



ACCOUNTS SUB-COMMITTEE

Wednesday 10th May 2023 – 11.00 hours

To all Members of the Accounts Sub-Committee:

Cllrs Marriott (Chair), Birch, Hibbert and Purser

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Wednesday 10th May 2023 at 11:00 a.m. when the business set out below will be transacted.

This Sub-Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded. Public participation is in accordance with the Town Council's public participation policy.

A handwritten signature in black ink, appearing to read 'Stuart Carter'.

Stuart Carter
Town Clerk
4th May 2013

Guildhall
Northampton
NN1 1DE

Cc: Electronically to all Members of the Council for information

A G E N D A

1. Apologies

2. Declarations of Interest

3. Minutes of the Previous Meeting

To approve as correct and give authorisation to sign the minutes of the last Accounts Sub-Committee held 14th April 2023 (attached)

4. Revenue Budget 2023/24

To receive the budgetary report for the month ending April 2023 (copy to be circulated at the meeting)

5. Payment of Accounts

To approve accounts for payment (schedule of accounts to be circulated at the meeting)

6. Internal Controls

Finance Officer to give a verbal update

7. Risk Register

Clerk to give a verbal update

8. Further items for consideration for information only

ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE HELD ON 17TH APRIL 2023 AT 10AM IN THE COMMITTEE ROOM OF THE TOWN COUNCIL OFFICES IN THE GUILDHALL, NORTHMPTON

PRESENT: Councillor Marriott, Birch and Hibbert.

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

86. APOLOGIES

Apologies were submitted by Councillor Purser.

87. DECLARATIONS OF INTEREST

There were no declarations of interest.

88. MINUTES OF THE PREVIOUS MEETING

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

89. REVENUE BUDGET 2022/23

The latest budget indicating the expenditure and income for each budget code was tabled.

The Finance Officer (FO) explained two reports were included, end-of-year expenditure report from March 2023 and the other report included budget codes and numbers for Month One of Financial Year 2023-24. The FO explained that £884,000 had been transferred into reserves.

In response to a question in relation to Salaries & Pensions it was explained that there was a slight overspend due to the December 2022 back payment for nationally agreed payrise. Clerk explained that the 23/24 budget had been calculated to include provision for an additional officer though it was difficult to forecast wage spend exactly especially with overtime.

The FO explained that the salaries budget does not include any additional hour worked over the contractual hours. The FO explained she would undertake a budget projection exercise in partnership with the Town Clerk.

The FO explained that the budget codes had been slightly amended to what was agreed per the minutes of the Full Council budgetary meeting.

NOTED

90. PAYMENT OF ACCOUNTS

Tabled for the members was payment list for approval as attached to these minutes.

The FO explained the first section included payments made that required retrospective approval, a payment had been deducted for Xerox lease that was deducted via Direct Debit. In response to a question, the FO explained that St George's Day charges would be posted to the relevant budget

code. In response to a question regarding the Mayor's Parking Permit, the Town Clerk explained that it was a £10 annual cost for the administration of the Mayoral Vehicle's parking pass. In response to a question, the Town Clerk explained the £300 payment to Abington Park Café was paid for the refreshments however, the funds were donated by Abington Park Café to the Mayor's Charity.

The Town Clerk explained in relation to the insurance provided by, initially the Town Council was provided a two-year deal however, the facts and figures used by the Insurance Company to determine the premium was underestimated therefore, the 2023 renewal would be over-budget.

A Councillor asked for further information in relation to payment to West Northamptonshire Council. The Finance Officer explained the description was from the purchase order and she would be amended to state Civic Reception however, the payment itself was budgeted to the Civic Cost Code.

The Finance Officer explained the Councillor Community Fund grant applications were included within the payment list and this was due to approval

The Finance Officer explained that in relation to pensions there was a shortfall due to an Officer error that caused an underspend however, as the employee had paid the contribution which resolved the shortfall.

RESOLVED: That the payments as attached to these minutes be approved and where required be paid.

91. INTERNAL CONTROLS

The Finance Officer to give a verbal update and explained that the Town Clerk completed a payroll check for a random officer. The quarterly Councillor check would be conducted in the coming months.

NOTED

92. BANK RECONCILIATION

The Finance Officer tabled the bank reconciliation and supporting documents which was reviewed and signed by the members present.

NOTED

93. RISK REGISTER

The Town Clerk highlighted item 5 on the Risk Register, the Finance Officer had completed her FILCA training for which she was congratulated. He continued, that under item 7 had been reduced with the hire of the Communications Officer role.

In relation to accommodation it was reported that there had been no movement in securing accommodation however, the Town Clerk stated he would chase this and look at any judicial/legal precedent. A Councillor stated that Far Cotton & Delapre Community Council had been provided with accommodation at Delapre Abbey by WNC. The Town Clerk stated that he would see if he could get some information on this.

RESOLVED: The Risk Register was reviewed.

94. YEAR END

The FO explained Year-End had been completed, closed and reviewed by the council's accountant support who commented the accounts were clean and organised. The Finance Officer stated last year the same accountant had completed year-end 2022 however, she was able to partake in the exercise this year-end. The FO confirmed how valuable the support and advice from the accountant had been through the process, as well as offering another set of eyes.

The FO gave an update on the VAT return which was completed every quarter. A Councillor asked the Finance Officer if there were any processes or ways of working that she had seen at other councils which could improve the way we worked. The Finance Officer explained that unlike the town councils she had spoken with or visited the majority of the Town Council's financial documents were electronic rather than a paper format. The Finance Officer continued to explain that Officers complete a purchase order that must be reviewed by the Town Clerk prior to any purchase order being issued to the supplier. The Finance Officer explained the process implemented was very robust. The Town Clerk explained that it has been asked about a more automated system however, within his opinion an automated system was not required as the amount of purchase orders was not in line economically compared to the cost that would be incurred. A Councillor highlighted that an automated system may be required in the future as the Council grows. **NOTED**

95. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

The Finance Officer made Councillors aware she would make payments in the following days and authorising Councillors would receive notifications shortly. The Finance Officer explained that the volume of payments had increased (approximately doubled) compared to last financial year.

It was noted that named substitutes would be useful and that this should be considered at a future meeting.

Next Meeting – 10th May 2023 at 11am.

MEETING CONCLUDED: 11:00 AM

Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval					
12/03/2023	11750519A9021592	Wave Utilities	£	666.19	£ 666.19
24/02/2023	SINV041681	Worknest	£	114.22	£ 22.84
02/03/2023	Expenses Feb 23	Julie Thorneycroft	£	111.50	£ 111.50
14/03/2023	VOI0030934	ZenOffice	£	73.58	£ 73.58
31/03/2023	Bank Charge	Unity Bank	£	18.00	£ 18.00
03/04/2023	Xerox DD	Xerox	£	295.92	£ 59.18
27/02/2023	Ac ending 3373 Card Statement 5	Lloyds Card Statement	£	12.59	£ 12.59
27/03/2023	Corporate Card ending 3373	Lloyds Card Statement	£	466.76	£ 466.76
			£	1,758.76	£ 82.02
					£ 1,840.78

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
05/04/2023	1302	Stage Right Productions	£ 626.45	£ 125.29	£ 751.74
06/04/2023	MTR-07176	Tangerine Red Ltd	£ 260.00	£ 52.00	£ 312.00
16/03/2023	424001358353	West Northamptonshire Council	£ 1,016.00	£ -	£ 1,016.00
13/04/2023	INV-1291	RTC Medical Solutions	£ 480.00	£ -	£ 480.00
23/02/2023	449	EAST MIDLANDS IN BLOOM	£ 15.00	£ -	£ 15.00
16/02/2023	14013695	Plantscape Ltd	£ 1,090.00	£ 218.00	£ 1,308.00
02/04/2023	11849879A984758	Anglian Water t/a Wave Utilities	£ 4.10	£ -	£ 4.10
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	£ 1,767.75	£ -	£ 1,767.75
13/04/2023	11878361A8990421 Graspin Lane 120123-110423	Wave Utilities	£ 170.83	£ -	£ 170.83
13/04/2023	11888967A984757 Broadmead 010323-310323	Wave Utilities	£ 4.10	£ -	£ 4.10
28/03/2023	70885-NORTPAR-09	BHIB Limited	£ 2,309.17	£ -	£ 2,309.17
30/03/2023	LCO01825	BHIB Limited	£ 14,057.87	£ -	£ 14,057.87
15/03/2023	307	Council for Voluntary Service Northampton	£ 78.00	£ 15.60	£ 93.60
11/04/2023	48319/0568655	Horizon Telecom Ltd	£ 665.60	£ 133.12	£ 798.72
16/03/2023	10876355	Idverde Ltd	£ 480.00	£ 96.00	£ 576.00
20/03/2023	INV:1000534	LUNAR PUBLISHING LTD	£ 150.00	£ 30.00	£ 180.00
28/03/2023	17468	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00
14/03/2023	INV-MCR2204	MICHAELS CIVIC ROBES LIMITED	£ 185.35	£ 37.07	£ 222.42
03/04/2023	3/4/2023NORTHAMPTON	Northamptonshire Heritage Forum	£ 40.00	£ -	£ 40.00
16/03/2023	TPC045	The Park Cafe	£ 300.00	£ 60.00	£ 360.00
31/03/2023	491083	PSL Print Management Ltd	£ 600.00	£ 120.00	£ 720.00
14/04/2022	BK205732-1	SLCC Enterprises Ltd	£ 70.00	£ 14.00	£ 84.00
19/04/2022	BK205733-1	SLCC Enterprises Ltd	£ 30.00	£ 6.00	£ 36.00
19/04/2022	BK205734-1	SLCC Enterprises Ltd	£ 30.00	£ 6.00	£ 36.00
18/05/2022	BK206066-1	SLCC Enterprises Ltd	£ 30.00	£ 6.00	£ 36.00
01/06/2022	MEM239364-1	SLCC Enterprises Ltd	£ 414.00	£ -	£ 414.00
24/03/2023	MTR-07141	Tangerine Red Ltd	£ 143.00	£ 28.60	£ 171.60
05/04/2023	MTR-07172	Tangerine Red Ltd	£ 48.00	£ -	£ 48.00
14/03/2023	OP/1624410	Veolia ES (UK) Ltd	£ 114.89	£ 22.98	£ 137.87
17/03/2023	424001359365	West Northamptonshire Council	£ 31.36	£ 6.27	£ 37.63
28/03/2023	424001377596	West Northamptonshire Council	£ 160.00	£ 32.00	£ 192.00
28/03/2023	424001377619	West Northamptonshire Council	£ 102.00	£ -	£ 102.00
28/03/2023	424001377622	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12
31/03/2023	424001379798	West Northamptonshire Council	£ 1,377.00	£ -	£ 1,377.00
11/04/2023	VOI0031388	Zenoffice Limited	£ 71.29	£ 14.26	£ 85.55
11/04/2023	6	Alan Hodge	£ 150.00	£ -	£ 150.00
24/01/2023	107444968	Pitney Bowes Limited	£ 189.85	£ 37.97	£ 227.82
06/04/2023	17542	Microshade	£ 667.10	£ 133.42	£ 800.52
23/03/2023	UNI158	United African Association	£ 120.00	£ -	£ 120.00
Total Unpaid			£ 24,850.81	£ 1,262.10	£ 26,112.91
Total invoices that need retro approval			£ 1,758.76	£ 82.02	£ 1,840.78
Bank transactions not yet posted in Rialtas					
			£ 24,063.71	£ 1,128.68	£ 27,953.69

Invoices received after list produced and not posted to the system or Officer approved.					
06/04/2023	MTR-07184	Tangerine Red	£	98.00	£ 98.00
					£ 98.00

Salaries / HMRC / Pension payments MAR		Value
Salaries (Net) for April including Mayoral Allowance and Cllr. Allowances		£ 19,691.31
HMRC April		£ 9,099.32
Pensions April		£8125.25 and £151.92

Approve fund transfer of £ (rounded down) from CCLA to Unity Bank for

Below are the approved Councillor Community Fund Applications as per the minutes of the Grants Sub-Committee held in 24th March 2023:					
Application Reference	Organisation	Project	Ward	Councillor(s)	Amount
CCF173	Community Fridge Support	Community Fridge Support	Castle	Councillor Haqu	£387.42
CCF174	Northampton Bangladeshi Association		Castle	Councillor Haqu	£500.00
CCF175	Headway Northampton CIO	Outdoor and Garden Space	Spencer	T Eales	£2,000.00
CCF171	Vernon Terrace Nursery	New Nursery Outdoor Development	Abington	Councillor Purser	£1,486.00
CCF172	Briar Hill Primary School	Playground Project	Briar Hill	Councillor Connolly	£1,800.00
Total CCF					£6,173.42
Paid					£6,173.42
Unpaid					£0.00

Grant value amended from original submission and committee approval - amendment approved retrospectively.

APPLICATION REFERENCE	ORGANISATION	PROJECT NAME	AMOUNT REQUESTED	BUDGET	EXPLANATION
CCF130	Caring & Sharing Trust	Marriott	£500	£750	Councillor Marriott requested an additional £250 be allocated to CCF130 as he had remaining funds at the time due to an applicant not submitting a form prior to the deadline.
CCF133	Friends of Dallington Village	G Eales	£800	£850	Councillor G Eales had £50 remaining and once advised of this he allocated the additional £50 to CCF133.
CCF139	Girl Guiding Eastfield District	Hallam (£450) & Lane (£450)	£450	£900	Councillor Hallam in submission of CCF139 advised that £450 was to be deducted from both his and Councillor Lane's CCF for this application.
CCF163	United African Association	Ismail	£600	£800	Councillor Ismail had remaining funds and requested an additional £200 be provided to CCF163.
CCF166	The McCarthy-Dixon Foundation	Tarasiewicz (£980) Alwahabi (£687.41) Ismail (£434.67) Haque (£200)	£1,600	£2,067.41	Councillor Alwahabi, Ismail and Enam agreed to provide an additional funds towards CCF166 as they had funds remaining.
CCF170	Semilong and Trinity Neighbourhood Forum	Marriott (£520) & Birch (£181)	£520	£701	Councillor Birch requested the £181 remaining be allocated to CCF170 as she had funds remaining.

Signature 1
Signature 2

**** Balance in bank £328,689 therefore no recommendation to transfer funds this month to CCLA ****