response to the question relating to what work had been done regarding Climate Emergency Budget, it was advised Climate Café were keen to work with NTC to promote / be involved, links on the NTC web-site should be made available to both NCALC and any other Environmental Organisation also the Environment Services Committee had proposed an organise / arrange an Event that would bring various 'Environmental' organisations together so that actions and ideas could be collated.

In response to why the Allotments budget was £26k it was explained that it covered the water cost for the Allotments as well as maintenance and other utility costs.

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

### **32. PAYMENT OF ACCOUNTS**

An additional table of Grant Payments was included in the payment list and was shared at the meeting via a printed email from Stuart Carter, dated 9<sup>th</sup> December 2021 09:51 this table was not included in the original payment list, but was requested that it should be reviewed at the meeting and approval considered.

In response to what service Microshade provide, it was advised that they 'host' the system / security and applications used by NTC Officers i.e. Outlook, Rialtas, Word etc.

In response to the Mayor's transport costs, which now include Fuel in addition to the driver, it was noted again, that alternative options were to be considered, for example employing a driver. This was to be considered by the Civic Matters Sub-Committee in the near future. It was also noted that a fuel control process should be in place prior to the next meeting and as a minimum a breakdown of costs should be provided.

In response to the value paid to WNC it was noted that there was concern over the cost of room hire and that no special rates or concessions are available to NTC or any other 'charity based' organisations and this should be explored further. It was also noted that NTC had to pay for the hire of the museum for the Mayor's Gala Dinner which was disappointing as it was a charity event. It was noted that this would not have been the case had NTC taken ownership of the whole Guildhall as originally planned then the Great Hall could have been used which would have incurred no charge. As the agreement was to rent a proportion of building it was noted that NTC have no alternative but to pay the same commercial costs as everyone else.

In response to the West Northants Legal charge for the licence for the Guildhall the Finance Officer confirmed the charge was for the period April to Dec not Sep as quoted on the payment list.

It was noted that further investigation was required regarding Parish Councils being 'handed' assets from the District Council before the change.

In response to the question relating to the financial benefit realised from the Mayor's Gala, it was advised that a reconciliation will be carried out and will be communicated when complete.

It was noted that the Grants policy needs further clarification and more detail should be provided in the Grant Application / Payment Request table. Also feedback must be sought from organisations benefiting from Grant and Community funding. Details of how these organisations were benefiting should be recorded and promoted and wherever possible the NTC logo should be used to demonstrate the support NTC had provided.

It was suggested that an afternoon of presentations should be considered where organisations would be invited to present how they have benefited for funds received from NTC.

**RESOLVED:** That the accounts as detailed below be approved for payment including those tabled in the email below.

**Supplier Invoices Approved by Officers**

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
24/11/2021	1860	AR Media Productions Limited	£ 5,670.00	£ 1,134.00	£ 6,804.00
08/12/2021	MAYORS EXPENSES DECE	Mayor Rufia Ashraf (Expenses)	£ 30.16	£ -	£ 30.16
08/12/2021	INV-0036	Classic Carriages of Northampton	£ 1,540.00	£ -	£ 1,540.00
12/11/2021	261929	Colemans Warehouse Shop	-£ 8.33	-£ 1.67	-£ 10.00
09/12/2021	241	Council for Voluntary Service North	£ 132.00	£ 26.40	£ 158.40
30/11/2021	INV-1792	Hope Enterprises ( Northampton) C	£ 69.50	£ 13.90	£ 83.40
30/11/2021	EXPENSES NOV21	Julie Thorneycroft (Expense Claims)	£ 19.67	£ -	£ 19.67
20/11/2021	68114	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40
30/11/2021	68195	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40
30/11/2021	15323	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00
06/12/2021	15393	Microshade Business Consultants L	£ 470.74	£ 94.15	£ 564.89
30/12/2021	15456	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00
08/10/2021	CN30647	Rialtas Business Solutions Ltd	-£ 399.00	-£ 79.80	-£ 478.80
29/11/2021	NOVEMBER EXPENSES 20	Stuart Carter (Expense Claims)	£ 186.74	£ -	£ 186.74
16/11/2021	5850	Tangerine Red Ltd	£ 165.00	£ 33.00	£ 198.00
23/11/2021	5868	Tangerine Red Ltd	£ 415.00	£ 83.00	£ 498.00
25/11/2021	OP/1596753	Veolia ES (UK) Ltd	£ 177.83	£ 35.57	£ 213.40
02/12/2021	OP/1597457	Veolia ES (UK) Ltd	£ 102.95	£ 20.59	£ 123.54
01/11/2021	9668145	Anglian Water t/a Wave Utilities	£ 19.02	£ 3.80	£ 22.82
18/11/2021	424000478137	West Northamptonshire Council	£ 837.52	£ 46.60	£ 884.12
18/11/2021	424000478166	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94
19/11/2021	424000496148	West Northamptonshire Council	£ 16,773.60	£ 2,543.47	£ 19,317.07
23/11/2021	424000505738	West Northamptonshire Council	£ 37.24	£ 7.45	£ 44.69
27/11/2021	424000508353	West Northamptonshire Council	£ 126.25	£ 6.65	£ 132.90
04/12/2021	424000523464	West Northamptonshire Council	£ 13.30	£ 2.66	£ 15.96
08/12/2021	LEGALPG/THEGUILDHALL	West Northamptonshire Council	£ 48,478.33	£ -	£ 48,478.33
11/12/2021	424000541093	West Northamptonshire Council	£ 41.23	£ 8.25	£ 49.48
01/12/2021	1ST DECEMBER 2021	Windsor Herald of Arms	£ 40.00	£ -	£ 40.00
06/12/2021	VOI0024461	Zenoffice Limited	£ 34.90	£ 6.98	£ 41.88
			£ 75,627.60	£ 4,115.79	£ 79,743.39

**Pending Entry to Finance System**

01/10/2021	SINV029173	Ellis Wittham			£ 188.20
01/10/2021	SINV029172	Ellis Wittham			£ 3,354.00
18/11/2021	BSC 01/21 – 18/11/21	Northampton Twinning Association			£ 700.00
01/12/2021	310112	Creative Event Services			£ 3,411.95
02/12/2021	ZA844352	GDPR/Data Protection Act 2018			£ 35.00
30/11/2021	272146272146	Colemans			£ 163.07
08/12/2021	zie Hawkins - Expenses Nov-Dec	Lizzie Hawkins Expenses			£ 48.39
03/12/2021	25365004	Xerox annual VAT schedule  (DD date 01.01.22)			£ 355.10

Grant Payments						
Date	Applicant:	App no:	Clr(s) & Ward	Project:	£ requested	£ recommended
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 15	Birch Trinity	Residents Environmental Project	£250	£250
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 16	Birch & Marriott Trinity & Semilong	Semilong & Trinity Neighbourhood Plan	£1,000 (£500 each)	£1,000
08/12/2021	Headlands Veterans Association	CCF 18	Joyce & Miah Eastfields & Headlands	Christmas activities	£750	£750
08/12/2021	Delapre Dragons FC	CCF 19	Connolly Briar Hill	Football kit and equipment	£1,500	£1,500
08/12/2021	Headlands Primary School	CCF 20	Joyce & Miah Eastfields & Headlands	Wildlife area to promote ecology and biodiversity	£2,000 (£1,000 each)	£2,000
08/12/2021	BBOB RFC	CCF 21	Marriott Semilong	Rugby equipment	£500	£500
08/12/2021	Holy Trinity	CCF 22	Birch Trinity	Community event	£250	£250
08/12/2021	Northants Health Charity	CCF 23	Soan Rushmills	New benches as part of new play area	£1,200	£1,200
08/12/2021	Kingsley Primary	CCF 24	Russell Kingsley	New books and library software	£750	£750
08/12/2021	Alliston Gardens Community Centre	CCF 25	Marriott Semilong	Support for community group	£480	£480

Salaries / HMRC / Pension payments Dec	
Salaries (Net) for Dec including Mayoral Allowance	£ 12,242.70
Councillor Allowance	£ 7,680.20
HMRC Dec	£ 6,989.79
Pension Dec	£ 5,187.32

Additional Approval				
17/11/2021	Lisa Read	Gala Ticket Refund	£ 220.00	Dave Peach & Lisa Read and their companions were offered free tickets by the Mayor so payment is to be refunded.

Email distributed at the meeting in addition to the payments listed above.



Stuart Carter

Julie Thorneycroft; Catherine Madellan ▾

## Grant payments

### Grant Applications/Payment Requests

**i** Follow up. Completed on 10 December 2021.  
You replied to this message on 09/12/2021 10:17.

<u>Applicant:</u>	<u>App no:</u>	<u>Project:</u>	<u>£ requested</u>	<u>£ recommended</u>	<u>Comments:</u>
Restore	CGF10	Advice service for clients	£6,000	£6,000	Great project that catches all
My first job	CGF11	Helping school leavers into work	£6,750	£6,750	Great project supporting young people and preventing them becoming NEETs
Performing Room	CGF13	Equipment and soundproofing	£9,572	£7,043	Great project but the soundproofing element not eligible
Care & Repair	CGF16	Giving practical help to vulnerable people in Northampton	£2,500	£2,500	Do a great job, supporting people to remain in their own homes
Family Support	CGF18	Provision of a service in Northampton	£4,500	£4,500	Great project supporting families and friends of people with addiction, looking to establish formal service in town
Spencer Community Trust Royals	CGF20	Youth football in the community	£2,535	2,535	Approved



The next meeting date arranged 12<sup>th</sup> January 2022, a calendar invite would be issued to committee members.

The meeting ended at 12.30 pm.

Signed.....Chair