

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 14th June 2021
in the Committee Room at Northampton Guildhall**

PRESENT: Councillors Birch, Hibbert, Marriott and Purser

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

3. APOLOGIES

There were no apologies, all sub-committee members were present.

4. DECLARATIONS OF INTEREST

None.

5. BUDGETARY CONTROL

The Acting Town Clerk and Accounts Assistant presented the budget control report (attached at appendix A) for the period to 31 May 2021 which was noted and approved.

In response to a question regarding 4211, Mayoral Transport which appeared to be already 50% spent, the Clerk and Finance Officer explained that this was in the 'committed' expenditure column, and that this represented an annual amount that had been committed, not what had already been spent. The actual spend to date was detailed in the 'Actual Year to Date' column. This applied to a number of items in the budget.

6. PAYMENT OF ACCOUNTS

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

A/c Name	Net Value	VAT	Invoice Total	Description
ALLSAINTSCHURCH	£ 500.00	£ -	£ 500.00	Oak Apple day Service
CLASSICCARRIAGESOFN	£ 292.50	£ -	£ 292.50	Mayor driving services May 21
CVSCOMMUNITYFINANCE	£ 36.00	£ 7.20	£ 43.20	Payslip Charge May
FIBRELECLTD	£ 4,910.00	£ 646.00	£ 5,556.00	Power supplies and data cabling for Guildhall
HORIZONTELECOMLTD	£ 726.00	£ 145.20	£ 871.20	SC Laptop
HORIZONTELECOMLTD	£ 100.00	£ 20.00	£ 120.00	landline phone bundle May
HORIZONTELECOMLTD	£ 3,132.00	£ 626.40	£ 3,758.40	2 x advance laptops

HORIZONTELECOMLTD	£ 3,837.00	£ 767.40	£ 4,604.40	5 x mobile phones
HORIZONTELECOMLTD	£ 2,109.00	£ 421.80	£ 2,530.80	IT set up hardware and engineers for office Wi-Fi & phones
JOHNROANPHOTOGRAPH	£ 185.00	£ -	£ 185.00	Photos for new councillors
JULIETHORNEYCROFT	£ 53.10	£ -	£ 53.10	Expenses (mileage Bloom)
MICROSHADE	£ 327.74	£ 65.55	£ 393.29	Hosted system application
MICROSHADE	£ 295.00	£ 59.00	£ 354.00	Accounting support May
MICROSHADE	£ 1,416.00	£ 283.20	£ 1,699.20	2 x Adobe Cloud licenses
NCALC	9652.5	0	9652.5	Continuation of project costs (RW)
NN1AUDIO	£ 2,999.20	£ -	£ 2,999.20	Mayor making Film / streaming service
PSLPRINTMANAGEMENTLT	£ 97.76	£ 19.55	£ 117.31	Printing - Agenda Pack 12th April
PSLPRINTMANAGEMENTLT	£ 75.00	£ 15.00	£ 90.00	Printing - Election letter
SLCCENTERPRISESLTD	£ 473.00	£ -	£ 473.00	SC membership
STUARTCARTER	£ 93.92	£ 12.33	£ 106.25	Expenses (Mayoral chain clean Repair / Printer cables / Stamps for agenda packs)
TANGERINEREDLTD	£ 151.00	£ 30.20	£ 181.20	Printing Agenda Pack meeting 17th May
WESTNORTHANTSCOUNCI	£ 93.00	£ -	£ 93.00	Hire of Courtroom May24th
HORIZONTELECOMLTD	£ 2,119.00	£ 423.80	£ 2,542.80	Printers / Display Ports / Monitors
HORIZONTELECOMLTD	£ 120.00	£ 24.00	£ 144.00	Port cables x10
Colemans	£ 120.23	£ 24.04	£ 144.27	Stationery
Microshade Business Consultants	£ 470.74	£ 94.15	£ 564.89	Hosted system application / Applications / Emails
Meynell Redhouse Ltd	£ 225.00	£ 45.00	£ 270.00	Oak Apple day Photography
West Northants Council	£ 93.00	£ 18.60	£ 111.60	Council Chamber meeting 14/06/21
Mayfair Cars (Northampton) Ltd	£ 66.00	£ 13.20	£ 79.20	Mayor Transport 02/06/21
Aflora And Luxe Gifts	£ 60.00	£ -	£ 60.00	Mayor Making flowers
CVS Community Finance	£ 96.00	£ 19.20	£ 115.20	Payslip cost for June
Stuart Carter Expense claim 09/06/21	£ 36.15	£ -	£ 36.15	Postage Agenda 08/06/21
Stuart Carter Expense claim 11/06/21	£ 9.03	£ -	£ 9.03	Postage Environment Agenda
HORIZONTELECOMLTD	£ 622.41	£ 124.43	£ 746.84	Handset cost for Guildhall / Mobile bundle pp / leased line cost Guildhall
Montague Jeffery	£	£	£	Suit & Accessories Deputy Mayor

	637.37	127.47	764.84	
NCALC	£ 470.00	£ -	£ 470.00	Off to a Flying Start - Cllr Training

£
40,732.37

Salaries June	£ 16,371.84	Includes Cllr allowance & Mayoral Allowance
HMRC June	£ 6,253.55	
Pensions June	£ 4,831.81	

Also circulated was a bank reconciliation for the month of May 2021 which was independently checked against the bank statements and signed by Cllr Marriott.

The meeting ended at 11.50 am.

Signed.....Chair

	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	18,972	30,199	316,000	285,801		285,801	9.6%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	0	50,000	50,000		50,000	0.0%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	36	110	1,500	1,390		1,390	7.3%	
4015 Travel and Subsistence	53	53	2,000	1,947		1,947	2.7%	
4027 Training and Staff Development	0	35	10,000	9,965		9,965	0.3%	
4101 Office Supplies & Photocopying	444	444	5,000	4,556		4,556	8.9%	
4110 Post	32	32	2,000	1,968		1,968	1.6%	
4120 Subscriptions	473	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	100	542	23,000	22,458	1,000	21,458	6.7%	
4128 Information Technology	342	1,293	10,000	8,707	3,760	4,947	50.5%	
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	11,350	11,350	20,000	8,650	1,500	7,150	64.3%	
Central Administration :- Indirect Expenditure	31,802	56,414	573,500	517,086	6,260	510,826	10.9%	0
Net Expenditure	(31,802)	(56,414)	(573,500)	(517,086)				
<u>105 Corporate Management</u>								
4150 Bank Charges	0	0	1,000	1,000		1,000	0.0%	
4155 Accounting Support	295	590	4,000	3,410	2,950	460	88.5%	
4156 Audit Fees	0	1,450	4,000	2,550		2,550	36.3%	
4159 Legal & Professional Fees	0	2,950	30,000	27,050		27,050	9.8%	
4160 NCALC Addl Support	0	0	12,000	12,000		12,000	0.0%	
4162 Health and Safety	0	0	10,000	10,000		10,000	0.0%	
Corporate Management :- Indirect Expenditure	295	4,990	61,000	56,010	2,950	53,060	13.0%	0
Net Expenditure	(295)	(4,990)	(61,000)	(56,010)				
<u>110 Civic and Democratic</u>								
4200 Elections	185	185	70,000	69,815		69,815	0.3%	
4210 Mayoral Allowance	0	145	28,000	27,855		27,855	0.5%	
4211 Mayor's Transport	1,008	3,220	27,000	23,780	8,993	14,788	45.2%	
4212 Councillor Allowances	0	0	30,000	30,000		30,000	0.0%	
4213 Councillor Training/Conference	0	0	5,000	5,000	470	4,530	9.4%	
4214 Civic Events	3,499	3,499	12,000	8,501		8,501	29.2%	
4215 Civic Regalia	48	48	1,000	952		952	4.8%	

Detailed Income & Expenditure by Budget Heading 31/05/2021

Month No: 2

Committee Report

	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	93	93	5,000	4,907	924	3,984	20.3%	
Civic and Democratic :- Indirect Expenditure	4,832	7,189	178,000	170,811	10,386	160,425	9.9%	0
Net Expenditure	(4,832)	(7,189)	(178,000)	(170,811)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	887,750	887,750	1,775,500	887,750			50.0%	
Other Cost and Income :- Income	887,750	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	887,750	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	7,019	7,019	115,000	107,981	420	107,561	6.5%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	7,019	7,019	189,000	181,981	420	181,561	3.9%	0
Net Expenditure	(7,019)	(7,019)	(189,000)	(181,981)				
Policy and Finance :- Income	887,750	887,750	1,855,500	967,750			47.8%	
Expenditure	43,948	75,612	1,416,000	1,340,388	20,016	1,320,372	6.8%	
Movement to/(from) Gen Reserve	843,802	812,138						

Detailed Income & Expenditure by Budget Heading 31/05/2021

Month No: 2

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>Environmental Services</u>								
<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	0	26,000	26,000	0	26,000	0.0%	
Movement to/(from) Gen Reserve	0	0						

	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	0	50,000	50,000		50,000	0.0%	
Community Grants :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	0	0	(50,000)	(50,000)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	0	75,000	75,000		75,000	0.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4536 Northampton In Bloom	0	0	30,000	30,000	5,360	24,640	17.9%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	0	0	305,000	305,000	5,360	299,640	1.8%	0
Net Expenditure	0	0	(305,000)	(305,000)				
<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	0	403,500	403,500	5,360	398,140	1.3%	
Movement to/(from) Gen Reserve	0	0						

	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	887,750	887,750	1,855,500	967,750			47.8%	
Expenditure	43,948	75,612	1,855,500	1,779,888	25,376	1,754,512	5.4%	
Net Income over Expenditure	843,802	812,138	0	(812,138)				
Movement to/(from) Gen Reserve	843,802	812,138						