



NORTHAMPTON TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE

18th October 2021

To all Members of the Accounts Sub-Committee:

Cllrs Birch, Hibbert, Marriott 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 Monday 18th October 2021 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.

A handwritten signature in black ink that reads 'S Carter'.

**Stuart Carter
Interim Town Clerk
12th October 2021**

**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 September 2021 (attached)
- 4. Revenue Budget 2021/22**
To receive the budgetary report for the month ending September 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)

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 8th September 2021 at 11 am
in Room 5 at Northampton Guildhall**

PRESENT: Councillors Birch, Hibbert, Marriott, Purser

In attendance: Mr S Carter (Interim Town Clerk) and Mrs C Maclellan (Accounts Assistant)

13. APOLOGIES

There were no apologies, all members were present.

14. DECLARATIONS OF INTEREST

There were no declarations of interest.

15. MINUTES OF THE LAST MEETING

The minutes of the meeting held 9th August 2021 were circulated with the agenda.

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

16. REVENUE BUDGET 2021/22

The Interim Town Clerk and Accounts Assistant presented the Budget control report, Bank Reconciliation and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 August 2021, all of which were noted and signed by all Cllrs. present.

The Accounts Assistant highlighted that half way through the year NTC was well within budget; there are a number of cost codes without spend at this stage, however it was likely this will be addressed as we progress through the year.

In response to the question relating Mayoral transport cost being high sitting at (83%) it was explained that this was a combination of actual and committed spend to the end of the FY therefore forecasting a slight underspend at this stage.

In response to the question regarding the delay in transferring WNC Events budget, the Town Clerk explained that Heads of Terms had been agreed and West Northants Council (WNC) were continuing to manage events as in previous years. It was noted that at present NTC had no record of what is being spent, how events were planned or how many people were required to manage these activities. It was noted that despite several attempts by the Town Clerk & Cllr Birch to engage with WNC no response had been received. Cllrs. reiterated that NTC had little visibility or involvement in the events currently being managed by WNC and were concerned this would have a detrimental impact when planning next year's events in terms of understanding, planning cost and staff capacity. It was suggested that these questions be escalated to the Chief Executive of WNC.

It was noted under Environmental Services Budget centre that the Environmental Services Committee had been advised that Autumn planting for this year was not included in Northampton in Bloom budget.

It was also noted that under the allotments Budget centre that the environmental services committee had raised the topic of using composting toilets and raised their concern over the lack of public toilet facilities generally, The Town Clerk advised that this would be discussed and addressed with Simon Bowers. Cllrs. suggested that anti-climbing paint should be used to deter anti-social behaviour in public toilet areas.

Cllrs. questioned if there was an opportunity to apply for Section 106 Grant Funding. This was acknowledged and noted by the Town Clerk.

Under Community Services Budget, Cllrs. commended the progress made on Community & Grants funding activity and work undertaken by the Town Clerk and Office administrator.

Cllrs. also highlighted the following:

- The PDF application form was not easy to use and needed correcting.
- Some Wards had not submitted any fund applications despite Cllrs. encouraging their community to do so.
- Still some confusion over which scheme to apply to

All the above points were noted and it was acknowledged that the new way application process & form different to previous and it will take time for communities to adjust to the new way. It was also acknowledged that the scheme should be publicised which was noted by the Town Clerk.

Under Public Events Budget Cllrs. mentioned there is a need to understand what NTC are doing to enhance both Christmas and Fireworks and for the possibility of adding EID to the list of festivals. This was noted and will be addressed by the Community Services Committee.

Under Planning Budget, it was mentioned that the Delegation of Planning training will need to be rescheduled due to lack of Cllr attendance despite 12 accepting.

17. PAYMENT OF ACCOUNTS

In response to the question raised regarding the loan payment of £150, it was explained that it was a Payroll Provider error due to tax correction in August, leaving a shortfall in disposable income the officer in question, given the circumstances it was agreed a small loan would be paid with the repayment made through payroll from net pay, deducting £50 each month for the next 3 months.

Cllr. Birch also highlighted for transparency that content in each cell of the payment list should be available for reading in printed form. Spring Boroughs was used an example and was noted.

Cllr. Birch sought confirmation that invoiced evidence had been received in respect of the grant payment to James Thompson (Wall Games), which was confirmed by the Finance Assistant.

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

A/c Name	Net Value	VAT	Invoice Total
APGROUP	£ 1,458.33	£ 291.67	£ 1,750.00
CATHERINEMACLELLAN	£ 25.13	£ 5.02	£ 30.15
CLASSICCARRIAGESOFN	£ 525.00	£ -	£ 525.00
HORIZONTELECOMLTD	£ 487.00	£ 97.40	£ 584.40
HORIZONTELECOMLTD	£ 487.43	£ 97.49	£ 584.92
IDVERDE LTD	£ 1,870.10	£ 374.02	£ 2,244.12
IDVERDE LTD	£ 3,322.16	£ 664.43	£ 3,986.59
JULIETHORNEYCROFT	£ 19.50	£ -	£ 19.50
MAYFAIRCARSNORTHAM	£ 143.00	£ 28.60	£ 171.60
MAYFAIRCARSNORTHAM	£ 77.00	£ 15.40	£ 92.40
MAYFAIRCARSNORTHAM	£ 55.00	£ 11.00	£ 66.00
MAYFAIRCARSNORTHAM	£ 209.00	£ 41.80	£ 250.80
MICROSHADE	£ 295.00	£ 59.00	£ 354.00
MICROSHADE	£ 470.74	£ 94.15	£ 564.89
PKF LITTLEJOHN LLP	£ 300.00	£ 60.00	£ 360.00
SLCCENTERPRISESLTD	£ 20.00	£ 4.00	£ 24.00
SLCCENTERPRISESLTD	£ 35.00	£ 7.00	£ 42.00
SLCCENTERPRISESLTD	£ 35.00	£ 7.00	£ 42.00
STUARTCARTER	£ 99.99	£ -	£ 99.99
Tangerine Red	£ 22.50	£ 4.50	£ 27.00
Payee: James Thompson	£ 545.25	£ -	£ 545.25

Salaries / HMRC / Pension payments Sept	
Salaries (Net) for Sept including Cllr & Mayoral Allowance	£ 11,391.23
Loan [REDACTED]	£ 150.00
HMRC Sept	£ 4,746.15
Pension Sept	£ 4,743.96

Following receipt of 3 quotes the Town Clerk requested a decision and approval for a 5-year contract for HR and Health and Safety Provider Ellis Witham. Approval was granted. It was noted that the Supplier 'Locality' is explored as a possible enhancement to Ellis Whittam. The Clerk confirmed that there was a budget for this and that it had been previously highlighted as a requirement during the formation of the town council.

RESOLVED: That Ellis Witham be appointed on a 5-year contract to act as Human Resources and Health and Safety Advisors for the town council.

The meeting ended at 12.25 pm.

Signed.....Chair

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Policy and Finance</u>								
<u>101 Central Administration</u>								
4000 Salaries NI and Pension	0	87,208	316,000	228,792		228,792	27.6%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	553	50,000	49,447		49,447	1.1%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	0	278	1,500	1,222	252	970	35.3%	
4015 Travel and Subsistance	5	58	2,000	1,942		1,942	2.9%	
4027 Training and Staff Development	90	1,929	10,000	8,071	600	7,471	25.3%	
4101 Office Supplies & Photocopying	15	839	5,000	4,161	106	4,055	18.9%	
4110 Post	0	132	2,000	1,868		1,868	6.6%	
4120 Subscriptions	0	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	0	842	23,000	22,158	700	21,458	6.7%	
4128 Information Technology	100	2,805	10,000	7,195	3,002	4,192	58.1%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	0	11,140	20,000	8,860	1,040	7,820	60.9%	
Central Administration :- Indirect Expenditure	209	118,139	573,500	455,361	5,700	449,660	21.6%	0
Net Expenditure	(209)	(118,139)	(573,500)	(455,361)				
<u>105 Corporate Management</u>								
4150 Bank Charges	0	0	1,000	1,000		1,000	0.0%	
4155 Accounting Support	0	1,534	4,000	2,466	2,065	401	90.0%	
4156 Audit Fees	0	3,090	4,000	910		910	77.3%	
4159 Legal & Professional Fees	0	2,950	30,000	27,050		27,050	9.8%	
4160 NCALC Addl Support	0	9,653	12,000	2,348		2,348	80.4%	
4162 Health and Safety	0	0	10,000	10,000		10,000	0.0%	
Corporate Management :- Indirect Expenditure	0	17,227	61,000	43,774	2,065	41,709	31.6%	0
Net Expenditure	0	(17,227)	(61,000)	(43,774)				
<u>110 Civic and Democratic</u>								
4200 Elections	0	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	0	7,462	28,000	20,538	311	20,227	27.8%	
4211 Mayor's Transport	0	4,655	27,000	22,345	17,767	4,579	83.0%	
4212 Councillor Allowances	0	7,800	30,000	22,200		22,200	26.0%	
4213 Councillor Training/Conference	0	470	5,000	4,530		4,530	9.4%	
4214 Civic Events	0	4,684	12,000	7,316		7,316	39.0%	
4215 Civic Regalia	0	525	1,000	475		475	52.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4216 Council Meetings & Room Hire	0	936	5,000	4,064	395	3,669	26.6%	
Civic and Democratic :- Indirect Expenditure	0	108,059	178,000	69,941	18,473	51,468	71.1%	0
Net Expenditure	0	(108,059)	(178,000)	(69,941)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	887,750	1,775,500	887,750			50.0%	
Other Cost and Income :- Income	0	887,750	1,855,500	967,750			47.8%	0
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%	
4999 Contingency	0	0	200,000	200,000		200,000	0.0%	
Other Cost and Income :- Indirect Expenditure	0	0	414,500	414,500	0	414,500	0.0%	0
Net Income over Expenditure	0	887,750	1,441,000	553,250				
<u>201 The Guildhall</u>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	0	7,856	115,000	107,144	2,465	104,679	9.0%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	0	7,856	189,000	181,144	2,465	178,679	5.5%	0
Net Expenditure	0	(7,856)	(189,000)	(181,144)				
Policy and Finance :- Income	0	887,750	1,855,500	967,750			47.8%	
Expenditure	209	251,280	1,416,000	1,164,720	28,704	1,136,016	19.8%	
Movement to/(from) Gen Reserve	(209)	636,470						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environmental Services</u>								
<u>210 Open Spaces</u>								
4536 Northampton In Bloom	0	12,990	30,000	17,010	580	16,430	45.2%	
Open Spaces :- Indirect Expenditure	0	12,990	30,000	17,010	580	16,430	45.2%	0
Net Expenditure	0	(12,990)	(30,000)	(17,010)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	0	0	26,000	26,000		26,000	0.0%	
Allotments :- Indirect Expenditure	0	0	26,000	26,000	0	26,000	0.0%	0
Net Expenditure	0	0	(26,000)	(26,000)				
Environmental Services :- Income	0	0	0	0			0.0%	
Expenditure	0	12,990	56,000	43,010	580	42,430	24.2%	
Movement to/(from) Gen Reserve	0	(12,990)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>301 Community Grants</u>								
4170 Community Grant Scheme	0	6,458	50,000	43,542		43,542	12.9%	
Community Grants :- Indirect Expenditure	0	6,458	50,000	43,542	0	43,542	12.9%	0
Net Expenditure	0	(6,458)	(50,000)	(43,542)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	2,971	75,000	72,029		72,029	4.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	0	2,971	275,000	272,029	0	272,029	1.1%	0
Net Expenditure	0	(2,971)	(275,000)	(272,029)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000		41,000	0.0%	
4502 Fireworks	0	0	7,500	7,500		7,500	0.0%	
Public Events :- Indirect Expenditure	0	0	48,500	48,500	0	48,500	0.0%	0
Net Expenditure	0	0	(48,500)	(48,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	0	9,430	373,500	364,070	0	364,070	2.5%	
Movement to/(from) Gen Reserve	0	(9,430)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
<u>400 Planning</u>								
4600 Local Campaigns	0	0	10,000	10,000		10,000	0.0%	
Planning :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
Planning :- Income	0	0	0	0			0.0%	
Expenditure	0	0	10,000	10,000	0	10,000	0.0%	
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	0	887,750	1,855,500	967,750			47.8%	
Expenditure	209	273,700	1,855,500	1,581,800	29,284	1,552,516	16.3%	
Net Income over Expenditure	(209)	614,050	0	(614,050)				
Movement to/(from) Gen Reserve	(209)	614,050						

Time: 22:55

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/08/2021	050821.1	4,966.74		4,966.74		R <input type="checkbox"/>	HMRC Cumbernauld
05/08/2021	050821_2	4,752.05		4,752.05		R <input type="checkbox"/>	Northants LGPS
06/08/2021	060821_1	93,389.13		93,389.13		R <input type="checkbox"/>	West Northamptonshire Council
12/08/2021	120821_2	2,110.00		2,110.00		R <input type="checkbox"/>	Northants CALC Ltd
12/08/2021	120821_3	70.80		70.80		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
12/08/2021	120821_4	90.00		90.00		R <input type="checkbox"/>	John Roan Photography
12/08/2021	120821_5	333.00		333.00		R <input type="checkbox"/>	West Northamptonshire Council
12/08/2021	120821_6	15,348.00		15,348.00		R <input type="checkbox"/>	K&J Hird Ltd
12/08/2021	120821_7	200.10		200.10		R <input type="checkbox"/>	Clr Jane Birch
12/08/2021	120821_8	67.10		67.10		R <input type="checkbox"/>	Stuart Carter (Expense Claims)
12/08/2021	120821_9	43.48		43.48		R <input type="checkbox"/>	Julie Thorneycroft (Expense Cl
12/08/2021	120821_10	663.60		663.60		R <input type="checkbox"/>	Horizon Telecom Ltd
12/08/2021	120821_11	86.40		86.40		R <input type="checkbox"/>	Council for Voluntary Service
12/08/2021	120821_12	918.89		918.89		R <input type="checkbox"/>	Microshade Business Consultant
12/08/2021	120821_13	291.60		291.60		R <input type="checkbox"/>	Tangerine Red Ltd
20/08/2021	NTC1200821	1,328.26		1,328.26		R <input type="checkbox"/>	NTC1 CM
20/08/2021	NTC3200821	2,150.01		2,150.01		R <input type="checkbox"/>	NTC3
20/08/2021	NTC6200821	3,508.16		3,508.16		R <input type="checkbox"/>	NTC6
20/08/2021	NTC4200821	1,129.01		1,129.01		R <input type="checkbox"/>	NTC4
20/08/2021	NTC5200821	1,034.88		1,034.88		R <input type="checkbox"/>	NTC5
20/08/2021	NTC2200182	1,480.11		1,480.11		R <input type="checkbox"/>	NTC2
23/08/2021	CCF03/08 1	771.28		771.28		R <input type="checkbox"/>	Shine Development
23/08/2021	CCF03/08 2	200.00		200.00		R <input type="checkbox"/>	Rectory Farm
23/08/2021	CGF03/08 1	5,000.00		5,000.00		R <input type="checkbox"/>	Northampton Music
23/08/2021	CCF03/08 3	900.00		900.00		R <input type="checkbox"/>	Northampton Town of Sanctuary
27/08/2021	CCF03/08 4	1,100.00		1,100.00		R <input type="checkbox"/>	St Edmunds Residents-Spring B
27/08/2021	270821	67.20		67.20		R <input type="checkbox"/>	Tangerine Red Ltd
		<u>141,999.80</u>	<u>0.00</u>				

Bank Reconciliation Statement as at 31/08/2021
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Currebt Account	31/08/2021	2	689,257.33
			<hr/> 689,257.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			689,257.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			689,257.33
		Balance per Cash Book is :-	689,257.33
		Difference is :-	0.00