



ACCOUNTS SUB-COMMITTEE

Monday 17th April 2023 – 10.00 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 Monday 13th April 2023 at 10:00 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
11th April 2023

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 13th March 2023 (attached)

4. Revenue Budget 2022/23

To receive the budgetary report for the month ending March 2023 (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. Year End

Finance officer to give a verbal update

9. Further items for consideration for information only

ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 13TH MARCH 2023 AT 11AM IN THE COMMITTEE ROOM OF THE TOWN COUNCIL'S OFFICES AT THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Birch, Purser and Hibbert

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer).

77. APOLOGIES

No apologies were submitted.

78. DECLARATIONS OF INTEREST

All Councillors present declared a non-pecuniary interest in the Grants Applications under item

79. MINUTES OF THE PREVIOUS MEETING

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 13th February 2023 as a true and accurate record.

80. REVENUE BUDGET 2022/23

The budgetary report for the month ending February 2023 was circulated to attendees.

The Finance Officer provide month 11's budgetary report to enable members to compare the expenditure within the budget lines.

The Finance Officer explained there had been increases in the following budget codes:

101 Central Administration

- 4000 Salaries, Pensions and National Insurance had increased to 98% as expected
- 4015 Travel and Subsistence had slight increase to 30.5% however remained within budget
- 4125 Telephone and Internet had increased to 96.8%
- 4128 Information Technology had increased to 95.9%
- 4140 Advertising & Marketing had increased to 61.3%
- 4155 Accounting Support had increased to 95.9%
- 4190 Equipment had increased to 91.3%
-

110 Civic and Democratic

- 4210 Mayoral Allowance had increase to 94.6%
- 4211 Mayor's Transport had increased to 104.5%, though there was unspent commitment so this may well come in below budget
- 4216 Council Meetings & Room Hire had increased to 66.1%

210 Open Spaces & Environment

- 4536 Northampton in Bloom had increased to 195.7%. However, this was offset with the income that had come in from WNC as part of the events agreement.

301 Community Grants

- 4170 Community Grants had increased to 81.4%

310 Community Services

- 4171 Councillor Community Funding had increased to 120.8% - this would be covered by the earmarked amount that had been underspent from the previous year.

In response to a question posed, the Finance Officer explained a purchase order had been raised for the Council Tax leaflet and this was included within Budget Code 4140 Advertising & Marketing. The Finance Officer added that Budget Code 4140 Advertising & Marketing had increased as an invoice from Pilkington Communications work for the Council's branding had been received.

In response to a question, the Finance Officer explained that Mayor's Transport was monitored by the Mayoral Officer who maintains records of the engagements and the petrol usage. The Town Clerk added the Mayor's Driver was booked for each engagement and he reviews the engagement list in a weekly meeting with the Mayoral Officer. It was confirmed that the hourly rate would be advised. In response to a question posed, the Town Clerk explained the Mayor's Driver assists the Mayor to his engagements and also acts as a security person when the Mayor's and Consort's chains were worn.

The Finance Officer explained that Budget Code 4215 Civic Regalia had increased to 1106.6% due to the purchase of the new Civic Robes for Councillors and the committed purchase order for the former Mayor and Mayoress' badges.

The Finance Officer explained that Budget Code 4536 Northampton in Bloom had increased to 195.7% due to purchase orders were committed to West Northamptonshire Council and Plantscapes for the hanging baskets however, the West Northamptonshire Council's purchase order would be deducted from this financial year's budget (2022-23) whereas, the Plantscapes purchase order would be deducted from next financial year's budget (2023-24). It was also noted that there was income from WNC events agreement which would also offset some of this expenditure.

The Finance Officer explained that 4171 Councillor Community Funding (CCF) had exceeded the budget and an exercise would be undertaken with the Town Clerk and Democratic Services Officer to determine the amount required to be transferred from earmarked Community Needs budget line that includes the unspent CCF funds carried forward to this financial year (2022-23) however, this committee would be required to provide its approval prior to any transfer between budget lines.

The Finance Officer explained that Budget Code 4511 had increased due to the purchase of the relevant insurance.

In response to a question, the Finance Officer explained she would be able to provide the amount of excess budget accurately once March 2023 had ended. In response to another question, the Finance Officer stated she would be able to formulate three-year budget projections once Financial Year 2022-23 had been resolved.

The revenue budget was **NOTED**.

81. PAYMENT OF ACCOUNTS

The schedule of accounts was circulated at this meeting.

A Councillor asked how come the Starlight Sisters performance at the Mayor's Gala was paid by Northampton Town Council. The Town Clerk explained that it was agreed previously that Council would use its fund to underwrite the event up to £1,000. The Finance Officer added that the University of Northampton utilised purchase orders to facilitate bookings and it would be journaled from the Mayor's Gala event budget. In response to a question, the Town Clerk explained that it was previously agreed that if the Mayor's Gala was a loss the Council would underwrite it. A Councillor suggested a separate balance sheet for the Mayor's Gala be presented.

A Councillor raised that a few of CCF applications had exceeded £2,500. The Town Clerk explained that moving forward there would be no amendments to Grant applications after the agenda had been circulated as it had caused confusion. A Councillor suggested whether a limit of £2,500 for an organisation per year.

The Finance Officer explained when making CCF payments she checks the organisation name, amount requested and ensures the bank details are correct then makes the payment. The Finance Officer explained that what be presented at the Grants Sub-Committee and Community Services Committee be added to the payment list. A Councillor stated that there has been a rush for Councillors to spend their funds as it would not be carried forward compared to last year (2021-22). A Councillor suggested that a quarterly report be provided to Councillors to enable them to monitor their CCF expenditure throughout the year.

RESOLVED: That the payments as detailed in the attached report be approved.

82. BANK RECONCILIATION

The Finance Officer provided the cash book for the Unity Bank account and CCLA, she explained the balance within each account matched the most recent bank statement. The Members confirmed that the figures stated in the bank reconciliation corresponded accordingly

83. INTERNAL CONTROLS

The Finance Officer explained the Town Clerk would undertake this week a random check on an Officer's payroll report to ensure it was processed and completed accordingly.

84. RISK REGISTER

The Town Clerk explained the Risk Register had not been updated since the previous meeting however, work had been undertaken on accommodation through the Working Group meeting with further details to be reported at the Policy and Finance Committee meeting this evening. The Town Clerk continued he had received contact information from the lead allotment holders for all allotments except one, which would be used to hopefully assist with the reading water meters etc.

85. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

No discussion was held under this agenda item.

MEETING CONCLUDED AT 12:07PM

Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval					
02/01/2023	11458191.984757 Broadmead 011222-311222	Wave utilities	£ 4.10	£ -	£ 4.10
02/02/2023	11574565.984757 Broadmead 010123-310123	Wave utilities	£ 8.99	£ -	£ 8.99

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
01/03/2023	6871058	Eastern Shires Purchasing Organisation	£ 53.00	£ 10.60	£ 63.60
08/03/2023	INV-1056	Trophies Plus Medals Ltd	£ 287.50	£ 57.50	£ 345.00
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75
25/02/2023	11675926.9	Anglian Water t/a Wave Utilities	£ 264.27	£ -	£ 264.27
02/03/2023	11701782.98	Anglian Water t/a Wave Utilities	£ 6.97	£ -	£ 6.97
02/03/2023	11702984.98	Anglian Water t/a Wave Utilities	£ 3.71	£ -	£ 3.71
04/03/2023	424001314096	West Northamptonshire Council	£ 26,000.00	£ 5,200.00	£ 31,200.00
20/02/2023	4606	Association of Democratic Services Office	£ 55.00	£ 11.00	£ 66.00
03/03/2023	INV-0080	Classic Carriages of Northampton	£ 1,537.50	£ -	£ 1,537.50
13/02/2023	271	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80
15/02/2023	2230191	Falon Nameplates Ltd	£ 205.39	£ 41.08	£ 246.47
08/03/2023	45751-48319-3C	Horizon Telecom Ltd	£ 659.99	£ 132.00	£ 791.99
02/03/2023	121377	International Mailing Systems Ltd	£ 108.40	£ 21.68	£ 130.08
17/02/2023	INV:1000383	LUNAR PUBLISHING LTD	£ 250.00	£ 50.00	£ 300.00
28/02/2023	17326	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00
06/03/2023	17388	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58
28/02/2023	INV-MCR2195	MICHAELS CIVIC ROBES LIMITED	£ 337.50	£ 67.50	£ 405.00
17/02/2023	2350	National Association of Civic Officers	£ 120.00	£ -	£ 120.00
14/02/2023	INV-2730	Northants CALC Ltd	£ 30.00	£ 6.00	£ 36.00
01/03/2023	INV-2752	Northants CALC Ltd	£ 76.00	£ 15.20	£ 91.20
24/02/2023	P1226	Pilkington Communications Ltd	£ 2,000.00	£ 400.00	£ 2,400.00
06/03/2023	#0018	The StarLight Sisters	£ 420.00	£ -	£ 420.00
01/03/2023	EXPENSESFEB23	Stuart Carter (Expense Claims)	£ 66.80	£ -	£ 66.80
09/02/2023	MTR-07022	Tangerine Red Ltd	£ 186.00	£ -	£ 186.00
01/03/2023	MTR-07077	Tangerine Red Ltd	£ 38.00	£ -	£ 38.00
18/02/2023	424001298138	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12
18/02/2023	424001298141	West Northamptonshire Council	£ 29.44	£ 5.89	£ 35.33
25/02/2023	424001311675	West Northamptonshire Council	£ 79.40	£ 5.68	£ 85.08
08/03/2023	424001315338	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12
21/12/2022	SINV00709674	Zenoffice Limited	£ 23.59	£ 4.72	£ 28.31
06/01/2023	SINV00710193	Zenoffice Limited	£ 23.59	£ 4.72	£ 28.31
10/01/2023	SCRN00124627	Zenoffice Limited	-£ 23.59	-£ 4.72	-£ 28.31
31/01/2023	SINV00712140	Zenoffice Limited	£ 227.89	£ 45.58	£ 273.47
21/02/2023	424001298714	West Northamptonshire Council	£ 102.00	£ -	£ 102.00
21/02/2023	424001298727	West Northamptonshire Council	£ 357.00	£ -	£ 357.00
09/03/2023	424001318005	West Northamptonshire Council	£ 508.00	£ -	£ 508.00

	Total Unpaid	£	33,296.12	£	6,280.53	£	39,576.65
	Bank transactions not yet posted in Rialtas					£	-
		£	33,296.12	£	6,280.53	£	39,576.65

Invoices received after list produced and not posted to the system or Officer approved.					
13/03/2023	Expenses Mar23	Catherine Maclellan	28.8	0	28.8
					28.8

Salaries / HMRC / Pension payments MAR		Value
Salaries (Net) for Mar including Mayoral Allowance and Cllr. Allowances		£ 17,330.25
HMRC MAR		£ 7,983.07
Pensions MAR		£ 6,965.89

of £ (rounded down)			
Date	Description		Balance
28/02/2023	Unity Bank Balance as at 28/02/23	£ 471,677.24	
1st Mar - 12th Mar	Bank Transactions between closing balance and today	£ 44,916.52	
	Balance in bank as at 12/03/23		£ 426,760.72
1st Mar -12th Mar	Bank Transactions - pending Cllr approval		£ -
	Scheduled payments not yet deducted		£ -
	Bank Total Calculation 12 /03/23		£ 426,760.72
	Paylist invoices		
	Salaries		£ 17,330.25
	HMRC		£ 7,983.07
	Pensions		£ 6,965.89
	Unpaid Grants		£19,226.41
	Paylist unapproved invoices		£ 28.80
	Paylist invoices		£ 39,576.65
	Total payments on list		£ 91,111.07
	Total Payments due to go out in Mar		£ 91,111.07
	Difference between Bank balance & All Payments due to go out		£ 335,649.65
	Funds to remain in Unity bank	£ 150,000.00	
	Balance available for transfer		£ 185,649.65

Below are the approved Councillor Community Fund Applications as per the minutes of the Grants Sub-Committee held on 23/02/2023:

Application Reference	Organisation	Project	Ward	Councillor(s)	Amount
CCF119	Thorplands Primary School	Playground Equipment	Abington & Phippsville	Cllr Stevens (£3165) & Tarasiewicz (£1500)	£4,665.00
CCF120	Kingsley Primary School	Wellbeing Zone	Kingsley Ward	Cllr Russell	£1,000.00
CCF121	65th Northampton Brownies and Guides	Theatre Trip	Park Ward	Cllr Kilbride	£1,000.00
CCF122	Abington Community Centre	Christmas Party	Abington	Cllr Purser	£500.00
CCF123	Abington Community Library	Warm Spaces	Headlands ward	Cllr Miah	£500.00
CCF124	Cedar Road Primary School	Play Ground Improvements	Headlands ward	Cllr Miah	£800.00
CCF125	Friends of Dallington Park	Play Area Fence	Spencer	Cllr Gareth Eales	£850.00
CCF126	Doddridge Centre Limited	IT for Community	Spencer	Cllr Gareth Eales	£2,500.00
CCF127	Northampton Hope Centre	Hope Food Hub	Talavera	Cllr Fuchshuber (£200) and Meredith (£450)	£650.00
CCF128	99th Northampton Brownies	Pack Holiday	Rectory Farm	Cllr Holland-Delamere	£535.00
CCF129	Northampton Town of Sanctuary	Residential for Refugees	St James	Cllr Ashraf	£1,000.00
CCF130	Caring & Sharing Trust	You've Got a Friend In Me	Semilong	Cllr Marriott	£500.00
CCF132	Kingsley Park Methodist Church	Community Support	Kingsley	Cllr Russell	£650.00
CCF133	Friends of Dallington Village	Resting Place	Spencer	Cllr Gareth Eales	£850.00
CCF134	27th Northampton Scouts	All Sections Bowling Trip	Parklands	Cllr M Hallam	£450.00
CCF135	Sports 4 Fitness	A 6-Week Trial for a New Youth Club in the Area	Boothville/Parklands	Cllr M Hallam (£425) & Cllr J Lane (£425)	£850.00
CCF136	Semilong Preschool - St Paul's Play Group	Outdoor Equipment and Garden Resources	Semilong	Cllr Marriott	£500.00
CCF137	Northampton Greek School	Enrichment Activities	Phippsville	Cllr Tarasiewicz	£500.00
CCF138	Bridgewater Drive Residents Association	Information Exchange	Park Ward	Cllr Kilbride	£1,550.00
CCF139	Girl Guiding Eastfield District	Bi-Annual District Show	Parklands	Cllr Hallam (£450) Cllr J Lane (£450)	£900.00
CCF140	Trinity and Semilong Neighbourhood Forum	Outdoor Furniture	Trinity	Cllr Birch	£500.00

CCF141	Northampton Town FC Community Trust	Premier League Kicks	Rectory Farm	Cllr Holland-Delamere	£600.00
CCF142	Northamptonshire Health Charity	Gosset Ward Parents Room Appeal	Rushmills	Cllr Soan	£2,000.00
CCF143	Queens Park Residents Association	Clarence Avenue Tree Replacement	Semilong	Cllr Birch	£500.00
CCF144	Abington Community Library	Community Event	Headlands ward	Cllr Joyce	£300.00
CCF145	Girl Guides Association, Abington Church	Group Day Out	Abington	Cllr Purser	£800.00
CCF146	Indian Hindu Welfare Organisation (IHWO)	IHWO's Westone Community Enhancement	Westone	Cllr Brown	£2,600.00
CCF147	Park Avenue Network (PAN) of Friends	PAN of Friends lunch & exercise session for older adults	Phippsville	Cllr Stevens	£750.00
CCF148	Q Space	Day Trip and Tea Dance	Abington	Cllr Purser	£500.00
CCF149	Abington Community Centre	New Audio System		Cllr Miah (£450), Stevens (£450), Purser (£150) and Tarasiewicz (£150)	£1,200.00

CCF150	Weston Favell Village Residents Association	Community Coronation Celebration	Park Ward	Cllr Andrew Kilbride (£500)	£762.00
				Cllr Stephen Hibbert (£262)	
CCF151	Bridgewater Residents Association	Community Defibrillator	Park ward	Cllr Kilbride	£1,550.00
CCF152	Community Space - Vernon Terrace	Vernon Terrace Community Centre Improvements		Cllr Purser (£750)	£1,500.00
				Cllr Tarasiewicz (£750)	
CCF153	Community Spaces - Lodge Farm Community Centre	Lodge Farm Community Centre Improvements	Brookside	Cllr Choudary	£2,500.00
CCF154	Family Support Link	Young Peoples Fun Day	Rushmills	Cllr Soan	£480.00
CCF155	Northampton Transport Heritage	Eastfield/Headlands Community Festival	Eastfield	Cllr Joyce	£250.00
CCF156	Umbrella Fair Organisation	Umbrella Women's Resource Group	Kingsley	Cllr Russell	£776.00
CCF157	Association of Northamptonshire Supplementary Schools	Annual School Concert	Abington	Cllr Tarasiewicz (£800)	£1,000.00
				Cllr Alwahabi (£200)	
CCF158	Community Spaces Northampton	Semilong Community Hub	Semilong	Cllr Marriott	£500.00
CCF159	Food Kind CIC	Food Kind CIC Shop	Headlands ward	Cllr Miah	£300.00
CCF160	Trinity Quilters	Quilts for Project Linus	Trinity	Cllr Birch	£350.00
CCF161	Friends of Parklands Primary School	Parklands Playground Equipment	Parklands and Boothville	Cllr M Hallam (£475)	£1,700.00
				Cllr J Lane (£1,225)	
CCF162	St Albans Food Bank	Food Bank	Parklands	Cllr Joyce	£500.00
CCF163	United African Association	Nappies Support	Castle	Cllr Ismail	£800.00
CCF164	Daisy Chain Pre-School	Garden Improvement	Rectory Farm	Cllr Holland-Delamere	£1,000.00
CCF165	Broadmead Community Church	Volunteer Awards and Appreciation Evening	Eastfield	Cllr Joyce	£600.00
CCF166	The McCarthy-Dixon Foundation	The McCarthy-Dixon Food Bank	Castle	Cllr Tarasiewicz (£980), Alwahabi (£687.41), Ismail (£434.67) and Haque (£200)	£2,067.41
CCF167	Headlands Veteran Association	Day Trip	Eastfield	Cllr Joyce	£600.00
CCF168	Holy Trinity and St Pauls Church	Lincat Hot Water Dispenser	Trinity	Cllr J Birch	£500
CCF169	Pearls of Peace	Cooking Demonstration Classes	Castle	Cllr Ismail	£700
				Total CCF	£48,935.41
				Paid	£35,430.00
				Unpaid	£13,505.41

The following CCF application was approved for payment at the Community Services Committee held on 27th February 2023.

CCF170	Semilong and Trinity Neighbourhood Forum	Urban Garden	Cllrs Birch (£181) and Marriott (£520)	£701
--------	--	--------------	--	------

The following General Community Grant applications were approved and adopted at the Community Services Committee held on 27th February 2023.

APPLICATION REFERENCE	ORGANISATION	PROJECT NAME	AMOUNT REQUESTED	Budget	RECOMENDATION
CGF48	Northampton Film Festival	Film Festival	£5,220	2022-23	Recommended that this application be APPROVED .
CGF49	Northampton Town of Sanctuary	Northampton Town of Sanctuary Advice Centre	£10,000	2022-23 however, earmarked and held at NTC.	Recommended that this application be APPROVED however, the funds would be held and earmarked by the Town Council once all the funding has been secured and Town of Sanctuary are ready to proceed.
CGF50	The Youth Summit	Youth Summit Annual Conference	£5,000	2023-24	Recommended that this application be APPROVED however, to be paid from the 2023-2024 Financial Year Community Grants Scheme's budget and that no more funding be provided to the Youth Summit for the remainder of 2023-2024 Financial Year.
CGF51	Rockin' Roadrunner	Rockin' Roadrunner Mini Festival	£11,500	2022-23	It was commented by a Councillor that we would not fund the staffing cost for a Festival Manager (costed £3,500) in accordance to the Grants Policy (Page 3, Line 3.4). Therefore, it was recommended that this application be APPROVED to the sum of £11,500 rather than the £15,000 initially requested.
CGF52	Central Vineyard	Anti-Graffiti Resin and Living Room Café Space	£5,020	2022-23	It was highlighted by a Councillor that the cost breakdown within the application does not total £10,119 as stated and the true overall cost as itemized total £7,831. It was commented by a Councillor that we would not fund the salary of Lead Staff (costed £2,288) in accordance to the Grants Policy (Page 3, Line 3.4). Therefore, it was recommended that this application be APPROVED to the

Total Grant Payments	£36,740
Fy23	£15,000
IN Q	£5,020
paid	£16,720