



## NORTHAMPTON TOWN COUNCIL

### Policy and Finance Committee Meeting – 18<sup>th</sup> January 2022

#### To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Brown, Birch, G Eales, Connolly, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hrs on Tuesday 18<sup>th</sup> January in the Godwin Room at Northampton Guildhall.

To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide with the safety instructions set out at page 3 of these agenda papers.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

Stuart Carter  
Town Clerk  
12<sup>th</sup> January 2022

Guildhall  
Northampton  
NN1 1DE

#### A G E N D A

1. Apologies for Absence
2. Declarations of Interest
3. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item  
Minutes of the meeting held 16<sup>th</sup> November 2021 (attached) (p 5 – p 9)
4. To receive the minutes of the Accounts Sub-Committee meetings for information, held 13<sup>th</sup> December 2021 (attached) and 12<sup>th</sup> January 2022 (to be tabled) (p 11 – p 15)
5. To receive the minutes of the Civic Matters Sub-Committee, held 15<sup>th</sup> December 2021, for consideration and adoption of the committee's recommendations (p 17 – p 19)

- 6. 2022/23 Draft Budget for recommendation to Council**  
Report and draft budget attached (p 21 – p 33)
- 7. Council support for Assistant Town Clerk in undertaking the CiLCA qualification**  
Report attached (p 35)
- 8. Review of Standing Orders, Financial Regulations and Asset Register**  
Verbal report to be given
- 9. Approval of Person Specification and Job Description of Events and Projects Officer and Re advertising of Democratic Services officer role**  
Confidential report attached for member's only (p 37 – p 43)

### Covid – 19 Protocols

**As members will be aware, Covid 19 continues to be a factor in our communities and accordingly we ask that you observe these measures when attending a council meeting or committee meeting at the Guildhall.**

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if it is 38 C or above.
3. Use the shortest and most direct route to the Council Chamber or committee room and limit movement around the building
4. Use hand sanitiser provided and if possible wear a facemask whilst walking round the building and given the increased transmissibility of the omicron variant, whilst seated if possible
5. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
6. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
7. The windows in the in the room where the meeting is taking place will be open throughout the meeting, in order to allow clean air to circulate. You therefore should ensure you wear warm clothes.
8. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
9. All persons should take home all litter and not leave items which others will have to touch to dispose of.

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**NORTHAMPTON TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE  
Minutes of the meeting held at 18.00 on 16<sup>th</sup> November 2021 in the Godwin Room of  
Northampton Guildhall**

**PRESENT:** Cllrs Marriott (Chair), Alwahabi, Birch, Hibbert, Holland-Delamere, Kilbride, Russell, Tarasiewicz.

Officers in attendance: Mr S Carter (Town Clerk) and Catherine Maclellan (Finance Officer)

**28. Apologies**

Apologies had been submitted by Councillor G Eales, T Eales, Connolly, Purser and Stevens.

**29. Declarations of Interest**

None.

**30. Minutes of the last meeting including updates as to the progress of any items**

Circulated with the agenda were the minutes of the meeting held 4<sup>th</sup> October 2021.

**RESOLVED:** That they be accepted as a true and accurate record of the meeting and that the Chair be authorised to sign the minutes.

**31. Minutes of the Accounts Sub-Committee meetings for information, held on the dates below were circulated with the agenda:**

- (a) 18<sup>th</sup> October 2021 (attached at appendix A)
- (b) 15<sup>th</sup> October 2021 (attached at appendix B)

The minutes were **NOTED**.

**32. To receive and review the minutes of the Civic Matters Sub-Committee held 7<sup>th</sup> October 2021**

**RESOLVED:** To approve the recommendations as set out in the minutes (attached at appendix C).

**33. First Budget Principles 2022/23**

It was explained that at the last meeting of this committee a number of recommendations were made with regards to the budget including the establishment of earmarked reserves, the recruitment of extra staff and the principle that the Band D equivalent would not increase

Accordingly, a draft version 1 budget had been drafted. This budget took into account the current spend, predicted a forecasted spend in the current year and put forward a recommended amount for the coming year. There were a number of figures that were set, staff costs, office costs etc. and there are some that are for the committees and council to make recommendations.

The process for setting the budget was as follows:

1. Policy and Finance Committee set budget principles

2. Committees consider their elements and make recommendations
3. Policy and Finance Committee consider these and draft final budget for recommendation to the Council
4. Council considers final budget and subject to any final amendments approves the final budget in January
5. The precept request is sent to the WNC who are the precepting authority and collect it on behalf of town and parish councils and the police and fire authority.

Key elements not yet known were the tax base, a provisional figure should come from WNC in December. It was explained that the tax base at a basic level for Council tax purposes was the amount of properties in an area eligible to pay council tax. The tax base is effected by the number of empty properties, discounts, people on benefits, the number of new properties built, council tax collection rates. The tax base is estimated and set by WNC.

The other key element as discussed at the recent meeting of Chairs and Deputy Chairs is the events budget breakdown. We know the set amount that will come from WNC, but we await details of the breakdown of how this is spent. This will be considered by the Community Services Committee when known.

Principles to be considered by the Policy and Finance Committee as raised at the meeting of Chairs and Vice Chairs:

- No raise in the Band D precept level
- Additional budget for events
- Additional budget for bloom
- Review of 4600 Planning – Local Campaigns

Increases in the budget for events and bloom would be met by cuts in the budget for one off set up costs, and the moving of contingency staff costs into the salaries to offset their increase. Main points were:

- 4000 Salaries NI Pension increase £60,000 offset by:
- 4001 Staffing Contingency reduction of £97,000
- 4005 Covid Response and set up costs £50,000 to £0
- 4006 Recruitment costs reduction of £3000
- 4010 Payroll costs reduction of £500
- 4015 Travel and Subsistence reduction of £1000
- 4120 Subscriptions reduction of £3,000
- 4125 Telephone and internet reduction of £17,000
- 4190 Equipment reduction of £10,000
- 4150 Bank charges reduction of £500
- 4160 NCALC add support reduction of £12,000, costs to be met for 4159 Legal and Professional Fees budget which would remain at £30,000
- 4162 Health and Safety reduction of £2,000
- 4200 Elections reduction of £30,000 (under spend put into ear marked reserves as already agreed)
- 4215 Civic Regalia increase of £1,000

- 4300 Guildhall Service Charge (rent, services etc), increase of £5,000 as there is an indexed link increase in the agreement

It was suggested that the £10,000 for newsletter be put into Advertising and Marketing Budget in the 22/23 budget.

It was also suggested that the Planning budget should be removed in the 22/23 budget though the Chair highlighted that the Planning Committee itself would consider this themselves.

The Chair informed the committee that the Chairs and Vice Chairs had met prior to this to discuss their views on the budget and no major amendments had been discussed though the budget was still to go to each committee.

It was highlighted that the budget had been set to high and should be reduced, taking out of the Council's accounts and putting it in the pockets of residents was preferential. Countering this the chair stated that the Council was not 6 months old and that it would be better to judge further down the line. The Chair added that the Council's band D average was still well below the average and had the opportunity to deliver some great projects and services. Being ham strung by WNC was not helping as NTC were not aware what assets or services may come at a later date. Supporting this a WNC councillor stated that WNC were still in a state of flux but cutting the NTC budget may mean that when these assets and services are passed down, NTC may not be able to take them.

On the Guildhall, it was agreed that the Council would need to review the office space and whether it was suitable going forward. It might be that the Council needed to consider alternatives given WNC's stance on not looking as though they want to transfer the old part of the Guildhall, though it was also noted that there was a link between the Mayoralty and the Guildhall. It was suggested that the name of this heading be changed to Accommodation. It was also confirmed that there was an agreed annual rise in the licence fee and that this was budgeted for.

Regarding the councillor's community grants scheme it was commented that each councillor should be informed of how much was left in their respective pots. It was confirmed that officers would be happy to provide this information to each councillor.

In response to a question regarding Covid/Set Up costs budget heading it was confirmed that this was a one off payment from NBC to assist the council in setting up with specific relation to Covid. It was proposed and seconded that any unspent monies from this budget heading be earmarked for covid related projects such as the memorial garden. **RECOMMENDED:** That any unspent monies from this heading be earmarked for future projects and costs related to Covid.

No objections were made to the figures quoted above and it was agreed that the final budget would be considered following consideration by each of the standing committees.

#### **34. Staffing Committee Terms of Reference**

Circulated with the report were some draft terms of reference for the staffing committee. It was explained that the terms of reference had been drafted following the Council as Employers training.

**RESOLVED:** That the terms of reference as detailed above be adopted for the Staffing Sub-Committee.

**General –**

- To review all personnel procedures, be the first contact for all employee/employer matters, advise Policy and Finance Committee accordingly on such matters, and act on its instructions when called upon.
- To consider and make recommendations to the Policy and Finance Committee concerning the employment and terms and conditions of all staff.
- To consider and make recommendations to the Policy and Finance Committee on issues concerning Council personnel policy.

The Sub-Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman or two members of the committee by written request to the chairman at any time.

Once properly convened and the appropriate resolution passed, all business of the Sub-Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

**Specific Roles: -**

1. To review, and update annually where necessary, all documents relating to employees including Employment Contracts and the Staff Handbook. This will be conducted in conjunction with the Clerk and recommended to Policy & Finance Committee
2. To conduct and have delegated responsibility for all Grievance and Disciplinary action within the Council. In the first instance, any complaints/grievances will try to be resolved informally by the Town Clerk. If this is not possible or if it is deemed to serious, the Town Clerk will conduct informal investigatory meetings into any formal complaints or disciplinary matters that are raised concerning an employee. They will report their findings to the Chair and Vice-Chair of the Sub-Committee who will decide if further action is required including whether to formally consider by the Sub-Committee. If the complaint is about the Clerk, then the Chair and Vice Chair will endeavour to resolve the matter informally. Again, if this is not possible or the matter is considered to serious then they will conduct the investigation and report back to the Sub-Committee with their findings.

The Sub-Committee will appoint a panel of three members at its first meeting. The purpose of this panel will be to conduct formal discipline and grievance hearings with any Employee of the Council, when needed. The Panel will also decide the outcome of the meeting and inform the Personnel Committee of their decision.

If an Employee believes that a member of this panel lacks impartiality to conduct their hearing, the Committee will make all reasonable efforts to appoint an alternative member who is considered to be impartial.

Appeals will be conducted by the Appeals Sub-Committee which is made up of the Chairs of the 4 standing committees and the Town Mayor.



3. To investigate any health and / or attendance issue concerning Employees of the Council. The Sub-Committee has delegation to arrange for medical assessments to be conducted and reports produced by either an independent Occupational Health Doctor, or an Employee's own Doctor, to enable this investigation to be conducted.

The Sub-Committee will be responsible and have delegation for the full implementation of the Council's capability procedure relating to Employee health and attendance at work. This includes the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs.

4. To ensure annual appraisals of staff are undertaken and to inform the Policy and Finance Committee that they have been conducted.

The Committee will appoint a panel of two members to conduct the Clerk's Appraisal. (The Clerk will conduct subordinate Appraisals). The outcome and associated action plan will be reported back to the Committee.

The Committee will also hold a budget to cover the cost of resultant action plans, including training costs.

5. Delegation to manage all elements of recruitment to the post of Clerk and Deputy Clerk. Recruitment of subordinate posts will be managed by the Clerk.

The Sub-Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process.

The Committee has a budget to enable it to conduct these activities.

6. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full council to consider appropriate action.

7. When appropriate to conduct a review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.

8. To undertake any other work authorised by Full Council

There being no more business the meeting concluded at 19.30 hours.

Signed.....Chair

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**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 13<sup>th</sup> December 2021 at 11.00  
in Room 5 of the Town Council Offices at Northampton Guildhall**

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

In attendance: Officers: Mrs J Thorneycroft (deputising for Town Clerk) and Mrs C Maclellan (Finance Officer).

**28. APOLOGIES**

S Carter (Town Clerk).

**29. DECLARATIONS OF INTEREST**

Cllrs Birch and Marriott declared a non-pecuniary action in the payments pertaining to the Councillor Grant Applications that had been supported by them.

**30. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 15<sup>th</sup> November 2021 were circulated with the agenda.

**RESOLVED:** That they be approved as a true record and that the Chair be authorised to sign them.

**31. REVENUE BUDGET 2021/22**

The Assistant Town Clerk and Finance Officer presented the Budget control report for months 8 & 9, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 30 November 2021, all of which were noted and signed by all Cllrs. present.

The Accounts Assistant highlighted the following movement month 7 of the previous month's budget:

Post at 74.5%

Elections at 140.4%

Service Charge 74.6%

Repairs & maintenance (Allotments) 5.4%

Community Grant Scheme 36.4%

Budget for Climate change fund moved from Community Services to Environmental Services.

The request to change the budget heading Guildhall Reserve to Accommodation Reserve was noted.

In response to the question relating to what work had been done regarding Climate Emergency Budget, it was advised Climate Café were keen to work with NTC to promote / be involved, links on the NTC web-site should be made available to both NCALC and any other Environmental Organisation also the Environment Services Committee had proposed an organise / arrange an Event that would bring various 'Environmental' organisations together so that actions and ideas could be collated.

In response to why the Allotments budget was £26k it was explained that it covered the water cost for the Allotments as well as maintenance and other utility costs.

The Revenue budget was **NOTED** and signed by all Cllrs. present.

### **32. PAYMENT OF ACCOUNTS**

An additional table of Grant Payments was included in the payment list and was shared at the meeting via a printed email from Stuart Carter, dated 9<sup>th</sup> December 2021 09:51 this table was not included in the original payment list, but was requested that it should be reviewed at the meeting and approval considered.

In response to what service Microshade provide, it was advised that they 'host' the system / security and applications used by NTC Officers i.e. Outlook, Rialtas, Word etc.

In response to the Mayor's transport costs, which now include Fuel in addition to the driver, it was noted again, that alternative options were to be considered, for example employing a driver. This was to be considered by the Civic Matters Sub-Committee in the near future. It was also noted that a fuel control process should be in place prior to the next meeting and as a minimum a breakdown of costs should be provided.

In response to the value paid to WNC it was noted that there was concern over the cost of room hire and that no special rates or concessions are available to NTC or any other 'charity based' organisations and this should be explored further. It was also noted that NTC had to pay for the hire of the museum for the Mayor's Gala Dinner which was disappointing as it was a charity event. It was noted that this would not have been the case had NTC taken ownership of the whole Guildhall as originally planned then the Great Hall could have been used which would have incurred no charge. As the agreement was to rent a proportion of building it was noted that NTC have no alternative but to pay the same commercial costs as everyone else.

In response to the West Northants Legal charge for the licence for the Guildhall the Finance Officer confirmed the charge was for the period April to Dec not Sep as quoted on the payment list.

It was noted that further investigation was required regarding Parish Councils being 'handed' assets from the District Council before the change.

In response to the question relating to the financial benefit realised from the Mayor's Gala, it was advised that a reconciliation will be carried out and will be communicated when complete.

It was noted that the Grants policy needs further clarification and more detail should be provided in the Grant Application / Payment Request table. Also feedback must be sought from organisations benefiting from Grant and Community funding. Details of how these organisations were benefiting should be recorded and promoted and wherever possible the NTC logo should be used to demonstrate the support NTC had provided.

It was suggested that an afternoon of presentations should be considered where organisations would be invited to present how they have benefited for funds received from NTC.

**RESOLVED:** That the accounts as detailed below be approved for payment including those tabled in the email below.

Supplier Invoices Approved by Officers						
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	
24/11/2021	1860	AR Media Productions Limited	£ 5,670.00	£ 1,134.00	£ 6,804.00	
08/12/2021	MAYORS EXPENSES DECE	Mayor Rufia Ashraf (Expenses)	£ 30.16	£ -	£ 30.16	
08/12/2021	INV-0036	Classic Carriages of Northampton	£ 1,540.00	£ -	£ 1,540.00	
12/11/2021	261929	Colemans Warehouse Shop	-£ 8.33	-£ 1.67	-£ 10.00	
09/12/2021	241	Council for Voluntary Service North	£ 132.00	£ 26.40	£ 158.40	
30/11/2021	INV-1792	Hope Enterprises ( Northampton) C	£ 69.50	£ 13.90	£ 83.40	
30/11/2021	EXPENSES NOV21	Julie Thorneycroft (Expense Claims)	£ 19.67	£ -	£ 19.67	
20/11/2021	68114	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40	
30/11/2021	68195	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40	
30/11/2021	15323	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00	
06/12/2021	15393	Microshade Business Consultants L	£ 470.74	£ 94.15	£ 564.89	
30/12/2021	15456	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00	
08/10/2021	CN30647	Rialtas Business Solutions Ltd	-£ 399.00	-£ 79.80	-£ 478.80	
29/11/2021	NOVEMBER EXPENSES 20	Stuart Carter (Expense Claims)	£ 186.74	£ -	£ 186.74	
16/11/2021	5850	Tangerine Red Ltd	£ 165.00	£ 33.00	£ 198.00	
23/11/2021	5868	Tangerine Red Ltd	£ 415.00	£ 83.00	£ 498.00	
25/11/2021	OP/I596753	Veolia ES (UK) Ltd	£ 177.83	£ 35.57	£ 213.40	
02/12/2021	OP/I597457	Veolia ES (UK) Ltd	£ 102.95	£ 20.59	£ 123.54	
01/11/2021	9668145	Anglian Water t/a Wave Utilities	£ 19.02	£ 3.80	£ 22.82	
18/11/2021	424000478137	West Northamptonshire Council	£ 837.52	£ 46.60	£ 884.12	
18/11/2021	424000478166	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94	
19/11/2021	424000496148	West Northamptonshire Council	£ 16,773.60	£ 2,543.47	£ 19,317.07	
23/11/2021	424000505738	West Northamptonshire Council	£ 37.24	£ 7.45	£ 44.69	
27/11/2021	424000508353	West Northamptonshire Council	£ 126.25	£ 6.65	£ 132.90	
04/12/2021	424000523464	West Northamptonshire Council	£ 13.30	£ 2.66	£ 15.96	
08/12/2021	LEGALPG/THEGUILDHALL	West Northamptonshire Council	£ 48,478.33	£ -	£ 48,478.33	
11/12/2021	424000541093	West Northamptonshire Council	£ 41.23	£ 8.25	£ 49.48	
01/12/2021	1ST DECEMBER 2021	Windsor Herald of Arms	£ 40.00	£ -	£ 40.00	
06/12/2021	VOI0024461	Zenoffice Limited	£ 34.90	£ 6.98	£ 41.88	
			£ 75,627.60	£ 4,115.79	£ 79,743.39	
Pending Entry to Finance System						
01/10/2021	SINV029173	Ellis Wittham			£ 188.20	
01/10/2021	SINV029172	Ellis Wittham			£ 3,354.00	
18/11/2021	BSC 01/21 – 18/11/21	Northampton Twinning Association			£ 700.00	
01/12/2021	310112	Creative Event Services			£ 3,411.95	
02/12/2021	ZA844352	GDPR/Data Protection Act 2018			£ 35.00	
30/11/2021	272146272146	Colemans			£ 163.07	
08/12/2021	Lizzie Hawkins - Expenses Nov-Dec	Lizzie Hawkins Expenses			£ 48.39	
03/12/2021	25365004	Xerox annual VAT schedule   (DD date 01.01.22)			£ 355.10	

Grant Payments						
Date	Applicant:	App no:	Clr(s) & Ward	Project:	£ requested	£ recommended
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 15	Birch Trinity	Residents Environmental Project	£250	£250
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 16	Birch & Marriott Trinity & Semilong	Semilong & Trinity Neighbourhood Plan	£1,000 (£500 each)	£1,000
08/12/2021	Headlands Veterans Association	CCF 18	Joyce & Miah Eastfields & Headlands	Christmas activities	£750	£750
08/12/2021	Delapre Dragons FC	CCF 19	Connolly Briar Hill	Football kit and equipment	£1,500	£1,500
08/12/2021	Headlands Primary School	CCF 20	Joyce & Miah Eastfields & Headlands	Wildlife area to promote ecology and biodiversity	£2,000 (£1,000 each)	£2,000
08/12/2021	BBOB RFC	CCF 21	Marriott Semilong	Rugby equipment	£500	£500
08/12/2021	Holy Trinity	CCF 22	Birch Trinity	Community event	£250	£250
08/12/2021	Northants Health Charity	CCF 23	Soan Rushmills	New benches as part of new play area	£1,200	£1,200
08/12/2021	Kingsley Primary	CCF 24	Russell Kingsley	New books and library software	£750	£750
08/12/2021	Alliston Gardens Community Centre	CCF 25	Marriott Semilong	Support for community group	£480	£480

Salaries / HMRC / Pension payments Dec	
Salaries (Net) for Dec including Mayoral Allowance	£ 12,242.70
Councillor Allowance	£ 7,680.20
HMRC Dec	£ 6,989.79
Pension Dec	£ 5,187.32

Additional Approval				
17/11/2021	Lisa Read	Gala Ticket Refund	£ 220.00	Dave Peach & Lisa Read and their companions were offered free tickets by the Mayor so payment is to be refunded.

Email distributed at the meeting in addition to the payments listed above.



Stuart Carter

Julie Thorneycroft; Catherine Madellan ▾

## Grant payments

### Grant Applications/Payment Requests

**i** Follow up. Completed on 10 December 2021.  
You replied to this message on 09/12/2021 10:17.

<u>Applicant:</u>	<u>App no:</u>	<u>Project:</u>	<u>£ requested</u>	<u>£ recommended</u>	<u>Comments:</u>
Restore	CGF10	Advice service for clients	£6,000	£6,000	Great project that catches all
My first job	CGF11	Helping school leavers into work	£6,750	£6,750	Great project supporting young people and preventing them becoming NEETs
Performing Room	CGF13	Equipment and soundproofing	£9,572	£7,043	Great project but the soundproofing element not eligible
Care & Repair	CGF16	Giving practical help to vulnerable people in Northampton	£2,500	£2,500	Do a great job, supporting people to remain in their own homes
Family Support	CGF18	Provision of a service in Northampton	£4,500	£4,500	Great project supporting families and friends of people with addiction, looking to establish formal service in town
Spencer Community Trust Royals	CGF20	Youth football in the community	£2,535	2,535	Approved

The next meeting date arranged 12<sup>th</sup> January 2022, a calendar invite would be issued to committee members.

The meeting ended at 12.30 pm.

Signed.....Chair

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**NORTHAMPTON TOWN COUNCIL  
CIVIC MATTERS COMMITTEE**

**Minutes of the meeting held on 15<sup>th</sup> December 2021 at 12:00 noon  
in the Farmer Room at Northampton Guildhall**

**PRESENT:** Councillors Marriott (Chair), Lane, Meredith (Deputy Mayor)

Officers: Mr S Carter (Town Clerk) Ms L Hawkins (Civic and Mayoral Officer)

Cllr Meredith announced to the Committee the unexpected death of Hereditary Freeman and local historian Mr Mike Ingram.

All present observed a minute's silence in memory of Mr Ingram.

**8. APOLOGIES**

Councillors Ashraf and G Eales

**9. DECLARATION OF INTEREST**

None

**10. MINUTES OF THE LAST MEETING**

RESOLVED: That the minutes be approved as an accurate record and the Chair be authorised to sign them.

**11. OPERATION LONDON BRIDGE**

Members were sent the NTC protocol and Town/Parish Guidance prior to the meeting.

Members were talked through the plans day by day and discussed the invite list to the Mayor's Proclamation; Members, Former Mayor's and Mayoress', Aldermen, Hereditary Freeman and Honorary Freedom of the Borough recipients.

It was mentioned that the robes need to be looked at as the velvet is thinning. The Civic and Mayoralty Officer would get a quote for full replacement and also for repair

It was advised that every incoming Mayor would have a briefing session where they would be advised in detail of the protocol and also taken through what could be the wording for the proclamation.

Overall, the committee were happy with the arrangements, though a few points needed confirming with WNC such as where flowers would be laid. It was confirmed that the Civic and Mayoralty Officer would forward the updated Town Council protocol to Simon Anthony of WNC Emergency Planning and Daniel Moody of NCALC for their information and comment.

**NOTED**

**12. PROTOCOL FOR THE ELECTION OF THE TOWN MAYOR**

The Deputy Mayor advised that he would like a Civic Reception for his term. The Civic and Mayoralty Officer advised that she would report what the costings will potentially be in the next Civic Matters Committee meeting for a decision to be made then.

The Northampton Borough Council election point process for choosing Mayors was shared with committee members. Those present favoured this process for choosing the Mayor but agreed that they would need to discuss further with their respective groups.

It agreed that a final decision would be made for a Town Council process at the January, or February Civic Matters Sub-Committee meeting.

It was noted that Cllr Meredith's nomination had come from the Conservative Party.

The Civic and Mayoralty Officer would research how surrounding Councils and Parishes elect their chairs. From the Clerk's experience it was done on length of service and who wanted to take on the role.

**NOTED**

### **13. SUPPORT FOR FREEMEN AND FREEWOMEN**

Members were provided with a report laying out the costs for the support of the Freeman Trustees. This equated to £1,582.00 per annum.

The Civic and Mayoralty Officer advised that Freeman Trustee support was not in her job specification and out of hours' meetings had been claimed as TOIL, though it was a role she had fulfilled when at NBC and was happy to continue.

The Committee members agreed that as the Town Council had adopted the civic traditions of the town and that the officer commitment was relatively small in terms of the support for the Freeman and Freewomen. In addition, they played an important role in the civic history and traditions and the Town Council should continue to give its support. It was noted that the costs were primarily officer hours and some printing.

**RECOMMENDED:** That the Council formally support the Freeman and Freewomen with administrative and meeting support.

### **14. MAYORAL DRIVER**

The Civic and Mayoralty Officer advised that this needed to be looked at as there had been times when a driver had not been available to drive the Mayor to events. It had been suggested that the Council look to employ a driver combined with another role, she advised that it would be very difficult to source a suitable candidate if an admin role and driver role were to be incorporated due to the flexibility required for the driving work. The Clerk advised that it would also likely cost more than it currently did.

The Civic and Mayoralty officer also raised the issues of Chains being worn. The driver also acted as security and assistance to the Mayor when wearing the chain. Without a driver the chain was not usually worn. Members advised that the public wished to see the Mayor with chains and the car for prestige at their engagements.

The reason for that there was a struggle for drivers was that it was not a simple role, it did require an element of knowledge of protocol. The two most experienced drivers now had limited availability due to taking up school runs due to the lack of engagements during the pandemic. It was noted that now usually

there was no driver availability from 9:00 – 10:30 and from 14:00 – 17:30. The shortage of drivers nationally let alone locally had further compounded the problem.

It was agreed that the Civic Mayoralty Officer would contact local driving businesses to see further availability for driver's/taxi firms and that this would be looked at again at a future meeting as more detail was required. She would also continue to liaise with the two regular drivers and the employment of a driver would be looked at in greater detail.

Due to there being no other business the meeting was concluded at 13.10

The next meeting has been arranged for Monday 31<sup>st</sup> January at midday

Signed.....Chair

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**Northampton Town Council**

**Policy and Finance Committee**

**Draft Budget 2022/23 for recommendation to Council– report of Town Clerk**

**Purpose of report:** To finalise the budget for consideration by full council

**Recommended:** That subject to any amendments, the committee recommend the budget to the full council.

**1. Introduction**

Attached to this report is a draft Town Council budget for 22/23 financial year. Setting a budget is an annual statutory requirement. It is a means of financial control although there are inevitably variances that arise during the year due to changing circumstances. Preparation of the budget is one of the most important annual tasks a Council must undertake. It is not lawful to set a precept unless a budget has been prepared and approved. This is because the precept is not a figure arbitrarily set by the council but is the balancing figure after taking into account estimated expenditure and income.

When looking at the budget the proposed amounts are in the 22/23 column under 'agreed'. Obviously they are not yet agreed they are proposed but the software does not allow us to alter this heading.

This committee set its budget principles at the meeting on the 4<sup>th</sup> October. At that meeting the committee stated that it wanted there to be no rise in the Band D equivalent for the Council Tax Payer in Northampton. Further to this, the committee agreed to set up an earmarked reserve for any unspent monies for the following:

	<b>£000</b>
Accommodation Reserve	105
Climate Emergency Reserve	50
Community Needs Analysis Reserve	150
Transfer of Services Reserve	214
Health and Safety Reserve	10
Elections Reserve	0
General Reserve	200

The Council adopted these recommendations.

At the October meeting the Clerk explained how the Transfer of Service reserve fund meant that the reduction in funding for WNC would be compensated without the need for putting up the precept until 2026/27 financial year. It was explained that the Council knew that the grant received from WNC would reduce by a third in 2022/23, two thirds in 2023/24 and will be nil in 2024/25. This shortfall would be met from the Reserve, assuming that £214,000 continues to be contributed to it each year.

The committee also acknowledged that in effect the budget to for next year would be a provisional one given that the council had only been operating for six months.

It was also suggested that the Guildhall Reserve be renamed Accommodation Reserve (reflected above). This was in light of the fact that the Council wanted to assess whether the Guildhall was the right for the town council staff going forward. Changing it to an accommodation fund could mean that it was used to buy/rent other accommodation should the council want to and enable the Council to hold meetings outside the Guildhall in venues around the town further engaging with different areas of the town, should it want to.

Next year when the Council is more established, the budget setting will be more precise and the Council will have a clearer idea on what direction it wants to go in, what services it may want to deliver. We may also have a clearer idea from WNC on what services they may want to devolve and assets they may want to pass down, though this is not certain.

The budget setting process asked each committee to look at their own portion of the budget and make a recommendation accordingly.

## **2. Policy and Finance Committee**

At the last meeting of the committee the amendments to the budget were considered.

- 4000 Salaries NI Pension increase £60,000 offset by:
- 4001 Staffing Contingency reduction of £81,500
- 4005 Covid Response and set up costs £50,000 to £0 (any unspent to be added to earmarked reserves)
- 4006 Recruitment costs reduction of £3000
- 4010 Payroll costs reduction of £500
- 4015 Travel and Subsistence reduction of £1000
- 4120 Subscriptions reduction of £3,000
- 4125 Telephone and internet reduction of £17,000
- 4190 Equipment reduction of £10,000
- 4150 Bank charges reduction of £500
- 4150 NCALC add support reduction of £12,000, costs to be met for Legal and Professional Fees budget which would remain at £30,000
- 4162 Health and Safety reduction of £2,000
- 4200 Elections reduction of £30,000 (under spend put into ear marked reserves as already agreed)
- 4215 Civic Regalia increase of £1,000
- 4300 Guildhall Service Charge (rent, services etc), increase of £5,000 as there is an indexed link increase in the agreement

There was also a suggestion that 4143 Newsletter be moved into 4140 Advertising and marketing. This reflected in the proposed budget.

## **3. Environmental Services Committee**

At the Environmental Services Committee meeting they considered their budget and agreed that they would like an additional £20,000 to be added to the 'In Bloom' projects. This was a successful project which would require additional resource, therefore additional funds should be allocated to it.

Regarding 4560 Climate Emergency, the committee asked the Policy and Finance Committee to consider reducing this budget heading it or reallocating it as they had not spent any money from this heading in the current year. It was noted that the process to start working on the Climate Emergency plan had started but it was unlikely there would be any expenditure in the present financial year and therefore future expenditure could come from earmarked reserves. They asked the Policy and Finance Committee to consider this and make a recommendation.

#### **4. Community Services Committee**

This committee have asked that the budget fundamentally stays the same but that the committee considers their request that £100,000 is moved from the Community Needs Analysis to Community Grants for expenditure over the coming years.

The rationale from this is that, whilst the Community Needs Analysis was in the process of starting, it had a large unspent budget which was to be earmarked. The community grants scheme was successful and was likely to be oversubscribed and it gave the council an opportunity to help its residents. The reallocation to boost the grants budget would enable the council to make a big difference in the coming years to local projects and organisations.

With regards to events, the income from WNC has been added to the budget, showing as £215,000 under 1155 WNC Transfer. In addition, the committee have requested that a further £30,000 be allocated to events additionally namely, £10,000 each for Eid, Carnival and the Platinum Jubilee. The tax base increase means that there is a further £17,800 that is requested to be placed into events as a contingency as the costings from WNC are not transparent. This takes the budget for events to £369,800 as shown in 4510 General Events. This figure comprises of:

WNC Transfer Income	£215,000
Additionally from budget	£47,800
<u>General Service Reserve</u>	<u>£107,000</u>
Total	£369,800

The £107,000 service reserve would come from the council's reserves and is shown as a deficit in the budget in the final line on page 7 *movement from reserves*.

#### **5. Planning Committee**

The planning Committee have requested that their allocation of £10,000 be increased to £20,000. They have ambitions to look at Neighbourhood Plans for all areas of Northampton and have asked for a presentation from the Neighbourhood Planning officer at WNC. The committee views this as a means of making a positive difference to their neighbourhoods and may be a way of looking at issues such as HMOs.

#### **6. Precept for this budget.**

Using this information, the budget attached has been drafted. It is broadly the same as previously but with the additionally and amendments in the headings as detailed above. This budget increases

the precept by £17,800 to £1,793,300 (but does not increase the Band D average due to the increased tax base, see paragraph 7). The budget itself is £2,115,300

Budget	£2,115,300
(-)WNC Transfer	£215,000
<u>(-) General Service Reserve</u>	<u>£107,000</u>
Precept	£1,793,300

## 7. Tax Base

The Council Tax Base is calculated annually by West Northants Council in their capacity as the precepting authority. They do this and collect council tax on behalf of town and parish councils and the police and fire services, it is their statutory responsibility.

They set the tax base by estimating the amount of average “Band D” equivalent of the properties included in the Valuation Officer’s banding list. There are adjustments adjusted for voids, appeals, new properties etc., and the provision for non-collection.

The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D and aggregating the total.

The Council Tax Base for the current financial year (2021/22) is 36,401.44. The estimated Tax Base as advised by WNC for 2022/23 is slightly increased to 36,763.52 basically meaning that there are more homes paying council tax in Northampton Parish.

The committee stated that they did not want the band D average to increase. The increased tax base gives the Council an additional £17,800 (added to events in the budget). Therefore, the precept is increased by £17,800 but it does not increase the amount the average Band D would pay. The Band D equivalent would remain £48.78 with this budget.

Whilst Band D is often quoted as being the average Council Tax Band, this is certainly not the case in respect of this Council’s area where Band D properties represent only 9.2% of the total. In Northampton 39% of properties are in Band A paying a maximum of £32.52 p.a., 23% are in Band B paying a maximum of £37.94 and 21% are in Band C paying £43.16 p.a.

This Council’s precept of £48.78 at Band D compares with the national average for all town and parish councils of £71.86 and an average for all towns and parishes in West Northants of £79.21. The Council Tax for parishes within the area of the former Borough Council is:

	£
Billing	65.28
Boughton	66.73
Collingtree	51.51
Duston	91.81
East Hunsbury	59.29
Far Cotton	48.21
Great Houghton	95.55
Hardingstone	56.31
Hunsbury Meadow	10.36
Kingsthorpe	32.11
West Hunsbury	15.26



The Council Tax for other Town Councils in West Northants is:

Brackley	149.45
Daventry	150.70
Towcester	98.95

### **8. Council Tax Capping**

At the moment there is no restriction on the level of increase that the Town Council can levy and the government have intimated that this is not likely to change in the forthcoming financial year. However, members need to be aware that this is a situation that may not continue in the future. The Government has also said it is “prepared to consider” extending referendum principles to all Councils in England.

### **9. Some points to think about in the future**

#### Devolution of Services

History shows that where unitary authorities are established after a few years, services and assets beginning to be passed down to town and parish councils. We are not clear what plans WNC have on this and it may be a few more years until we do, but if they do, this will have impacts on NTC’s budget. It is worth stating that the Town Council is able to be proactive and look at assets and services it would like to consider taking on and approach WNC about these. This again is something the Council should consider in the near future. NCALC are undertaking a mapping project and have asked all town and parish councils to assist with this, a report will be coming to council, however this could be used as the council begin to consider what assets and services are in our area.

#### Strategy Development

In the coming year, the Town Council will need to develop a strategy and set some targets. These are likely to have budget implications in future years. The Council will need to set out short, medium and long term objectives and this will help feed into the budget process in the future.

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## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Policy and Finance</u>												
<u>101</u>	<u>Central Administration</u>											
4000	Salaries NI and Pension	0	0	0	0	316,000	0	316,000	167,510	376,000	0	0
4001	Staffing Contingency	0	0	0	0	97,000	0	97,000	0	15,500	0	0
4005	Covid Resp' & Set-up costs	0	0	0	0	50,000	0	50,000	16,447	0	0	0
4006	Recruitment	0	0	0	0	5,000	0	5,000	205	2,000	0	0
4010	Payroll Costs	0	0	0	0	1,500	0	1,500	488	1,000	0	0
4015	Travel and Subsistance	0	0	0	0	2,000	0	2,000	107	1,000	0	0
4027	Training and Staff Development	0	0	0	0	10,000	0	10,000	1,814	10,000	0	0
4101	Office Supplies & Photocopying	0	0	0	0	5,000	0	5,000	1,939	5,000	0	0
4110	Post	0	0	0	0	2,000	0	2,000	939	2,000	0	0
4120	Subscriptions	0	0	0	0	12,000	0	12,000	7,280	9,000	0	0
4125	Telephone and Internet	0	0	0	0	23,000	0	23,000	2,956	6,000	0	0
4128	Information Technology	0	0	0	0	10,000	0	10,000	5,708	10,000	0	0
4130	Insurance	0	0	0	0	10,000	0	10,000	5,020	10,000	0	0
4140	Advertising and Marketing	0	0	0	0	0	0	0	101	12,000	0	0
4143	Newsletter	0	0	0	0	10,000	0	10,000	0	0	0	0
4190	Equipment	0	0	0	0	20,000	0	20,000	2,336	10,000	0	0
4540	Town Twinning	0	0	0	0	0	0	0	700	0	0	0
	Overhead Expenditure	0	0	0	0	573,500	0	573,500	213,551	469,500	0	0
	Movement to/(from) Gen Reserve	0	0			(573,500)		(573,500)	(213,551)	(469,500)		
<u>105</u>	<u>Corporate Management</u>											

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## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4150	Bank Charges	0	0	0	0	1,000	0	1,000	36	500	0	0
4155	Accounting Support	0	0	0	0	4,000	0	4,000	2,714	4,000	0	0
4156	Audit Fees	0	0	0	0	4,000	0	4,000	3,390	4,000	0	0
4159	Legal & Professional Fees	0	0	0	0	30,000	0	30,000	8,102	30,000	0	0
4160	NCALC Addl Support	0	0	0	0	12,000	0	12,000	9,653	0	0	0
4162	Health and Safety	0	0	0	0	10,000	0	10,000	0	8,000	0	0
	Overhead Expenditure	0	0	0	0	61,000	0	61,000	23,894	46,500	0	0
	Movement to/(from) Gen Reserve	0	0			(61,000)		(61,000)	(23,894)	(46,500)		
<u>110</u>	<u>Civic and Democratic</u>											
4200	Elections	0	0	0	0	70,000	0	70,000	98,301	40,000	0	0
4210	Mayoral Allowance	0	0	0	0	28,000	0	28,000	14,477	28,000	0	0
4211	Mayor's Transport	0	0	0	0	27,000	0	27,000	10,438	27,000	0	0
4212	Councillor Allowances	0	0	0	0	30,000	0	30,000	18,700	30,000	0	0
4213	Councillor Training/Conference	0	0	0	0	5,000	0	5,000	660	5,000	0	0
4214	Civic Events	0	0	0	0	12,000	0	12,000	7,788	12,000	0	0
4215	Civic Regalia	0	0	0	0	1,000	0	1,000	525	2,000	0	0
4216	Council Meetings & Room Hire	0	0	0	0	5,000	0	5,000	1,110	5,000	0	0
	Overhead Expenditure	0	0	0	0	178,000	0	178,000	151,999	149,000	0	0
	Movement to/(from) Gen Reserve	0	0			(178,000)		(178,000)	(151,999)	(149,000)		
<u>115</u>	<u>Other Cost and Income</u>											
1150	Grants Received	0	0	0	0	80,000	0	80,000	0	0	0	0
1176	Precept Received	0	0	0	0	1,775,500	0	1,775,500	1,775,500	1,793,300	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1190	Interest Received	0	0	0	0	0	0	0	145	0	0	0
	Total Income	0	0	0	0	1,855,500	0	1,855,500	1,775,645	1,793,300	0	0
4998	Service Reserve	0	0	0	0	214,500	0	214,500	0	214,500	0	0
4999	Contingency	0	0	0	0	200,000	0	200,000	0	200,000	0	0
	Overhead Expenditure	0	0	0	0	414,500	0	414,500	0	414,500	0	0
	Movement to/(from) Gen Reserve	0	0			<u>1,441,000</u>		<u>1,441,000</u>	<u>1,775,645</u>	<u>1,378,800</u>		
<u>201</u>	<u>The Guildhall</u>											
4216	Council Meetings & Room Hire	0	0	0	0	0	0	0	61	0	0	0
4300	Service Charge	0	0	0	0	65,000	0	65,000	48,479	70,000	0	0
4390	Guildhall Reserve	0	0	0	0	115,000	0	115,000	786	115,000	0	0
4999	Contingency	0	0	0	0	9,000	0	9,000	0	9,000	0	0
	Overhead Expenditure	0	0	0	0	189,000	0	189,000	49,326	194,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(189,000)</u>		<u>(189,000)</u>	<u>(49,326)</u>	<u>(194,000)</u>		
	Policy and Finance - Income	0	0	0	0	1,855,500	0	1,855,500	1,775,645	1,793,300	0	0
	Expenditure	0	0	0	0	1,416,000	0	1,416,000	438,769	1,273,500	0	0
	Movement to/(from) Gen Reserve	0	0			<u>439,500</u>		<u>439,500</u>	<u>1,336,876</u>	<u>519,800</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Environmental Services</u>												
<u>210</u>	<u>Open Spaces &amp; Environment</u>											
4536	Northampton In Bloom	0	0	0	30,000	0	0	30,000	29,663	50,000	0	0
4560	Climate Emergency	0	0	0	0	50,000	0	50,000	0	50,000	0	0
	Overhead Expenditure	0	0	0	30,000	50,000	0	80,000	29,663	100,000	0	0
	Movement to/(from) Gen Reserve	0	0			(50,000)		(80,000)	(29,663)	(100,000)		
<u>230</u>	<u>Allotments</u>											
4400	Repairs and Maintenance	0	0	0	0	26,000	0	26,000	951	26,000	0	0
	Overhead Expenditure	0	0	0	0	26,000	0	26,000	951	26,000	0	0
	Movement to/(from) Gen Reserve	0	0			(26,000)		(26,000)	(951)	(26,000)		
	Environmental Services - Income	0	0	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	0	30,000	76,000	0	106,000	30,614	126,000	0	0
	Movement to/(from) Gen Reserve	0	0			(76,000)		(106,000)	(30,614)	(126,000)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Community Services</u>												
<u>301</u>	<u>Community Grants</u>											
4170	Community Grant Scheme	0	0	0	0	50,000	0	50,000	30,939	150,000	0	0
	Overhead Expenditure	0	0	0	0	50,000	0	50,000	30,939	150,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(50,000)</u>		<u>(50,000)</u>	<u>(30,939)</u>	<u>(150,000)</u>		
<u>310</u>	<u>Community Services</u>											
4171	Councillor Community Funding	0	0	0	0	75,000	0	75,000	9,834	75,000	0	0
4221	Community Needs Analysis	0	0	0	0	150,000	0	150,000	0	50,000	0	0
4536	Northampton In Bloom	0	0	0	-30,000	30,000	0	0	0	0	0	0
	Overhead Expenditure	0	0	0	-30,000	255,000	0	225,000	9,834	125,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(255,000)</u>		<u>(225,000)</u>	<u>(9,834)</u>	<u>(125,000)</u>		
<u>315</u>	<u>Public Events</u>											
1155	WNC Transfer	0	0	0	0	0	0	0	0	215,000	0	0
	Total Income	0	0	0	0	0	0	0	0	215,000	0	0
4140	Advertising and Marketing	0	0	0	0	0	0	0	78	0	0	0
4501	Christmas Event	0	0	0	0	41,000	0	41,000	14,160	41,000	0	0
4502	Fireworks	0	0	0	0	7,500	0	7,500	7,440	10,000	0	0
4510	General Events	0	0	0	0	0	0	0	0	369,800	0	0
	Overhead Expenditure	0	0	0	0	48,500	0	48,500	21,678	420,800	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(48,500)</u>		<u>(48,500)</u>	<u>(21,678)</u>	<u>(205,800)</u>		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 10)

	<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Community Services - Income	0	0	0	0	0	0	0	0	215,000	0	0
Expenditure	0	0	0	-30,000	353,500	0	323,500	62,451	695,800	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(353,500)</u>		<u>(323,500)</u>	<u>(62,451)</u>	<u>(480,800)</u>		

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 10)

	<u>2020/2021</u>		<u>2021/2022</u>						<u>2022/2023</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Planning</u>											
<u>400 Planning</u>											
4600 Local Campaigns	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Overhead Expenditure	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0			<u>(10,000)</u>		<u>(10,000)</u>	0	<u>(20,000)</u>		
Planning - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0			<u>(10,000)</u>		<u>(10,000)</u>	0	<u>(20,000)</u>		
Total Budget Income	0	0	0	0	1,855,500	0	1,855,500	1,775,645	2,008,300	0	0
Expenditure	0	0	0	0	1,855,500	0	1,855,500	531,835	2,115,300	0	0
Movement to/(from) Gen Reserve	0	0			<u>0</u>		<u>0</u>	<u>1,243,810</u>	<u>(107,000)</u>		

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## Policy and Finance Committee

18<sup>th</sup> January 2022

### Council Support for Assistant Town Clerk in undertaking the CiLCA qualification

#### report of Town Clerk

**Purpose of report:** To seek the Council's support for the Assistant Town Clerk to undertake CiLCA

**Recommended:** That the committee formally supports the Assistant Town Clerk in undertaking the qualification and that this is minuted accordingly

#### **Introduction**

Members will recall that one of the conditions of appointment was that the Assistant Town Clerk would undertake CiLCA. CiLCA (Certificate in Local Council Administration) is a nationally recognised qualification specially for Town Clerks or people aspiring to work in the town and parish sector. Most Town/Parish Clerk jobs adverts will specify that the successful applicant will either have this qualification or willing to get it within (x months/years).

CiLCA is a foundation qualification which tests whether you have a broad knowledge of all the aspects of a clerk's work – roles and responsibilities, the law, procedures, finance planning and community involvement. It is administered by the Society of Local Council Clerks (SLCC).

The Assistant Town Clerk has now registered for CiLCA and part of the registration asks that the Council be aware of the commitment. In their learning agreement it states:

#### **The Council will:**

- Support the employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council

More information on the CiLCA qualification can be found at <https://www.slcc.co.uk/qualification/cilca/>