



**ACCOUNTS SUB-COMMITTEE**

**Wednesday 14<sup>th</sup> December 2022 – 11.00 am**

**To all Members of the Accounts Sub-Committee:**

Clhrs 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 Wednesday 14<sup>th</sup> November 2022 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.

**Stuart Carter**  
**Town Clerk**  
**8<sup>th</sup> December 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 15<sup>th</sup> November 2022

**4. Revenue Budget 2022/23**

To receive the budgetary report for the month ending November 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. Internal Controls**

Finance Officer to give a verbal update

**7. Risk Register**

Clerk to give a verbal update

**8. Further items for consideration for information only**



## Northampton TOWN COUNCIL

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### MINUTES OF THE ACCOUNT SUB-COMMITTEE MEETING HELD ON 15<sup>TH</sup> NOVEMBER 2022 IN THE TOWN COUNCIL'S COMMITTEE ROOM AT THE NORTHAMPTON GUILDHALL

**IN ATTENDANCE:** Councillor Marriott (Chair), Birch, Hibbert and Purser

**OFFICERS IN ATTENDANCE:** Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Ms F Barford (Democratic Services Officer)

#### **44. APOLOGIES**

There were no apologies, all were present.

#### **45. DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **46. MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the Chair was authorised to sign the minutes of the previous meeting held on 10<sup>th</sup> October 2022 as a true and accurate record.

#### **47. REVENUE BUDGET 2022/23**

The Budgetary Report for the month ending October 2022 was circulated at this meeting to all attendees.

The Finance Officer alerted the members to any major changes in the budget compared to last month.

In response to a question it was explained the photocopier was working well. In response to another question, it was explained that the Council's insurance does include insurance for Town Council events. Events supported by the Town Council (EiD, Carnival, Diwali etc) require their own insurance.

It was noted that the Civic Events Budget had exceeded the amount budgeted and was at 140%. It was noted that the Civic Officer had been asked to consider other venues other than the Guildhall as the majority of cost was on Guildhall hire and the town council received no discount. In response to a point raised, the Town Clerk explained that he had recommended that the Civic Budget be increased. In response to a question the Town Clerk explained he had requested Community Group discount for Room Hire within the Guildhall however, this had been declined.

It was explained that the Environmental Service Budget Code had been renamed Environmental Projects. In response to a question posed by a Cllr, the Town Clerk explained that any unspent funds would be reallocated into cash reserves.

The Finance Officer explained that the budget for Remembrance Sunday had increased from 54% to 150% this month and circulated a report on the exact expenditure. In response to a question, it was explained that Stage Right provided the dais, sound and live streaming of the service. It was noted that the amount spent on traffic management was close to £5,000. It was suggested that the budget for Remembrance Sunday should be increased.

**NOTED**

#### **48. PAYMENT OF ACCOUNTS**

The list of payments was circulated for approval and is attached at appendix A.

The Finance Officer explained the accounts for payment had been broken down into sections and there were some items for retrospective approval. In response to a question, it was explained that Daisy Bell was being paid for compering the Fireworks event.

In response to a question the Town Clerk explained that Stage Right invoiced for providing equipment and complete health and safety checks. They also invoiced for their consultancy service but the vast majority of expenditure through them was for the hire of equipment.

With regards to card payments the Finance Officer explained that card transactions are included on the payment for accounts and the description from the bank statement included however, a Cllr requested a report that includes the item and budget codes as well.

It was noted that the NCALC invoices related to some courses from September 2021, there had been an issue with their invoicing system which caused a big delay in the invoices being raised.

In response to a question, the Finance Officer explained that the town council purchased some remembrance wreaths for community groups and were reimbursed through the new sales invoice process.

**RESOLVED:** The payment of accounts as detailed in appendix A be approved for payment.

#### **49. INTERNAL CONTROLS**

The Finance Officer explained a meeting was held with Cllr Holland-Delamere to discuss the management of costs in relation to events. The Finance Officer had been through the records held within the finance system and regarding each event in order to show the cllr the cost of each event, the controls in place to monitor spend

**NOTED**

#### **50. TRANSFER OF FUNDS TO CCLA**

The FO explained the opening and closing balance of the CCLA account had been reconciled with the cash book documents provided. It was proposed to transfer £735,000 to the CCLA Cash Deposit Account leaving £150,000 in the day account.

**RESOLVED:** That £735,000 be transferred to the CCLA Cash Deposit Account.

#### **51. UNITY TRUST BANK – SECOND BANK ACCOUNT**

It was explained that it had been increasingly difficult to open a Mayor's Bank Account. It was suggested that an additional account with Unity Trust Bank maybe the simplest solution. It was suggested that it would need to three signatories and be monitored at this committee.

**RESOLVED:** That the bank account be opened for the Mayor's charities and be overseen by Mayoral Officer with three signatories (The Town Clerk and two members of the Accounts Sub-Committee.)

#### **52. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

The Finance Officer circulated the latest VAT return for information. This followed a question from a councillor who was not on this committee. It had prompted the Finance Officer to present the VAT return so that members saw that it was being undertaken.

**NOTED**

**MEETING CONCLUDED: 12:50PM**

Accounts Sub-Committee Paylist for presentation and approval 15th November 2022

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Committee	Due Date	Comments / Bank Transaction Number
21/10/2022	SI016341	Arena Events Services Group Ltd t/a Arena	£ 7,624.00	£ 1,524.80	£ 9,148.80	Community Services	20/11/2022	
04/11/2022	43652	Chelsea Hire complete Event Hire Solution	£ 1,299.00	£ 259.80	£ 1,558.80	Community Services	04/12/2022	99241394
09/10/2022	3061	Daisie-Belle Downer	£ 250.00	£ -	£ 250.00	Community Services	08/11/2022	
28/10/2022	EXPENSES OCT 22	Josephine Haines (Expense Claims)	£ 12.99	£ -	£ 12.99	Community Services	28/10/2022	
07/11/2022	EXPENSES NOV22	Josephine Haines (Expense Claims)	£ 3.18	£ -	£ 3.18	Community Services	07/11/2022	
07/11/2022	LP235(2ND)	Live Performers	£ 819.00	£ -	£ 819.00	Community Services	30/11/2022	
17/10/2022	NTC-05	NS-UK Group ( Northern) Ltd	£ 1,621.00	£ 324.20	£ 1,945.20	Community Services	16/11/2022	
06/11/2022	NTC-06	NS-UK Group ( Northern) Ltd	£ 4,980.50	£ 996.10	£ 5,976.60	Community Services	30/11/2022	
06/11/2022	NTC-07	NS-UK Group ( Northern) Ltd	£ 390.00	£ 78.00	£ 468.00	Community Services	30/11/2022	
13/10/2022	INV-1047	RTC Medical Solutions Ltd	£ 440.00	£ -	£ 440.00	Community Services	23/11/2022	
24/10/2022	INV-1067	RTC Medical Solutions Ltd	£ 2,560.00	£ -	£ 2,560.00	Community Services	12/11/2022	
21/10/2022	RMB20220612	Rushden Mission Band	£ 375.00	£ -	£ 375.00	Community Services	23/11/2022	
* 24/09/2022	1240	Stage Right Productions	£ 393.00	£ 78.60	£ 471.60	Community Services	15/11/2022	approved 10/10/22 - Pending credit
24/09/2022	CR1240	Stage Right Productions	-£ 393.00	-£ 78.60	-£ 471.60	Community Services	15/11/2022	
* 06/10/2022	1252	Stage Right Productions	£ 1,424.00	£ 284.80	£ 1,708.80	Community Services	15/11/2022	approved 10/10/22
* 08/11/2022	1264	Stage Right Productions	£ 353.00	£ 70.60	£ 423.60	Community Services	15/11/2022	
29/09/2022	221013 – CMD	Stu Vincent Photography	£ 150.00	£ -	£ 150.00	Community Services	29/10/2022	
08/11/2022	OP/I16894	Veolia ES (UK) Ltd	£ 1,522.00	£ 304.40	£ 1,826.40	Community Services	30/11/2022	
28/10/2022	424001145812	West Northamptonshire Council	£ 317.65	£ -	£ 317.65	Community Services	27/11/2022	
13/10/2022	6746	Tangerine Red Ltd	£ 96.00	£ -	£ 96.00	Environmental Services	12/11/2022	
21/10/2022	6764	Tangerine Red Ltd	£ 1,102.00	£ 220.40	£ 1,322.40	Environmental Services	20/11/2022	
24/10/2022	6766	Tangerine Red Ltd	£ 15.00	£ 3.00	£ 18.00	Environmental Services	23/11/2022	
09/11/2022	6812	Tangerine Red Ltd	£ 70.00	£ 14.00	£ 84.00	Environmental Services	30/11/2022	
03/09/2022	10977190(88889014401	Anglian Water t/a Wave Utilities	£ 141.99	£ 28.40	£ 170.39	Environmental Services	.10 owed	PAID
09/09/2022	11007609	Anglian Water t/a Wave Utilities	-£ 736.19	£ -	-£ 736.19	Environmental Services	As soon as Cr Bal	approved 10/10/22
02/10/2022	11097865	Anglian Water t/a Wave Utilities	£ 49.61	£ -	£ 49.61	Environmental Services	As soon as Cr Bal	approved 10/10/22
12/10/2022	11141433	Anglian Water t/a Wave Utilities	£ 173.59	£ -	£ 173.59	Environmental Services	11/11/2022	
26/10/2022	11191875	Anglian Water t/a Wave Utilities	£ 1,981.73	£ -	£ 1,981.73	Environmental Services	25/11/2022	
05/11/2022	424001161346	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Environmental Services	30/11/2022	
* 06/11/2022	INV-0070	Classic Carriages of Northampton	£ 2,251.25	£ -	£ 2,251.25	Policy & Finance	30/11/2022	
31/10/2022	169628169628	Colemans Warehouse Shop	£ 75.62	£ 15.12	£ 90.74	Policy & Finance	30/11/2022	
08/11/2022	187	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Policy & Finance	22/11/2022	
03/10/2022	SINV037676	WORKNEST (Ellis Whittam)	£ 3,219.63	£ 643.93	£ 3,863.56	Policy & Finance	02/11/2022	
03/10/2022	SINV037874	WORKNEST (Ellis Whittam)	£ 152.92	£ 30.58	£ 183.50	Policy & Finance	02/11/2022	
07/11/2022	48319/0507049	Horizon Telecom Ltd	£ 572.96	£ 114.59	£ 687.55	Policy & Finance	07/12/2022	
28/10/2022	16801	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Policy & Finance	30/11/2022	
06/11/2022	16864	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	Policy & Finance	30/11/2022	
13/09/2022	25512557	Nisbets Plc	£ 85.96	£ -	£ 85.96	Policy & Finance	16/11/2022	
09/11/2022	1001422	Pick a Lily	£ 95.00	£ -	£ 95.00	Policy & Finance	12/11/2022	
08/11/2022	OP/I616896	Veolia ES (UK) Ltd	£ 80.44	£ 16.09	£ 96.53	Policy & Finance	30/11/2022	
01/11/2022	424001147603	West Northamptonshire Council	£ 102.00	£ -	£ 102.00	Policy & Finance	26/10/2022	
01/11/2022	424001147616	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Policy & Finance	30/11/2022	
27/10/2022	EXPENSES OCT22	Julie Thorneycroft (Expense Claims)	£ 41.55	£ -	£ 41.55	Policy & Finance	27/10/2022	

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25/10/2022	6769	Tangerine Red Ltd	£ 270.00	£ 54.00	£ 324.00	Community Services	24/11/2022
24/10/2022	2282	Ultralite Ltd	£ 1,580.00	£ 316.00	£ 1,896.00	Community Services	23/11/2022
			£ 36,592.90	£ 5,504.91	£ 42,097.81		

**Invoices received after list produced and not posted to the system or Officer approved.**

11/11/2022	314294	Ace Plant			£ 2,715.00		
07/11/2022	4090	2Commune			£ 480.00		
11/11/2022	Request for Payment (*w	Mrs CL Frost (RBL)			£ 437.50		
12/10/2022	7113	NNPulse			£ 1,074.00		
01/11/2022	1262	Stage Right			£ 7,908.00		
11/11/2022	VOI0029240	Zen Office			£ 62.76		
26/10/2022	Corporate Card statement	Lloyds Bank / Unity Trust			£ 136.20		
11/11/2022	6817	Tangerine Red			£ 558.00		
11/11/2022	6756722	ESPO			£ 466.01		
14/11/2022	43677	Chelsea Hire			£ 456.00		
14/11/2022	1265	Stage Right			£ 316.80		
14/11/2022	INV-MCR2155	Michaels Civic			£ 849.00		
29/09/2022	INV-1546	NCALC			£ 940.00		
06/07/2022	INV2193	NCALC			£ 774.00		

£ 17,173.27

Salaries / HMRC / Pension payments Sept.	Value	Bank Payment Transaction Number
Salaries (Net) for Nov including Mayoral Allowance	£ 18,491.21	CM-970780698 / EH 695071443 / JT 672476585 / RT 992213493 / SC 65180806 /
HMRC Nov	£ 8,161.93	
Pensions	£ 7,437.88	

Retrospective approval for payment already made and approved by Councillors in the bank							
02/08/2022	SINV036440	Worknest (Ellis Whittam)			£ 450.00		

Request to transfer Funds received from Groundworks							
11/11/2022	GWUK	Semilong & Trinity Neighbourhood Forum			£ 2,209.00		

Extraordinary Grants Sub-Committee 10th November 2022					Approve fund transfer of £735,438 from Unity Bank to CCLA for Accounts Sub Committee presentation and approval
APPLICATOINS TO COUNCILLOR COMMUNITY FUND					
Grant Application Number	Organisation	Project Name	Amount		Balance
CCF96	Northampton Carnival	Support for Carnival	£1,500	£	887,016
CCF97	St Albans Church Food Bank	Support for Foodbank	£1,000		
CCF98	Friends of Eastfield Park	Improving Access to Wildlife and Wildlife Information	£1,000	-£	1,579
CCF99	Brookside Residents Club	Celebration for Lings and Lumbertubs	£400		
CCF100	Billing United Youth Football Club	Supporting the 2022-23 Under 14's Team	£400	£	-
CCF101	St Vincent De Paul Society (England and Wales)	Christmas 2022	£800		
CCF102	Cat Protection, Northampton Branch	Provision of Vouchers for Neutering Pet Cats	£800	£	-
CCF103	Community Spaces Northampton	Rectory Farm Community Garden	£2,500		

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Accounts Sub-Committee Paylist for presentation and approval 15th November 2022

CCF104	Northampton Child Contact Centre	Support for Child Contact Centre 2022-23	£2,500	£	<b>885,438</b>
CCF105	43rd Northampton Brownies and Guides	Youth Group Christmas Activity	£250		
CCF106	65th Brownies and Guides	Light Trail	£200	£	150,000
CCF108	5 Streets Community	Coronation Party	£350	£	<b>735,438</b>
CCF109	Eastfield Resident Association	Broadmead Avenue Notice Board	£300		
CCF110	Bridgewater Residents Association	Information Exchange	£950		
<b>APPLICATIONS TO BLOOM START-UP GRANTS</b>					
CCF107	The Spring Charity	Garden Project: From Seed to	£200		