



NORTHAMPTON TOWN COUNCIL

Policy and Finance Committee Meeting – 25th April 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 Monday 25th April 2022 in the Town Council Committee Room at Northampton Guildhall.

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

Stuart Carter
Town Clerk
19th April 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 28th February 2022 (not attached, sent out with Council agenda for 28th March 2022)
Minutes of the Extraordinary meeting held 16th March 2022 (not attached, sent out with Council agenda for 28th March 2022)
4. **To receive the notes of the Civic Matters Working Group, held 4th April 2022, for consideration** (p 3 – p 6)
5. **To receive the minutes of the Accounts Sub-Committee meetings for information, held 12th April 2022** (p 7 – p 20)

- 6. Annual Accounts 2021/22**
To be tabled

- 7. Internal Controls Checklist – adoption of checklist**
Report and draft document attached (p 21 – 24)

- 8. Approval for a Town Council Credit Card**
Report attached (p 25 – 27)

- 9. Approval to open a Mayor’s Charity Bank Account**
Report attached (p 29)

- 10. Discussion on usage of Town Council rooms**
Verbal report to be given

Northampton Town Council
Minutes of the Civic Matters Working Group
Monday 4th April 2022

It was noted that this was the first meeting of the working group, having formally been a sub-committee.

In Attendance: Cllr Marriott (Chair), Cllr Ashraf, Cllr Lane, Cllr Meredith,

Officers in attendance: S Carter (Town Clerk), L Hawkins (Civic and Mayoralty Officer), F Barford (Democratic Services Officer)

1. Apologies

Apologies were submitted by Cllr G Eales.

2. Mayor's Allowance

Circulated with the agenda was a report on the Mayor's allowance.

It explained that currently the process for Mayoral expenses was:

- a. Purchase made
- b. Receipt handed to Mayor's Office
- c. Expenses added to expense form
- d. Expenses form and receipt sent to Clerk to authorise
- e. Expenses form and receipt discussed at monthly Finance and Policy Committee
- f. Once authorized expenses paid by Finance Officer

This presented issues with authorisation of items that had possibly already been purchased.

The proposed new process was as follows:

- a. Expense Request Form to be completed by Mayor, processed by Civic Officer
- b. Approved by Clerk
- c. Purchase made
- d. Receipt handed to Mayor's Office
- e. Expenses added to expense form
- f. Expenses form and receipt discussed at monthly Accounts Sub-Committee
- g. Once authorised, expenses paid by Finance Officer

It was also proposed that the following items could not be expensed as these items could be purchased using the allowance paid via PAYE directly to the Mayor. These included:

- Clothing – this can be purchased from paid allowance

- Charity related items – *it is against the finance policy to purchase items that directly support the Mayor’s charity or fundraising for the Mayor’s charity

Proposed examples of items that are permitted to be purchased using the Civic Office Budget

- Refreshments for Parlour guests – including buffet lunches, cakes, tea’s and coffee’s
- Mayoral stationary such as thank you cards, conquerer paper and envelopes
- Christmas cards and postage
- Flags for flag raisings
- Replenishment of NTC Mayoral bags, bottles and mayor bears
- £1000 for the production of the Mayor’s Gala
- Mayoral Regalia, new jabot, gloves and accessories for each new Mayor
- Mayoral Photography and any re prints
- Events tickets (Mayoral related)
- Equipment – legacy
- Flowers (e.g visiting dignitaries)

It was noted that concerns had been raised about the lack of council debit card. In response it was explained that it had not been possible to get a debit/credit card as the Council did not have one years of accounts. However, this would hopefully be addressed shortly, now the town council was one-year-old.

The Civic and Mayoralty Officer specified that expenses would have to be submitted by the 5th of each month in order to be presented to the accounts Sub-Committee and that this would be added to the process.

It was noted that that Bags and water bottles that had been paid for through the Mayoral Civic Budget were branded with the Mayoralty and could be used by the next Mayor. It was requested that some of the mayoral bottles be given to residents who have contributed to good causes as a thank you.

It was **RECOMMENDED** that the process for dealing with the half of Mayoral Allowance retained by the office as detailed above be adopted.

2. Mayor’s Guide

The Working Group considered a draft Mayor’s Guide .

Cllr Lane who sits on the Civic Matters Group at WNC requested if he could share NACO (Civic Matters book) with WNC chair who have not seen this previously. The book costed £300 per copy. It was explained that this could be downloaded online. The chair recommended that we look to arrange a meeting with the WNC group to share information.

The Civic and Mayoralty Officer explained the guide was based on the guide from the former Borough Council.

It was noted in the guide that it referred to a full time driver which NTC did not have and this would need to be amended. It was also highlighted that a reserve mace bearer would be needed if Dave Peach could not attend. The Civic and Mayoralty Officer stated that she had called on freeman to carry the mace of Mr Peach was not available, and that if they could not do it, a member of NTC staff could do it.

The guide was agreed with a few amendments to be considered at the next meeting.

3. Remembrance Day

The Working Group had a discussion on preliminary requirements for Remembrance Day 2022. The Town Clerk confirmed that previously concern had been expressed regarding stepping off from the war memorial after the wreath laying. There had also been concern over the amount of cadets the Lord Lieutenant had and on whose behalf they laid their wreaths and they should not have laid theirs before the Mayor. The Civic and Mayoralty Officer stated that this had been agreed as part of the wreath laying order, however, she would feed this back to the operational meeting and look to ensure the cadets laid their wreaths after the Mayor and Chair of WNC.

It was agreed that MPs (the two that cover Northampton Town) would not be permitted to send representatives to lay wreaths if they were not present themselves.

The working group briefly talked about the Platinum Jubilee Parade. Only the Mayor was likely to be invited as part of the official party.

It was also noted that Father Coss was considering organising a service for the Jubilee after the Town Council's tea party on the Sunday evening. The Civic and Mayoralty Officer would take this up with Father Coss.

4. Operation London Bridge

There were no major updates on OLB. It was noted that the process was delegated to the Clerk and Chair to deal with if and when required.

5. Town Crier

Members briefly discussed the prospect of having a Town Crier. Discussion as to whether members wish to look into provision of town crier.

It was agreed that the Civic Mayoralty Officer be asked to look at this further and get some idea of costs.

6. Sea Cadet Bursary

The Civic and Mayoralty Officer informed the working group that the council had paid an annual bursary to the Mayor's Sea Cadet in recognition of their work in the Mayoral year.

This money was to help fund a residential course for the cadet. The amount was £193 but this had not changed in at least ten years.

It was agreed that the Civic and Mayoralty Officer be asked to review this amount.

7. AOB

The Civic and Mayoralty officer confirmed that she would undertake an audit of the robes and compile a report accordingly.

NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB-COMMITTEE

Minutes of the meeting held on 12th April 2022 at 11:00 am in the Committee Room of the Town Council's offices at the Guildhall Northampton.

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

Officers in Attendance: S Carter (Town Clerk), C Maclellan (Finance Officer) and F Barford (Democratic Services Officer)

47. Apologies

No apologies were submitted, all were present.

48. Declarations of Interest

Cllr J Birch declared a non-peculiarly interest in relation to the Expenses incurred and submitted for approval, in addition to being a non-financial board member of the Friends of Delapre board.

49. Minutes of the Previous Meeting

RESOLVED: The Chair was authorised to sign the minutes from the previous Accounts Sub-Committee Meeting held on 8th March 2022.

50. Revenue Budget 2021/22

The revenue budget for the month ended March 2022 was tabled and is attached at Appendix A.

It was noted that the commitment for the Mayor's annual allowance for transport costs had reduced with funds unspent compared to the previous the previous Mayors' under Northampton Borough Council. The Finance Officer explained the unspent funds would be reallocated into the general reserves.

Regarding the Mayoral Allowance, it was highlighted by Councillors that during the time of the former Northampton Borough Council each Mayor managed the fund differently. The Clerk confirmed the recently recommended amendments to the Mayoral Allowance, now called Civic Office Budget and associated processes which would be more systemized. It was raised by Councillors whether the Deputy Mayor is provided with a designated fund however, the Clerk clarified that Northampton Town Council are currently unable to provide the Deputy Mayor with a designated fund, yet a proportion of the Civic Office Budget has been assigned to the Deputy Mayor for expenses. It was confirmed by the Town Clerk and Finance Officer a review will take place in order to create the principles for a Deputy Mayor allowance.

Councillors requested for the Town Clerk to compile a report on Northampton Town Councils Mayor's income, expenses and available funds compared to other Town Council's with Mayors.

The Finance Officer highlighted the Councillor's Community Fund (CCF) expenditure had increased by 41% as Northampton Town Council received and approved a large amount of applications in the previous month. It was confirmed any unspent funds from CCF would be earmarked against that councillor in the Financial Year 2022-2023 though this would not happen in future years. The Finance Officer highlighted that eight Councillors had not claimed their allowance which had been reallocated to the Councillor Grants Scheme. Councillors proposed allowances used in this way

should be presented separately in the budget heading.

NOTED

51. Payment of Accounts

The Finance Officer explained payroll is prepared in advance to enable the Accounts Sub-Committee to authorize it however, they were required to re-submit the payroll due to a backdated 2.5% pay uplift for employed Officers, ultimately Northampton Town Council incurred a fee for the resubmission.

The Finance Officer explained the Mayor was paid in advance of authorization for expenses, and any charitable funds from the Mayor's Gala do not include funds raised via the raffle. A concern was raised by Councillors how the Mayor has received cash donations for their Charity which they then deposited and issued to the Charity themselves. Councillors proposed and agreed a second bank account be created for charitable proceeds to ensure transparency and security, in which the funds will be paid to the Mayor's chosen charity at the end of their tenure. It was proposed by Councillors a process of checks and balances be created for charitable donations received via the Mayor as it is the only part to Northampton Town Council that holds cash, then this report can be presented to Councillors every 6 months.

Councillors asked whether Northampton Town Council received any discount on services procured from West Northamptonshire Council (WNC), the Town Clerk informed that he had submitted a formal request to WNC's facilities manager but to date no response had been received. It was posed by Councillors that WNC's Head of Liaison for Town and Parish Councils be consulted further on a discounted rate for services procured via WNC.

In response to a question the Town Clerk highlighted that Northampton Town Council utilise a Solicitor who is a specialist in Town and Parish Councils.

Councillors asked whether any changes will be made to the Mayor's car service with an additional part time driver. The Town Clerk advised that he had met with the driver recently about additional hours and that the driver was to put a proposal in writing.

Councillors agreed to pay a £125 fee for the posting the Democratic Services Officer vacancy for two weeks in a local recruitment paper.

RESOLVED: That the payments as attached at appendix B be authorised and paid.

52. Internal Controls

The Finance Officer provided a verbal update regarding the recent internal controls check conducted by Cllr Holland-Delamere. The Finance Officer explained Cllr Holland-Delamere reviewed Northampton Town Council's procurement and grants process. It was judged through a demonstration of the process from inception to completion in which no recommendations were made. It was highlighted that awaiting the organisation to provide their bank details before issuing their approved grant delayed the process however, this has now been resolved with bank details now included on the application form.

MEETING CONCLUDED AT 12:05PM

Signed..... Chair

Annual Budget - By Committee (Actual YTD Month 12)

		<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	232,412	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	771	1,000	0	0
4015	Travel and Subsistance	0	0	0	0	2,000	0	2,000	190	1,000	0	0
4020	Sundry Expenses	0	0	0	0	0	0	0	30	0	0	0
4027	Training and Staff Development	0	0	0	0	10,000	0	10,000	1,844	10,000	0	0
4101	Office Supplies & Photocopying	0	0	0	0	5,000	0	5,000	2,475	5,000	0	0
4110	Post	0	0	0	0	2,000	0	2,000	1,146	2,000	0	0
4120	Subscriptions	0	0	0	0	12,000	0	12,000	7,315	9,000	0	0
4125	Telephone and Internet	0	0	0	0	23,000	0	23,000	3,301	6,000	0	0
4128	Information Technology	0	0	0	0	10,000	0	10,000	6,702	10,000	0	0
4130	Insurance	0	0	0	0	10,000	0	10,000	8,166	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
4159	Legal & Professional Fees	0	0	0	0	0	0	0	603	0	0	0
4190	Equipment	0	0	0	0	20,000	0	20,000	2,711	10,000	0	0
	Overhead Expenditure	0	0	0	0	573,500	0	573,500	284,419	469,500	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(573,500)</u>		<u>(573,500)</u>	<u>(284,419)</u>	<u>(469,500)</u>		
<u>105</u>	<u>Corporate Management</u>											

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Annual Budget - By Committee (Actual YTD Month 12)

		<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	54	500	0	0
4155	Accounting Support	0	0	0	0	4,000	0	4,000	3,599	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	9,302	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	32	8,000	0	0
	Overhead Expenditure	0	0	0	0	61,000	0	61,000	26,030	46,500	0	0
	Movement to/(from) Gen Reserve	0	0			(61,000)		(61,000)	(26,030)	(46,500)		
<u>110</u>	<u>Civic and Democratic</u>											
4015	Travel and Subsistance	0	0	0	0	0	0	0	37	0	0	0
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	21,145	28,000	0	0
4211	Mayor's Transport	0	0	0	0	27,000	0	27,000	15,271	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	11,851	12,000	0	0
4215	Civic Regalia	0	0	0	0	1,000	0	1,000	674	2,000	0	0
4216	Council Meetings & Room Hire	0	0	0	0	5,000	0	5,000	1,535	5,000	0	0
4540	Town Twinning	0	0	0	0	0	0	0	700	0	0	0
	Overhead Expenditure	0	0	0	0	178,000	0	178,000	168,874	149,000	0	0
	Movement to/(from) Gen Reserve	0	0			(178,000)		(178,000)	(168,874)	(149,000)		
<u>115</u>	<u>Other Cost and Income</u>											

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Annual Budget - By Committee (Actual YTD Month 12)

		<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
1150	Grants Received	0	0	0	0	80,000	0	80,000	6,000	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
	Total Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	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			1,441,000		1,441,000	1,781,500	1,378,800		
<u>201</u>	<u>The Guildhall</u>											
4300	Service Charge	0	0	0	0	65,000	0	65,000	64,638	70,000	0	0
4390	Accommodation Reserve	0	0	0	0	115,000	0	115,000	1,572	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	66,210	194,000	0	0
	Movement to/(from) Gen Reserve	0	0			(189,000)		(189,000)	(66,210)	(194,000)		
	Policy and Finance - Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	1,793,300	0	0
	Expenditure	0	0	0	0	1,416,000	0	1,416,000	545,533	1,273,500	0	0
	Movement to/(from) Gen Reserve	0	0			439,500		439,500	1,235,967	519,800		
	<u>Environmental Services</u>											
<u>210</u>	<u>Open Spaces & Environment</u>											
4536	Northampton In Bloom	0	0	0	30,000	0	0	30,000	29,663	50,000	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

		<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
4560	Climate Emergency	0	0	0	0	50,000	0	50,000	206	50,000	0	0
	Overhead Expenditure	0	0	0	30,000	50,000	0	80,000	29,869	100,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(50,000)</u>		<u>(80,000)</u>	<u>(29,869)</u>	<u>(100,000)</u>		
<u>230</u>	<u>Allotments</u>											
4400	Repairs and Maintenance	0	0	0	0	26,000	0	26,000	1,028	26,000	0	0
	Overhead Expenditure	0	0	0	0	26,000	0	26,000	1,028	26,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(26,000)</u>		<u>(26,000)</u>	<u>(1,028)</u>	<u>(26,000)</u>		
	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	30,897	126,000	0	0
	Movement to/(from) Gen Reserve	0	0			<u>(76,000)</u>		<u>(106,000)</u>	<u>(30,897)</u>	<u>(126,000)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

		<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	52,517	100,000	0	0
	Overhead Expenditure	0	0	0	0	50,000	0	50,000	52,517	100,000	0	0
	Movement to/(from) Gen Reserve	0	0			(50,000)		(50,000)	(52,517)	(100,000)		
<u>310</u>	<u>Community Services</u>											
4171	Councillor Community Funding	0	0	0	0	75,000	0	75,000	47,339	75,000	0	0
4221	Community Needs Analysis	0	0	0	0	150,000	0	150,000	99	50,000	0	0
4225	Covid Community Projects	0	0	0	0	0	0	0	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	47,438	175,000	0	0
	Movement to/(from) Gen Reserve	0	0			(255,000)		(225,000)	(47,438)	(175,000)		
<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

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Annual Budget - By Committee (Actual YTD Month 12)

	<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
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(48,500)</u>		<u>(48,500)</u>	<u>(21,678)</u>	<u>(205,800)</u>		
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	121,633	695,800	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>(353,500)</u>		<u>(323,500)</u>	<u>(121,633)</u>	<u>(480,800)</u>		

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Annual Budget - By Committee (Actual YTD Month 12)

	<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>		

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Annual Budget - By Committee (Actual YTD Month 12)

	<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>Reserves</u>											
<u>900 Earmarked Reserves</u>											
9001 Covid Response	0	0	0	0	33,500	0	33,500	0	0	0	0
9002 Health and Safety	0	0	0	0	9,900	0	9,900	0	0	0	0
9003 Events Reserve	0	0	0	0	214,500	0	214,500	0	0	0	0
9004 Accomodation	0	0	0	0	113,000	0	113,000	0	0	0	0
9005 Climate Emergency	0	0	0	0	49,500	0	49,500	0	0	0	0
9006 Council Community Funding	0	0	0	0	27,661	0	27,661	0	0	0	0
9007 Community Needs	0	0	0	0	149,900	0	149,900	0	0	0	0
Overhead Expenditure	0	0	0	0	597,961	0	597,961	0	0	0	0
Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	0	0		0
Reserves - Income	0	0	0	0	0	0	0	0	0	0	0
Expenditure	0	0	0	0	597,961	0	597,961	0	0	0	0
Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	0	0		0
Total Budget Income	0	0	0	0	1,855,500	0	1,855,500	1,781,500	2,008,300	0	0
Expenditure	0	0	0	0	2,453,461	0	2,453,461	698,063	2,115,300	0	0
Movement to/(from) Gen Reserve	0	0			<u>(597,961)</u>		<u>(597,961)</u>	<u>1,083,437</u>	<u>(107,000)</u>		

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description	Committee	Due Date	Comments
05/03/2022	WNC-0234	Aflora And Luxe Gifts	£75.00	£0.00	£75.00	£ 75.00	Heart of Community Flowers	4214	110	Civic Events	Civic and Democratic	Policy & Finance	04/04/2022	
01/03/2022	01/03/22	Mayor Rufia Ashraf (Expenses)	£1,345.56	£0.00	£1,345.56	£ 1,345.56	Various Xmas / Spring Crafts / Mayors Expenses	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	PAID	Retrospective approval
24/03/2022	EXPENSE CLAIM J BIRC	Cllr Jane Birch	£9.23	£0.00	£9.23	£ 9.23	Lunch - Interview panel	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance	24/03/2022	
26/02/2022	INV-0044	Classic Carriages of Northampton	£1,075.00	£0.00	£1,075.00		Mayors TP 01-28/02	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	28/03/2022	
28/03/2022	INV-0050	Classic Carriages of Northampton	£1,345.00	£0.00	£1,345.00	£ 2,420.00	Mayors TP 0103-2703	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	27/04/2022	
15/03/2022	343	Council for Voluntary Service Northan	£125.00	£25.00	£150.00	£ 150.00	March Payroll Rerun	4010	101	Payroll Costs	Central Administration	Policy & Finance	29/03/2022	
22/03/2022	MARCH 2022	Elisabeth Hawkins (Expense Claims)	£28.79	£0.00	£28.79	£ 28.79	Parking & Frames Certificate	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	22/03/2022	
24/03/2022	2220466	Falon Nameplates Ltd	£536.74	£107.35	£644.09	£ 644.09	Cllr Name plates	4214	110	Civic Events	Civic and Democratic	Policy & Finance		
16/03/2022	357398	Horizon Telecom Ltd	£502.00	£100.40	£602.40	£ 602.40	Mobile / Landline / GH lease	4190 4125	101	Equipment Telephone and Internet	Central Administration	Policy & Finance	15/04/2022	
30/03/2022	EXPENSE MARCH 22	Julie Thorneycroft (Expense Claims)	£16.65	£0.00	£16.65	£ 16.65	Fuel March JT expenses	4015	101	Travel and Subsistence	Central Administration	Policy & Finance	30/03/2022	
14/03/2022	#001	Khaeli Wright	£150.00	£0.00	£150.00	£ 150.00	Christmas Crafts session	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	13/04/2022	
24/03/2022	EXPENSE LES MARRIOTT	Cllr Les Marriott	£7.85	£0.00	£7.85	£ 7.85	Lunch - interview panel	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance		
05/03/2022	69189	Mayfair Cars (Northampton) Ltd	£52.80	£10.56	£63.36		Mayor's TP 02/03/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	04/04/2022	
12/03/2022	69261	Mayfair Cars (Northampton) Ltd	£66.00	£13.20	£79.20		Mayor's TP 09/03	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	11/04/2022	
21/03/2022	69429	Mayfair Cars (Northampton) Ltd	£60.00	£12.00	£72.00	£ 214.56	Mayor's TP 30/03/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	20/04/2022	
22/03/2022	EXPENSES 22/03/22	Cllr. Dennis Meredith	£300.00	£0.00	£300.00	£ 300.00	Suit Deputy Mayor DM	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	22/03/2022	
28/03/2022	15856	Microshade Business Consultants Ltd	£295.00	£59.00	£354.00	£ 354.00	Account Support Mar 22	4155	105	Accounting Support	Corporate Management	Policy & Finance	27/04/2022	
11/03/2022	119442	Pellacraft limited	£705.50	£141.10	£846.60	£ 846.60	Mayor Tote Bags	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance		
24/03/2022	EXPENSES CLAIM MARCH	Stuart Carter (Expense Claims)	£45.45	£0.00	£45.45		refreshments - Interviews	4015	101	Travel and Subsistence	Central Administration	Policy & Finance	24/03/2022	
29/03/2022	STUART EXPENSES MAR2	Stuart Carter (Expense Claims)	£20.00	£0.00	£20.00	£ 65.45	Wine purchase Mayor / Lanyards	4015	110	Travel and Subsistence	Civic and Democratic	Policy & Finance	29/03/2022	
08/03/2022	6109	Tangerine Red Ltd	£35.00	£0.00	£35.00		Community Grant leaflets	4214	110	Civic Events	Civic and Democratic	Policy & Finance	07/04/2022	
22/03/2022	6158	Tangerine Red Ltd	£100.00	£20.00	£120.00	£ 155.00	Mayor thank you card	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	21/04/2022	
21/03/2022	1200	Walden Consultants Ltd	£1,200.00	£0.00	£1,200.00	£ 1,200.00	Oct-Mar Consultancy	4159	105	Legal & Professional Fees	Corporate Management	Policy & Finance	20/04/2022	
01/03/2022	10179900	Anglian Water t/a Wave Utilities	£18.63	£0.00	£18.63	£ 18.63	Water allotments Feb 22	4400	230	Repairs and Maintenance	Allotments	Environmental Services	31/03/2022	
05/02/2022	424000672946	West Northamptonshire Council	£70.46	£3.19	£73.65		Room 22/02 Godwin Room	4214	110	Civic Events	Civic and Democratic	Policy & Finance	07/03/2022	

10/03/2022	424000678487	West Northamptonshire Council	£19.95	£3.99	£23.94		Refreshments 07/03/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	09/04/2022
10/03/2022	424000678490	West Northamptonshire Council	£19.95	£3.99	£23.94		Refreshments 28/02/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	09/04/2022
17/03/2022	424000704898	West Northamptonshire Council	£39.90	£7.98	£47.88		St Patricks Day Flag raising Refreshments	4214	110	Civic Events	Civic and Democratic	Policy & Finance	16/04/2022
24/03/2022	424000708302	West Northamptonshire Council	£7.98	£1.60	£9.58		17/03/22 Refreshments	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	23/04/2022
30/03/2022	424000721567	West Northamptonshire Council	£93.00	£0.00	£93.00		TC meet 28/03/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	29/03/2022
30/03/2022	424000721570	West Northamptonshire Council	£33.25	£6.65	£39.90	£ 311.89	Refreshments meeting 28/03	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	29/04/2022
			£8,399.69	£516.01	£8,915.70	£ 8,915.70							

RETROSPECTIVE APPROVAL FOR DD DEDUCTIONS NOT POSTED TO SYSTEM

10/03/2022	VOI0025753	Zen Office	£30.65	£6.13	£36.78	£ 36.78	Print copier cost	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	Paid by DD 18/03/22
01/04/2022	50065199	Xerox DD	£295.92	£59.18	£355.10		printer DD Qtrly Cost	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	Paid by DD 01/04/22

£391.88

PENDING OFFICER APPROVAL & / OR ENTRY TO FINANCE SYSTEM

01/04/2022	PR01	WNC Chairman's Charity Account	£25.00	£0.00	£25.00		WNC Chairperson buffet	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	01/04/2022
12/04/2022	SM25354	Rialtas Business Solutions	£833.00	£166.60	£999.60		Finance system licence	4128	101	Information Technology	Central Administration	Policy & Finance	30/04/2022
02/04/2022	424000731751	West Northants Council	£1,842.75	£0.00	£1,842.75		Jubilee	4510	315	General Events	Public Events	Community Services	30/04/2022
02/04/2022	424000731793	West Northants Council	£7,738.50	£1,547.70	£9,286.20		Additional Bloom Works 2022	4536	310	Northampton In Bloom	Community Services	Community Services	30/04/2022
06/04/2022	15932	Microshade	£527.03	£105.41	£632.44		System hosting Apr 22	4128	101	Information Technology	Central Administration	Policy & Finance	30/04/2022
07/04/2022	VOI0026145	Zen Office	£38.53	£7.71	£46.24		Copier charges 28/02-07/04	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	To be paid by DD
07/04/2022	424000734402	West Northants Council	£21.30	£4.26	£25.56		Refreshments meeting 04/04/22	4216	110	Council Meetings & Room Hire	Civic and Democratic	Policy & Finance	30/04/2022
09/04/2022	69557	Mayfair Cars	£264.00	£52.80	£316.80		Mayors TP 01 &06/04/22	4211	110	Mayor's Transport	Civic and Democratic	Policy & Finance	30/04/2022
11/04/2022	Bands in the park 10/04/2022	The Dan Wyllie Quartet	£500.00	£0.00	£500.00		Bands in the park 10/04/22	4510	315	General Events	Public Events	Community Services	12/04/2022 Paid

£13,671.59 Total All Invoices £22,979.17

BANK PAYMENT

12/04/2022	Mayors Gala Profit	NDAS	£405.49		£405.49		Profit from Mayors gala	565	Mayors Gala	B/S			12/04/2022
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Salaries / HMRC / Pension payments April.				Comments	Payment Due Date	Ac Code	Description
Salaries (Net) for Apr including Mayoral Allowance				£ 13,119.47	20/04/2022	520	Wages
HMRC Apr				£ 5,909.94	06/05/2022	515	PAYE / NI
Pension Apr				£ 5,748.59	06/05/2022	516	Pensions

GRANT APPLICATIONS TO THE COMMUNITY FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL				
Name of Organisation & brief description of project	App No.	Total grant requested (£)	Recommendation of Sub-Committee	Comments
a) Aliston Gardens Youth and Community Centre - Queen's Platinum Jubilee Party to be held on the Sunday of Jubilee weekend at the community centre.	CCF59	£500	Agreed	
b) Community Spaces Northampton - Briar Hill Community Centre Enhancements to provide a welcoming, enjoyable environment for our centre users.	CCF60	£2,000	Agreed	
c) Northampton Kingsley's Women's Institute - Jubilee Tree Planting to work with IdVerde and plant a tree as part of the Queen's Green Canopy at the Racecourse	CCF61	£474	Agreed	
d) Deafconnect - TFJ's Kitchen Project a community table is run by volunteers using food that would have been thrown away by supermarkets to offer a financially deprived area of Northampton	CCF62	£2,112	Agreed	Deafconnect is well established in the community. The commercial cooker would be expensive for the organisation for Deafconnect to self-fund and would be great asset for Deafconnect.
e) Northampton Polish School – Polish Culture: Resourcing the School so that we can continue our work in these difficult times.	CCF63	£2,006	Agreed	It was noted that in the future applications like those may be directed to the General Grants Fund.
f) Northampton Polish School – Purchase of two printers to help resource the Northampton Polish School	CCF64	£492	Agreed	
g) Church of God of Prophecy - Queen's Jubilee Celebration a community Event to celebrate the Jubilee	CCF65	£300	Agreed	
h) Mother's Union – Support for meetings that provide a forum for discussion, invited speakers and practical support projects.	CCF66	£300	Agreed	
i) Rectory Farm Residents Association – Residents Queen's Jubilee Event to celebrate the Queen's Platinum Jubilee	CCF67	£630	Agreed	
j) Albanian Cultural Association – Summer Event. To organise our very first event for the Albanian community and invite people from across the town to come together to celebrate their culture and heritage.	CCF68	£1,750	Agreed	The event will enable further social integration. Would like the Mayor to attend if available. Commented that in the future given the cross ward nature of the project that similar applications may be more applicable to the General Grants Scheme
k) Rectory Farm Pocket Park – Pocket Park Activities 2022.	CCF69	£500	Agreed	Councillors acknowledge the great benefit of having events throughout the year for the Rectory Farm community in addition to the local biodiversity.

GRANT APPLICATIONS TO THE GENERAL FUND - APPROVED AT COMMUNITY SERVICES MEETING 11th APRIL				
Name of Organisation & brief description of project	App No.	Total grant requested (£)	Recommendation of Sub-Committee	Comments
Music 365 Northampton Music Festival – Support for Northampton Music Festival with six stages representing diverse genres of music and the rich cultural and musical diversity of Northampton.	CGF25	£5,000.00	Agreed	The Music365 is a great local event and showcases Northampton's diverse culture of music and is a great attribute to Northampton town.

Northampton Town Council

Policy and Finance Committee

Internal Control Checklist – report of Town Clerk

Purpose of report: To present to the committee a proposed checklist for evidencing internal controls

Recommended: That subject to any comments, the committee adopt the checklist

The Town Council carries out regular internal controls with councillors as part of our risk assessment. To date internal checks have been carried out on payroll, grants process, and invoice payment. These are subsequently reported to the Accounts Sub-Committee. The Accounts Sub-Committee also check budgets, bank reconciliations, payments payroll as evidenced in the minutes.

The Council's Internal Auditor has recommended an internal checklist to further evidence this process and to add checking of signed minutes, risk assessments etc.

Accordingly, attached is a control checklist which would be carried out monthly by a councillor for 1 - 11 as happens now, and quarterly for the other items. This would then be reported back to the Accounts Sub-Committee.

This checklist would further enhance our internal controls.

It is suggested that all members of the Policy and Finance Committee be invited in alphabetical order to undertake the check. If unavailable, then the next person inline would be asked.



Northampton Town Council

Internal Control Checklist

All checks, once completed must be filed in the Town Council Office and retained with the minutes of the relevant meeting.

Finance						
No.	Task	schedule	Seen		Comment	Complete
			Y	N		
1	Bank Statement Checked & balances to Cashbook	Monthly				
2	Bank Reconciliation Checked and Balances to Bank Statement	Monthly				
3	List of Payments for approval produced and validated	Monthly				
4	Aged Debtors report issued	Monthly				
5	Budget Report Reviewed and checked	Monthly				
6	VAT Return reviewed	Quarterly				
Payroll						
No.	Task		Seen		Comment	Completed
			Y	N		
7	Monthly Payroll Reports Filed in relevant month	Monthly				
8	Tax and NI validated to payroll and paid to date	Monthly				
9	Pension contributions validated (employer and employee) and paid to date	Monthly				
10	Salary paid validated	Monthly				
11	i-Connect and LGPS system uploaded with relevant monthly data	Monthly				

General						
No.	Task	Schedule	Seen		Comment	Completed
			Yes	No		
12	Minutes, signed, dated & filed from previous month					
13	Minutes (once signed) uploaded to Web site					
14	Internal and external notice boards up to date					
15	Risk assessments recorded and up to date					

Internal control checks to take place every quarter and reported back at the next Accounts Sub-Committee meeting.

Councillor	Month	Inspection Date	Accounts Sub Committee Meeting Date	Documents

Items 1,2, 3,4 & 5 on internal control checklist verified monthly prior to Accounts Sub-Committee Meeting.

All others a minimum of quarterly.

Northampton Town Council

Policy and Finance Committee

Approval for Town Council Credit Card – report of Town Clerk

Purpose of report: To seek the committee’s formal approval to have town council debit card

Recommended: (i) That the committee agree to the request
(ii) That subject to any amendments, that the committee agree the policy as attached to the report

The Town Council at present holds no credit or debit card, having been unable to do so not having one year of accounts. Officers have been therefore on occasion been purchasing items and then seeking refund of expenses. The Town Council holds no petty cash.

The Council’s bank account is with Unity Bank who have advised that they can provide a card that would be repaid in full monthly.

The Committee is required to formally agree this request and have it minuted accordingly.

To manage the credit card a draft policy has been written based on others, and is attached for information.

Northampton Town Council Credit Card Use Policy

1.0 Purpose of the Policy

1.1 The purpose of this policy document is to:

- To ensure strong financial management and accountability controls are in place for the Council's business credit card transactions;
- To protect both staff and the Council from the risk of fraud and unauthorised expenditure.

2.0 Credit Card Provision

2.1 The Council recognise that the provision of a business credit card helps to achieve best value and efficient processing for some forms of minor business expenditure.

2.2 The Council has applied for a business credit card with Unity Bank. The one business credit card with a credit limit of TBC.

2.3 The Town Clerk is the named cardholder on the business credit card account. Any requests for additional cardholders must be authorised by the Policy and Finance Committee.

2.4 The credit card can only be used for Council related expenditure within the Town Clerk's delegated authority. Use of the card for personal transactions is strictly prohibited.

2.5 The credit card has been set up to pay the full balance automatically each month by Direct Debit.

3.0 Authorisation of Transactions

3.1 The Town Clerk will complete and process all credit card transactions, and log all requests originating from other members of staff for such purchases.

3.2 All credit card transactions will be reported to the Accounts Sub-Committee for authorisation, via the schedule of accounts, at the next relevant Council meeting following receipt of the monthly credit card statement.

3.3 The credit card can be used for payments online, in-person and on the phone (if absolutely necessary). When online payments are made, the cardholder should be aware of internet security precautions and, where possible, only purchase from reputable and known suppliers with a valid website security certificate. Credit card details and security information should not be supplied via email as this is not a secure method of sharing payment information.

4.0 Credit Card Procedures

4.1 The credit card should only be used for low value and one-off purchases requiring immediate payment and where the payment on invoice option is unavailable.

4.2 The Council's Financial Regulations apply to all transactions made by credit card.

4.3 No cash withdrawals are to be made with the card.

4.4 Original receipts, including VAT receipts, are to be obtained for all card transactions. Prepaid invoices should be made out in the name of Northampton Town Council showing the Council's office address.

4.5 The credit card and PIN should be kept separately in a locked cabinet. If the card is lost or the PIN is compromised, the Town Clerk must inform the card provider immediately.

4.6 The Town Clerk will monitor the monthly credit card balance as part of the financial monitoring process. Any anomalies identified will be followed up and in the case of a suspicious transaction, the credit card company will be contacted immediately.

4.7 Any named cardholder who leaves the employment of the Town Council or ceases to be an authorised named cardholder will have their use of the card immediately revoked pending full cancellation of the card.

5.0 Unauthorised Use of the Credit Card

5.1 The use of the credit card for any purpose that is not in accordance with this policy may result in action being taken under the Council's Disciplinary Policy and the withdrawal of the card. Examples of unauthorised use include transactions for personal or non-business use, the use of the card without prior authorisation by the Town Clerk and the failure to comply with the terms of this policy.

5.2 Transactions must only be made by the named business credit cardholder.

6.0 Council Staff Declaration

6.1 This policy is to be issued to all Town Council officers. The declaration is to be signed below to confirm understanding and acceptance of the terms of this policy and the conditions relating to unauthorised use

Northampton Town Council

Policy and Finance Committee

Approval for Mayor's Charity Bank Account – report of Town Clerk

Purpose of report: To seek the committee's formal approval to open a bank account for the Mayor's Charities

Recommended: (i) That the committee agree to the request

Officers are seeking the committee's approval to open a separate bank account to hold any money raised by the Mayor for their nominated charity.

The establishment of a Mayor's Charity bank account will enable the Mayor to raise money in a clear and transparent way and will avoid it going through the Council's account. Members will note that the issue was raised at the recent Accounts Sub-Committee at which a recommendation was made. A formal minute of agreement needs to be recorded hence the reason for including it further.

The balance of the account would be reported annually prior to it being emptied and distributed the charity. It is recommended that three signatories are nominated, including the Town Clerk.