



ACCOUNTS SUB-COMMITTEE

Monday 12th September 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 Monday 12th September 2022 at 10.30 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
6th September 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 15th August 2022 (p 3 – p 12)

4. Revenue Budget 2022/23

To receive the budgetary report for the month ending August 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. CCLA Update

Finance officer to give verbal report

7. Internal Controls

Finance Officer to give a verbal update

8. Further items for consideration for information only



Northampton TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE – 15TH AUGUST 2022

Minutes of the Accounts Sub-Committee meeting held on 15th August 2022 at 10:30am in the Committee Room of the Northampton Town Council Offices

PRESENT: Councillor Marriott (Chair), Hibbert and Purser

OFFICERS PRESENT: Mrs J Thorneycroft (Assistant Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer)

20. APOLOGIES

Apologies were submitted by Councillor Birch.

21. DECLARATIONS OF INTEREST

Councillor Hibbert (Deputy Mayor) declared a pecuniary interest in the discussion of the Mayoral Allowance (minute 27) and left the meeting when this was discussed.

22. MINUTES OF THE PREVIOUS MEETING

APPROVED: The chair was authorised to sign the minutes of the previous meeting held on 14th July 2022 as a true and accurate record.

23. REVENUE BUDGET 2022/23

The Budgetary Report for the month ending July 2022 was circulated at the meeting.

It was explained by the Finance Officer there was changes in the budget compared to the previous month, specifically salaries had increased along with office furniture and photocopying.

The Finance Officer highlighted in regards to the Mayor's travel, there are two open purchase orders for both Classic Carriages and Mayfair for the entirety of the year. In response to a question, the Assistant Town Clerk explained that she had not received further information on an additional driver through Classic Carriages yet.

The Finance Officer highlighted that the Civic and Regalia budget had increased however, she had stated this was due to the purchase of two badges to be provided to the former Mayor on the last day of her Mayoralty. It was posed by a Councillor that a review should take place to compare the previous cost of Mayor badges. It was highlighted by the Finance Officer that Northampton Town Council had used the same supplier and would request that the Civic and Mayoral Officer to undertake a review and see whether a design fee was incurred.

It was raised by the Finance Officer that Northampton in Bloom had ran slightly over-budget and would meet with the Assistant Town Clerk to undertake an in-depth review. The Assistant Town Clerk explained that Northampton in Bloom had underspent in the previous financial year (2020-21).

Clerk's note: The Council had to pay for a new die cast to be made to make changes from Northampton Borough Council to Northampton Town Council.

NOTED

24. PAYMENT OF ACCOUNTS

The Finance Officer explained she had actioned the suggestion that the Budget and Payment Lists be circulated to all Councillors for their information and that she had not received any questions.

It was asked by a Councillor when would Northampton Town Council receive a debit card and whether some of the payments would still be listed on the Payments of Accounts. The Finance Officer explained that majority of payments would remain on the Payment of Account and it was expected the debit card would only be used for one-off services or equipment for example, a supplier like Amazon who are unable to provide a credit account. The Finance Officer explained purchases via the debit card would be detailed on the monthly bank statement

In response to a question about the purchase of fuel from Veolia for the Mayor's Car, it was explained by the Finance Officer that the fuel was priced more cost efficiently compared to any other high street petrol station.

In regards to payment of water supplies to the allotments, the Finance Officer explained we were up-to-date with both Broadmead Avenue and Billing Lane allotments and that we received invoices directly and no longer via Northampton Borough Council however, we are yet to receive invoices for other allotments within our remit.

The Finance Officer explained that the Mayor's Car had been transferred across from West Northamptonshire Council to Northampton Town Council therefore, the DVLA had been added to the payment list for the vehicle's tax.

The Finance Officer explained that she was yet to receive an expense claim for the Mayor's flights to Marburg for the Twinning Event however, highlighted a payment may be made prior to the next Account Sub-Committee meeting. A Councillor raised that the decision for Northampton Town Council to pay for the flights was recommended via a motion during the Civic Matters Working Group.

It was requested by a Councillor whether the Revenue Budget and supplementary papers could be circulated a day prior to the meeting to enable attendees more time to review the documents in detail. The Finance Officer explained the documents would be rendered out of date due to some suppliers sending invoice over the weekend and stated that Councillors should take as much time during the meeting to review the documents. Moreover, the Finance Officer suggested that attendees start by reading the description and then the costs. A Councillor explained if any questions arose post-meeting then attendees should contact the Finance Officer to discuss.

RESOLVED: That the Schedule of Accounts for payment as detailed below be approved for payment.

* Disputed	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Description	Cost Centre	Account Code Description	Cost centre Description	Committee
	03/08/2022	1017	Abington Wind Band	£ 250.00	£ -	£ 250.00	bands in the park 3rd July	3 1 5	Bands In The Park	Public Events	Community Services
	15/06/2022	PSIB00021 5000	BACA Workwear & Safety	£ 64.90	£ 12.98	£ 77.88	T Shirts	3 1 5	General Events	Public Events	Community Services
	01/08/2022	PSIB00023 0586	BACA Workwear & Safety	£ 14.00	£ 2.80	£ 16.80	Embroidery	3 1 5	General Events	Public Events	Community Services
	01/07/2022	100105	Bedford Town Band	£ 250.00	£ -	£ 250.00	bands in the park 8th May	3 1 5	Bands In The Park	Public Events	Community Services
	31/07/2022	EXPENSES JULY22	Catherine Maclellan (Expenses)	£ 76.41	£ -	£ 76.41	Travel Daventry / Dunstable	3 1 5	Travel & Subsistance	Public Events	Community Services
	18/06/2022	42292	Chelsea Hire complete Event Hire Solution	£ 1,862.00	£ 372.40	£ 2,234.40	food 18th June	3 1 5	NMF22	Public Events	Community Services
	22/07/2022	4	Corby Silver Band	£ 475.00	£ -	£ 475.00	bands in the park 24th July	3 1 5	Bands In The Park	Public Events	Community Services
	31/07/2022	INV-9879	EP Traffic Services Limited	£ 9,917.00	£ 1,983.40	£11,900.40	Traffic Northampton carnival	3 1 0	Northampton Carnival	Community Services	Community Services
	31/05/2022	83	Fortis Hire Ltd trading as JB Event Facilities	£ 450.00	£ 90.00	£ 540.00	Eid (Loos)	3 1 5	General Events	Public Events	Community Services
	31/07/2022	EMAIL01/ 08/22	Fynnus Fogg (Bernard Hewitt)	£ 350.00	£ -	£ 350.00	bands in the park	3 1	Bands In The Park	Community Services	Community Services

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16/06/2022	EXPENSES JUN-AUG	Louise Hannam-Jones	26.44	0	26.44	Expenses flowers /fuel	315	Queens Platinum Jubilee	Public Events	Community Services
26/06/2022	2022/1	Moulton 77 Brass Band	£ 450.00	£ -	£ 450.00	Bands in the park 26th June	310	Bands In The Park	Community Services	Community Services
07/08/2022	7TH AUGUST 22	The Kibworth Band	£ 300.00	£ -	£ 300.00	Bands in the park 20th July	315	Bands In The Park	Public Events	Community Services
29/07/2022	SINV0069 9308	Zenoffice Limited	£ 54.95	£ 10.99	£ 65.94	Trolley	315	General Events	Public Events	Community Services
02/08/2022	10845385	Anglian Water t/a Wave Utilities	£ 359.57	£ -	£ 359.57	Water Broadmead July22	230	Repairs & maintenance	Allotments	Environmental Services
02/08/2022	10846617	Anglian Water t/a Wave Utilities	£ 172.05	£ -	£ 172.05	Water Billing Lane July 22	230	Repairs & maintenance	Allotments	Environmental Services
10/08/2022	220810 – BLOOM	Stu Vincent Photography	£ 150.00	£ -	£ 150.00	photography Bloom	210	Northampton in Bloom	Open Spaces	Environmental Services
27/07/2022	60092	BHIB Limited	£ 2,229.54	£ -	£ 2,229.54	Insurance muniments	101	Insurance	Central Administration	Policy & Finance
05/08/2022	INV-0062	Classic Carriages of Northampton	£ 1,270.00	£ -	£ 1,270.00	mayors Transport July	10	Mayors Transport	Civic and Democratic	Policy & Finance
10/08/2022	102	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Payroll August	101	Payroll Costs	Central Administration	Policy & Finance
08/08/2022	6614742	Eastern Shires Purchasing Organisation	£ 71.00	£ 14.20	£ 85.20	Framed Notice Board	101	Office Supplies & Photocopying	Central Administration	Policy & Finance

	08/08/2022	6615091	Eastern Shires Purchasing Organisation	£ 67.81	£ 13.56	£ 81.37	Stationery	10	Office Supplies & Photocopying	Central Administration	Policy & Finance
*	10/08/2022	6616796	Eastern Shires Purchasing Organisation	£ 155.75	£ 31.15	£ 186.90	fans	11	Equipment	Central Administration	Policy & Finance
	02/08/2022	34UG103-0003	Geosphere Ltd	£ 2,400.00	£ 480.00	£ 2,880.00	Asset mapping online	90	Grant rec'd last year	ear marked reserves	Policy & Finance
*	12/07/2022	85134	Horizon Telecom Ltd	£ 28.75	£ 5.75	£ 34.50	Printer call out chg.	11	Office Supplies & Photocopying	Central Administration	Policy & Finance
*	08/08/2022	48319/0471633	Horizon Telecom Ltd	£ 592.53	£ 118.51	£ 711.04	Mobile / landline / Lease line	11	telephone & internet equipment	Central Administration	Policy & Finance
	16/07/2022	70574	Mayfair Cars (Northampton) Ltd	£ 94.60	£ 18.92	£ 113.52	mayor TP 13th July	11	Mayors Transport	Civic and Democratic	Policy & Finance
	23/07/2022	70633	Mayfair Cars (Northampton) Ltd	£ 198.00	£ 39.60	£ 237.60	Mayor TP 20th July	11	Mayors Transport	Civic and Democratic	Policy & Finance
	28/07/2022	16415	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Account support July	11	Accounting Support	Central Administration	Policy & Finance
	06/08/2022	16483	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	Hosting August	11	Information Technology	Central Administration	Policy & Finance
	22/07/2022	INV-2230	Northants CALC Ltd	£ 114.00	£ 22.80	£ 136.80	Cil -Cllr Training CR/JB/RC	11	Councillor Training / Conference	Civic and Democratic	Policy & Finance
*	12/08/2022	113041	Pedder & Summers Limited	£ 1,231.99	£ 246.40	£ 1,478.39	Office Chairs / Desk Risers	11	Office Supplies & Photocopying	Central Administration	Policy & Finance
	08/08/2022	QL201792	SLCC Enterprises Ltd	£	£	£	FILCA training C	1	Training & Staff	Central	Policy &

2022	-3		120.00	24.00	144.00	Maclellan	01	Development	Administration	Finance
31/07/2022	EXPENSES JULY 22	Stuart Carter (Expense Claims)	£ 9.00	£ -	£ 9.00	Mileage Dunstable	101	Travel & Subsistance	Central Administration	Policy & Finance
30/06/2022	6466	Tangerine Red Ltd	£ 128.00	£ 25.60	£ 153.60	Banner event / Marquee	101	Advertising and marketing	Central Administration	Policy & Finance
01/07/2022	6471	Tangerine Red Ltd	£ 195.00	£ 39.00	£ 234.00	Replacement damaged banners etc.	201	Northampton in Bloom	The Guildhall	Policy & Finance
01/07/2022	6472	Tangerine Red Ltd	£ 480.00	£ 12.00	£ 492.00	Various leaflets	101	Advertising and marketing	Central Administration	Policy & Finance
11/08/2022	SI0000035817	Toye Kenning & Spencer Ltd	£ 6,224.95	£ 1,244.99	£ 7,469.94	Mayors badges	110	Civic Regalia	Civic and Democratic	Policy & Finance
09/08/2022	OP/1611390	Veolia ES (UK) Ltd	£ 156.51	£ 31.30	£ 187.81	Mayors Fuel July	110	Mayors Transport	Civic and Democratic	Policy & Finance
09/08/2022	VOI0027728	Zenoffice Limited	£ 36.83	£ 7.37	£ 44.20	Copier costs July	101	Office Supplies & Photocopying	Central Administration	Policy & Finance
13/05/2022	1155	Stage Right Productions	£ 6,955.00	£ 1,391.00	£ 8,346.00	Approved on pay list 13th June Event not taken place yet				
			£ 38,926.90	£ 6,427.78	£ 45,354.68					

Date	Time	Payee	Inv Ref	value
04-Jul-	06:39	Direct Debit (XEROX	50065199	£

22		FINANCE LIM1)	97595420	355.10
09/08/ 2022		DVLA		£ 265.00

Salaries / HMRC / Pension payments June.	Payment Due Date	Description
Salaries (Net) for August including Mayoral Allowance	20/08/2022	Wages
HMRC August	04/09/2022	PAYE / NI
Pension August	04/09/2022	Pensions

Applica tion No	Organisation	project name & Amount requested
CCF77	Northampton Casuals Rugby Football Club	Centenary Legacy £2000
CCF78	Northampton Bangladeshi Association	Annual Summer Fair £500
CCF79	The Youth Summit	Team Building Weekend £900

	CCF80	Spring Boroughs Voice	Spring Boroughs Festival £1,000
	CCF81	Northampton Town of Sanctuary	L2L Youth Music Workshop £1,600
	CCF82	United African Association	Trip to Seaside for Families £1,250
	CCF83	Indian Hindu Welfare Organisation (IHWO)	Bharatnatyam Classical Dance Class £350
	CCF84	Spring Boroughs Voice	Spring Boroughs Women's Project: Safari Park Outing £1,200

**Error in July - Mayoral Allowance not included in the total s/b
£18266.73.**

12/08/ 2022	6618467	ESPO	440	88	£ 528.00	Shredder				
12/08/ 2022	6618482	ESPO	34	6.8	£ 40.80	Flipchart				
13/08/ 2022	424000987 592	West Northants Council	150		£ 150.00	Rearrange Mayor's portraits				

25. CCLA UPDATE

The Finance Officer explained that CCLA who enable funds to be ethically and responsibly invested long-term would host Northampton Town Council's excess funds. Moreover, she explained that it was agreed that £100,000 would be the money held within Unity Bank and had discussed with the Town Clerk. However, Northampton Town Council had exceeded the predicted amount in the previous two months and therefore was suggested a balance of £150,000 be maintained in Unity Bank. The Finance Office raised she would consistently review and monitor the amount held with Unity Bank to ensure funds were not depleted however, if the funds were projected to be depleted she would request a same-day transfer to prevent incurring an overdraft. It was expected by the Finance Officer that nothing would be actioned whilst the Town Clerk was on annual leave and would provide a more thorough update at the next Accounts Sub-Committee meeting.

26. INTERNAL CONTROLS

The Finance Officer stated that during a knowledge sharing trip to Daventry Town Council and from seeing their processes created a checklist that was circulated to attendees at this meeting. The Finance Officer, suggested that a Councillor in rotation completes the internal controls listed and they could potentially recommend another Councillor to complete and so on therefore creating a rotation, however it was raised that this process would need to be tested with the Assistant and Town Clerk first. It was suggested by a Councillor that members of the Policy and Finance Committee could participate also. The Finance Officer explained she had invited all Councillors to partake however, interest has dwindled and this could potentially encourage more involvement as it would be completed monthly or quarterly.

27. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

Clerk's Note: It was raised by a Councillor the discussion of the Mayor's Allowance due to Councillor Hibbert's role as Deputy Mayor who would eventually become Mayor the next Civic Year a declaration of interest was made and Councillor Hibbert left the meeting.

A Councillor explained that the Mayoralty and their allowance was decided by a Shadow Council during the Unitary Changes to Northamptonshire's Local Authorities and highlighted that this required review. It was explained by the Finance Officer that the budget for the Mayoralty last financial year (2021-22) was £28,000 per year for both the Mayor and Deputy Mayor, and she highlighted that £12,600 salary for the Mayor was agreed by the previous Town Clerk.

It was raised by a Councillor that the Town Clerk compared the Mayor's salary to other Parish Councils of a similar size and it was discovered the Northampton Town Mayor is paid higher than average therefore, an independent review into the Mayoral and Councillor allowances should take place. The Finance Officer explained that any amendments to the Mayor's Allowance would require a motion to be actioned at this committee. It was understood by Councillors that any amendments to the Mayor's Allowance would require a motion. The Assistant Town Clerk explained that the resolutions would have to be very clear and precise.

It was suggested by a Councillor that the Mayor be paid £12,000 annually and any expenses to be claimed via the expense process. It was suggested by a Councillor that the budget codes for the Mayoralty be refined further to assist oversight. It was asked by a Councillor whether a document was available that outlines the role and expectations of the Mayor, and how the expenditure works. The Finance Officer explained that this question would need to be posed to the Civic and Mayoral Officer.

In response to a question the Democratic Services Officer explained, in relation to the Mayor's Charity Bank Account, that an application was declined during a risk assessment. It was highlighted by a Councillor that a practice be developed on handling cash to ensure it is counted and stored securely.

RESOLVED: It was agreed via a motion that the Mayoral Allowance be amended from the next Civic Year; that the Mayor be paid £12,000 per year via PAYE and any expenses would be submitted via the expense.

MEETING CONCLUDED 11:45AM