



Northampton TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE

14TH JULY 2022

Minutes of the Meeting held on 14th July 2022 at 11:00
in the Committee Rom of the Town Council Offices at the Guildhall, Northampton

IN ATTENDANCE: Councillors Marriott (Chair), Hibbert and Purser

OFFICERS IN ATTENDANCE: Mr S Carter (Town Clerk) and Mrs C Maclellan (Finance Officer)

15. Apologies

Apologies had been submitted by Cllr Birch.

16. Declarations of Interest

No declarations of interests were made.

17. Minutes of the Previous Meeting

APPROVED: The Chair was authorised to sign the minutes of the last Accounts Sub-Committee held 13th June 2022 as a true and accurate record.

18. Revenue Budget 2022/23

Tabled at the meeting was the latest budgetary report detailing the expenditure for all headings to the end of June 2022. The Finance Officer highlighted a number of headings that were almost at budget, and highlighted that the majority of these were committed spend rather than actual spend.

As previously highlighted, one budget heading which was very likely to be overspent was the Civic Budget. A forecasted expenditure had been undertaken and this would be reported to the next Civic Matters Working Group. It was also noted that the Mayor's allowance was being looked at in terms of expenditure.

It was noted that the events budget was also forecasted to be overspent. The lack of detail from WNC on what was spent previously on the events and the substantial rise in costs caused by inflation had contributed to this.

The Revenue Budget 2022/23 as attached at appendix A was **NOTED**.

19. Payment of Accounts

Tabled for the committee was the list of payments for approval. The Finance Officer highlighted the increasing volume in payments as the Council began to grow. The Finance Officer explained how payment were now listed in their committees to assist councillors.

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

A/c Name	Net Value	VAT	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description	Committee
BOOH Media PLC	£ 225.00	£ 45.00	£ 270.00	Grosvenor Digital adv Dec21	4501	315	Christmas	Public Events	Community Services
Clive Fletcher	£ 225.00	£ -	£ 225.00	31ST MAY 2022/232/Queens Plati	4516	315	Queens Platinum Jubilee	Public Events	Community Services
Fortis Hire Ltd trading as JB Event Faci	£ 390.00	£ 78.00	£ 468.00	NMF22 Toilets	4512	315	NMF22	Public Events	Community Services
Fortis Hire Ltd trading as JB Event Faci	£ 860.00	£ 172.00	£ 1,032.00	Carnival toilets	4513	315	Northampton Carnival	Public Events	Community Services
Josephine Haines (Expense Claims)	£ 34.07	£ -	£ 34.07	Materials for Events	4510	315	General Events	Public Events	Community Services
Josephine Haines (Expense Claims)	£ 160.08	£ -	£ 160.08	Sweets / Tablecloth / Display materials	4510	315	General Events	Public Events	Community Services
Kettering Town Silver Band	£ 450.00	£ -	£ 450.00	Bands in the Park	4503	315	Bands In The Park	Public Events	Community Services
Live Performers	£ 819.00	£ -	£ 819.00	live performance Fireworks	4502	315	Fireworks	Public Events	Community Services
Northamptonshire Music & Performing Arts	£ 350.00	£ -	£ 350.00	Bands in the Park	4503	315	Bands In The Park	Public Events	Community Services
NS-UK Group (Northern) Ltd	£ 1,264.00	£ 252.80	£ 1,516.80	NMF22 staff	4512	315	NMF22	Public Events	Community Services
Stage Right Productions	£ 290.47	£ 58.09	£ 348.56	Queens Jub Decoration	4516	315	Queens Platinum Jubilee	Public Events	Community Services
Stage Right Productions	£ 1,004.78	£ 200.96	£ 1,205.74	Consult Feb-May	4510	315	General Events	Public Events	Community Services
Tangerine Red Ltd	£ 410.00	£ 82.00	£ 492.00	Bands in the Park	4503	315	Bands In The Park	Public Events	Community Services

Anglian Water t/a Wave Utilities	£ 167.03	£ -	£ 167.03	Water Broadmead 3103-310522	4400	230	Repairs & maintenance	Allotments	Environmental Services
Anglian Water t/a Wave Utilities	£ 172.05	£ -	£ 172.05	Water Billing Lane May	4400	230	Repairs & maintenance	Allotments	Environmental Services
Anglian Water t/a Wave Utilities	£ 348.03	£ -	£ 348.03	Water Broadmead June 22	4400	230	Repairs & maintenance	Allotments	Environmental Services
Anglian Water t/a Wave Utilities	£ 734.18	£ -	£ 734.18	Water Broadmead 3103-310522	4400	230	Repairs & maintenance	Allotments	Environmental Services
K&J Hird Ltd	£ 350.00	£ 70.00	£ 420.00	Hook adjustments	4536	210	Northampton in Bloom	Open Spaces	Environmental Services
K&J Hird Ltd	£ 2,000.00	£ 400.00	£ 2,400.00	Basket Inspection	4536	210	Northampton in Bloom	Open Spaces	Environmental Services
Plantscape Ltd	£ 17,305.00	£ 3,461.00	£ 20,766.00	Summer plants	4536	210	Northampton in Bloom	Open Spaces	Environmental Services
Alan Larson t/a The Troop	£ 300.00	£ 60.00	£ 360.00	OAK APPLE DAY 2022 Re-enactor	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Classic Carriages of Northampton	£ 1,738.54	£ -	£ 1,738.54	Mayors TP June	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Cllr Jane Birch	£ 18.84	£ -	£ 18.84	Refresh for Ukraine Con day	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Payroll July	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Creative Event Services	£ 316.00	£ 63.20	£ 379.20	20th & 21st June	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance
EDGE NORTHAMPTON LTD	£ 350.00	£ -	£ 350.00	Food Oak Apple Da	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Fibrelec Ltd	£ 5,330.00	£ 1,066.00	£ 6,396.00	Cable connection	4390	201	Accommodation Reserve	The Guildhall	Policy & Finance
Horizon Telecom Ltd	£ 657.41	£ 131.48	£ 788.89	Mob/Lease/Landl	4125 4125 4190	101	telephone and internet Equipment	Central Administration	Policy & Finance
Horizon Telecom Ltd	£ 1,022.00	£ 204.40	£ 1,226.40	Equipment (TV / Frame)	4190	101	Equipment	Central Administration	Policy & Finance

John Roan Photography	£ 50.00	£ -	£ 50.00	R Liddington & Frame	4215	110	Civic Regalia	Civic and Democratic	Policy & Finance
Julie Thorneycroft (Expense Claims)	£ 26.95	£ -	£ 26.95	Fuel / Refreshments	4015	101	Travel & Subsistence	Central Administration	Policy & Finance
Mayfair Cars (Northampton) Ltd	£ 118.80	£ 23.76	£ 142.56	15/06 Rock castle	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Mayfair Cars (Northampton) Ltd	£ 145.20	£ 29.04	£ 174.24	29th & 30th June	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Mayfair Cars (Northampton) Ltd	£ 185.80	£ 37.16	£ 222.96	05&06 June	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Mayfair Cars (Northampton) Ltd	£ 303.60	£ 60.72	£ 364.32	6th & 8th July	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Mayfair Cars (Northampton) Ltd	£ 330.00	£ 66.00	£ 396.00	22&23 June	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Acc Supp June 22	4155	101	Accounting Support	Central Administration	Policy & Finance
Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	System Host July	4128	101	Information Technology	Central Administration	Policy & Finance
Northants CALC Ltd	£ 8,276.91	£ 302.00	£ 8,578.91	Electors YE2023 NCALC Subs 30,000+ Data Protection Officer Fee	4120	101	subscriptions	Central Administration	Policy & Finance
Pitney Bowes Limited	£ 356.30	£ -	£ 356.30	postage / Franking	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
Rialtas Business Solutions Ltd	£ 59.00	£ 11.80	£ 70.80	VAT Digital	4128	101	Information Technology	Central Administration	Policy & Finance
SLCC Enterprises Ltd	£ 90.00	£ 18.00	£ 108.00	C Mac Finance Summitt	4027	101	Training & Staff Development	Central Administration	Policy & Finance
SLCC Enterprises Ltd	£ 129.00	£ 0.80	£ 129.80	12th Ed localcouncil Admin book	4027	101	Training & Staff Development	Central Administration	Policy & Finance
Stu Vincent Photography	£ 150.00	£ -	£ 150.00	Oak Apple Day-photography	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Stuart Carter (Expense Claims)	£ 205.45	£ -	£ 205.45	refreshments - Mayors parlour crockery	4101	101	Mayoral Allowance Post	Civic and Democratic	Policy & Finance

								Central Administration	
Tangerine Red Ltd	£ 80.00	£ 16.00	£ 96.00	Banner Music Festival	4140	101	Advertising and marketing	Central Administration	Policy & Finance
The Branded Bunting Company Ltd	£ 297.00	£ 59.40	£ 356.40	EID bunting	4214	110	Civic Events	Civic and Democratic	Policy & Finance
The Dan Wyllie Quartet	£ 300.00	£ -	£ 300.00	1805/198/Jazz Perf Mayor	4214	110	Civic Events	Civic and Democratic	Policy & Finance
Veolia ES (UK) Ltd	£ 147.51	£ 29.50	£ 177.01	Mayors Fuel June	4211	110	Mayors Transport	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 11.36	£ 2.27	£ 13.63	Refresh 21/06	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 14.20	£ 2.84	£ 17.04	Refreshments 08/07	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 28.40	£ 5.68	£ 34.08	158/20/06	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 28.40	£ 5.68	£ 34.08	Srebrenica	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 65.72	£ 13.14	£ 78.86	Scrn/Ref13/06	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 146.04	£ 29.21	£ 175.25	Council Meeting	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance
West Northamptonshire Council	£ 16,644.40	£ -	£ 16,644.40	Svs Chg Q2	4300	201	Service Charge	The Guildhall	Policy & Finance
Colemans Warehouse Shop	£ 462.75	£ 92.55	£ 555.30	on payroll 13th June					
Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	on payroll 13th June					
NS-UK Group (Northern) Ltd	£ 2,755.00	£ 551.00	£ 3,306.00	on payroll 13th June					

Stage Right Productions	£ 1,495.00	£ 299.00	£ 1,794.00	on playlist 13th June
Stage Right Productions	£ 5,275.00	£ 1,055.00	£ 6,330.00	on playlist 13th June
Stage Right Productions	£ 5,626.00	£ 1,125.20	£ 6,751.20	on playlist 13th June
Stage Right Productions	£ 6,955.00	£ 1,391.00	£ 8,346.00	on playlist 13th June
Stage Right Productions	£ 7,665.00	£ 1,533.00	£ 9,198.00	on playlist 13th June
	£ 97,256.91	£ 13,413.00	£ 110,669.91	

Invoices pending Officer Approval

Fibrelec			£ 5,556.00	Credit for inv above.					
Horizon Telecom Ltd			£ 703.21	Phones etc					
Zen Office			£ 44.05	Copier charges					
Nene Male Ensemble			£ 300.00	Band in the park					

Salaries / HMRC / Pension payments June.		Payment Due Date	Ac Code	Description	Bank Payment Transaction Number
Salaries (Net) for July including Mayoral Allowance	£ 17,426.73	20/07/2022	520	Wages	
HMRC July	£ 8,675.31	06/08/2022	515	PAYE / NI	
Pension July	£ 8,175.85	06/08/2022	516	Pensions	

Councillor Community Fund Grants

Grant Funding Minutes to approve payment

Below is a minute approving payment of £5,000 to the BiD.

Also below is a minute which increases the amount allocated to Wall Games Project to £14,850. It was on the list last month for £13,000 but they have agreed more. Can that also go on the list?

5. Wall Games Project

RESOLVED: That a grant award of £14,850 be awarded to the Wall Games Project.

6. Northampton Town Centre BID – Celebrating the Sixties Event in the Market Place – request for funding

RESOLVED: That the Town Council give funding of £5,000 for this event to come from the Grants Budget.

6. Internal Controls Check

The Finance Officer explained that n further councillors had attended to go through a certain area, but that all members were welcome. The previously approved internal controls checklist would be initiated from September.

The clerk asked the Finance Officer to circulate the payment list and revenue budget reports a tabled at this committee meeting to all councillors. They were annexed to the minutes but it would assist councillors if they had the reports as soon as possible after the meeting.

NOTED

There being no further business, the meeting closed at 11:55 hours.

Chair: _____

Date: _____

06/07/2022

Northampton Town Council

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Detailed Income & Expenditure by Budget Heading 06/07/2022

Month No: 3

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	32,106	86,314	376,000	289,687		289,687	23.0%	
4001 Staffing Contingency	0	0	15,500	15,500		15,500	0.0%	
4006 Recruitment	0	0	2,000	2,000		2,000	0.0%	
4010 Payroll Costs	162	264	1,000	736	722	14	98.6%	
4015 Travel and Subsistence	27	31	1,000	969		969	3.1%	
4027 Training and Staff Development	0	0	10,000	10,000	655	9,345	6.5%	
4101 Office Supplies & Photocopying	1,204	1,750	5,000	3,250	118	3,133	37.3%	
4110 Post	355	355	2,000	1,645		1,645	17.8%	
4120 Subscriptions	6,777	6,807	9,000	2,193	414	1,779	80.2%	
4125 Telephone and Internet	485	1,443	6,000	4,557	4,178	379	93.7%	
4128 Information Technology	596	3,763	10,000	6,237	5,556	682	93.2%	
4130 Insurance	0	6,127	10,000	3,873		3,873	61.3%	
4140 Advertising and Marketing	80	328	12,000	11,672	278	11,394	5.0%	
4155 Accounting Support	295	1,180	4,000	2,820	2,655	165	95.9%	
4156 Audit Fees	1,500	1,500	0	(1,500)		(1,500)	0.0%	
4190 Equipment	173	6,645	10,000	3,355	2,657	698	93.0%	
Central Administration :- Indirect Expenditure	43,760	116,507	473,500	356,993	17,232	339,761	28.2%	0
Net Expenditure	(43,760)	(116,507)	(473,500)	(356,993)				
<u>105 Corporate Management</u>								
4150 Bank Charges	18	18	500	482		482	3.6%	
4156 Audit Fees	0	0	4,000	4,000		4,000	0.0%	
4159 Legal & Professional Fees	0	0	30,000	30,000	1,200	28,800	4.0%	
4162 Health and Safety	0	0	8,000	8,000		8,000	0.0%	
Corporate Management :- Indirect Expenditure	18	18	42,500	42,482	1,200	41,282	2.9%	0
Net Expenditure	(18)	(18)	(42,500)	(42,482)				
<u>110 Civic and Democratic</u>								
4200 Elections	0	0	40,000	40,000		40,000	0.0%	
4210 Mayoral Allowance	1,822	7,129	28,000	20,871	3,868	17,003	39.3%	
4211 Mayor's Transport	994	8,311	27,000	18,689	1,916	16,774	37.9%	
4212 Councillor Allowances	10,800	10,825	30,000	19,175		19,175	36.1%	
4213 Councillor Training/Conference	0	0	5,000	5,000		5,000	0.0%	
4214 Civic Events	869	9,950	12,000	2,050	2,848	(799)	106.7%	
4215 Civic Regalia	0	692	2,000	1,309		1,309	34.6%	
4216 Council Meetings & Room Hire	240	958	5,000	4,042	856	3,186	36.3%	
Civic and Democratic :- Indirect Expenditure	14,724	37,864	149,000	111,136	9,489	101,647	31.8%	0
Net Expenditure	(14,724)	(37,864)	(149,000)	(111,136)				

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Detailed Income & Expenditure by Budget Heading 06/07/2022

Month No: 3

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>115 Other Cost and Income</u>								
1176 Precept Received	0	896,650	1,793,300	896,650			50.0%	
Other Cost and Income :- Income	0	896,650	1,793,300	896,650			50.0%	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	896,650	1,378,800	482,150				
<u>201 The Guildhall</u>								
4300 Service Charge	16,644	33,289	70,000	36,711	33,289	3,422	95.1%	
4390 Accommodation Reserve	0	0	115,000	115,000	631	114,369	0.5%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	16,644	33,289	194,000	160,711	33,920	126,791	34.6%	0
Net Expenditure	(16,644)	(33,289)	(194,000)	(160,711)				
Policy and Finance :- Income	0	896,650	1,793,300	896,650			50.0%	
Expenditure	75,146	187,679	1,273,500	1,085,821	61,841	1,023,981	19.6%	
Movement to/(from) Gen Reserve	(75,146)	708,971						
<u>Environmental Services</u>								
<u>210 Open Spaces & Environment</u>								
1537 Northampton in Bloom Income	0	32,547	0	(32,547)			0.0%	
Open Spaces & Environment :- Income	0	32,547	0	(32,547)				0
4536 Northampton In Bloom	2,350	10,355	50,000	39,645	30,109	9,536	80.9%	
4560 Climate Emergency	0	218	50,000	49,782	54	49,728	0.5%	
Open Spaces & Environment :- Indirect Expenditure	2,350	10,573	100,000	89,427	30,163	59,264	40.7%	0
Net Income over Expenditure	(2,350)	21,974	(100,000)	(121,974)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	172	4,510	26,000	21,490	49	21,441	17.5%	
Allotments :- Indirect Expenditure	172	4,510	26,000	21,490	49	21,441	17.5%	0
Net Expenditure	(172)	(4,510)	(26,000)	(21,490)				
Environmental Services :- Income	0	32,547	0	(32,547)			0.0%	
Expenditure	2,522	15,083	126,000	110,917	30,212	80,706	35.9%	
Movement to/(from) Gen Reserve	(2,522)	17,464						
<u>Community Services</u>								

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Community Grants								
4170 Community Grant Scheme	2,840	22,840	100,000	77,160		77,160	22.8%	
Community Grants :- Indirect Expenditure	2,840	22,840	100,000	77,160	0	77,160	22.8%	0
Net Expenditure	(2,840)	(22,840)	(100,000)	(77,160)				
310 Community Services								
4171 Councillor Community Funding	6,587	17,652	75,000	57,348		57,348	23.5%	
4221 Community Needs Analysis	0	0	50,000	50,000		50,000	0.0%	
4225 Covid Community Projects	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	6,587	17,652	175,000	157,348	0	157,348	10.1%	0
Net Expenditure	(6,587)	(17,652)	(175,000)	(157,348)				
315 Public Events								
1155 WNC Transfer	0	0	215,000	215,000			0.0%	
Public Events :- Income	0	0	215,000	215,000			0.0%	0
4500 Diwali	0	0	5,000	5,000		5,000	0.0%	
4501 Christmas Event	225	225	186,000	185,775	24,225	161,550	13.1%	
4502 Fireworks	4,000	10,000	45,000	35,000	10,000	25,000	44.4%	
4503 Bands in the Park	1,295	3,695	9,000	5,305	2,153	3,152	65.0%	
4504 Music Festival	0	650	0	(650)		(650)	0.0%	
4510 General Events	1,735	5,372	108,800	103,428	601	102,827	5.5%	
4511 EID	0	4,999	10,000	5,001		5,001	50.0%	
4512 NMF22	2,094	7,720	10,000	2,280	1,862	418	95.8%	
4513 Northampton Carnival	5,395	5,776	10,000	4,225	9,917	(5,693)	156.9%	
4514 Party in the Park	0	9,999	5,000	(4,999)		(4,999)	200.0%	
4515 Pride	0	2,000	2,000	0		0	100.0%	
4516 Queens Platinum Jubilee	4,371	7,387	10,000	2,613	180	2,433	75.7%	
4517 Remembrance Day	0	0	5,000	5,000		5,000	0.0%	
4518 Town Festival	0	10,709	5,000	(5,709)		(5,709)	214.2%	
4519 Armed Forces Day	0	1,495	5,000	3,505		3,505	29.9%	
4520 Beer Festival	0	8,319	5,000	(3,319)		(3,319)	166.4%	
Public Events :- Indirect Expenditure	19,115	78,344	420,800	342,456	48,938	293,518	30.2%	0
Net Income over Expenditure	(19,115)	(78,344)	(205,800)	(127,456)				
Community Services :- Income	0	0	215,000	215,000			0.0%	
Expenditure	28,542	118,836	695,800	576,964	48,938	528,026	24.1%	
Movement to/(from) Gen Reserve	(28,542)	(118,836)						

Planning

Detailed Income & Expenditure by Budget Heading 06/07/2022

Month No: 3

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>400</u> <u>Planning</u>								
4600 Local Campaigns	0	0	20,000	20,000		20,000	0.0%	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>				
Planning :- Income	0	0	0	0			0.0%	
Expenditure	0	0	20,000	20,000	0	20,000	0.0%	
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>						
Grand Totals:- Income	0	929,197	2,008,300	1,079,103			46.3%	
Expenditure	106,211	321,598	2,115,300	1,793,702	140,990	1,652,712	21.9%	
Net Income over Expenditure	<u>(106,211)</u>	<u>607,599</u>	<u>(107,000)</u>	<u>(714,599)</u>				
Movement to/(from) Gen Reserve	<u>(106,211)</u>	<u>607,599</u>						