

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 10th February 2022 at 11.00
in Room 5 of the Town Council Offices at Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Birch, Hibbert.

In attendance: Officers: Mr S Carter (Town Clerk) and Mrs C Maclellan (Finance Officer).

34. APOLOGIES

Cllr. B Purser

35. DECLARATIONS OF INTEREST

Councillors Birch and Marriott declared a non-pecuniary interest in relation to the Groundworks receipt and payment to Semilong and Trinity neighbourhood Forum.

36. MINUTES OF THE LAST MEETING

The minutes of the meeting held 12th January 2022 were circulated with the agenda.

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

37. REVENUE BUDGET 2021/22

The Town Clerk and Finance Officer presented the Budget control report for month 10, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 January 2022, and January Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted the following movement in month 10 compared to the previous month's budget:

4130 Insurance up by 31% due to recent payment for the muniments valuation.

4540, Town Twinning was moved from central Administration to Civic and Democratic as requested.

4155 Accounting support, 4156 Audit Fees, 4170 Community Grant & 4300 Service Charge are all near 100% as would be expected as we are heading towards the end of the financial year.

In response to the question raised regarding muniments insurance, the Town Clerk agreed to investigate and review security risk and would explore with how we would arrange taking on responsibility for our own designated areas. He advised that he would arrange to speak with WNC, The Insurers and the Museum. The Town Clerk also agreed to share the asset list and valuation documents with Councillors present.

In response to the question of any other expected costs regarding allotments, the Town Clerk explained that he was in discussions with WNC to determine activity and further potential costs and any 3rd party management relationships currently in place. It was noted that the Town Clerk and Assistant Town Clerk were to visit Southfields that same day.

In response to equipment needed to support NTC in terms of ongoing requirements such as a presentation screen (TV screen and stand), shredder for confidential waste, replacement chairs and tea & coffee equipment it was agreed that the Town Clerk could arrange to source the equipment needed.

It was also noted that discussions should be held with WNC regarding the poor state of the chairs in the Farmer room to see if they could be replaced or whether that would be for the town council.

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

38. PAYMENT OF ACCOUNTS

In response to queries regarding costs associated to Mayoralty it was agreed that the Town Clerk would explore how these could be reviewed independently and consideration should be given to how the process of approval should work moving forward.

In response to the question raised regarding Groundworks Grant, it was explained the grant received into NTC bank account would be used as a holding account only, NTC would then pay the money to Semilong and Trinity Neighbourhood Forum who would spend the money as planned and would reconcile at the end of the financial year. Semilong and Trinity would provide a copy of the reconciliation to NTC and would repay any funds not used back to NTC, NTC would then pay Groundworks. It was agreed that the reconciliation report would be shared with the Accounts Subcommittee.

In response to the question raised for Pitney Bowes the Finance Officer explained that the mechanism Pitney Bowes used for billing was confusing, in that invoices presented often had brought forward amounts from previous invoices included in the charge due, despite the fact that the brought forward amount had been paid. The FO went on to explain that the Administrative Assistant was drafting an internal control process to ensure that all postage costs were being managed and recorded appropriately and would therefore balance to the invoice charges received.

RESOLVED: That the accounts as detailed below be approved for payment.

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay
04/02/2022	1016	Abington Wind Band	£ 150.00	£ -	£ 150.00	£ 150.00
09/12/2021	MAYORS EXPENSES JANU	Mayor Rufia Ashraf (Expenses)	£ 376.91	£ -	£ 376.91	£ 376.91
29/12/2021	INV-0038	Classic Carriages of Northampton	£ 850.00	£ -	£ 850.00	
04/02/2022	INV-0041	Classic Carriages of Northampton	£ 630.00	£ -	£ 630.00	£ 1,480.00
14/01/2022	B2302	Coram James Limited	£ 3,145.20	£ 629.04	£ 3,774.24	£ 3,774.24
20/01/2022	276	Council for Voluntary Service Northampto	£ 36.00	£ 7.20	£ 43.20	
02/02/2022	293	Council for Voluntary Service Northampto	£ 36.00	£ 7.20	£ 43.20	£ 86.40
14/01/2022	356466	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
18/12/2021	68482	Mayfair Cars (Northampton) Ltd	£ 121.00	£ 24.20	£ 145.20	
31/12/2021	68510	Mayfair Cars (Northampton) Ltd	£ 145.20	£ 29.04	£ 174.24	
22/01/2022	68722	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
31/01/2022	68795	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
30/01/2022	15594	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	
04/02/2022	15729	Microshade Business Consultants Ltd	£ 47.50	£ 9.50	£ 57.00	
06/02/2022	15653	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	£ 1,548.77
31/01/2022	STUART EXPENSESJAN22	Stuart Carter (Expense Claims)	£ 32.42	£ -	£ 32.42	£ 32.42
01/12/2021	88888984746-9800677	Anglian Water t/a Wave Utilities	£ 20.39	£ 4.08	£ 24.47	
10/12/2021	88888984746	Anglian Water t/a Wave Utilities	£ 0.13	£ 0.02	£ 0.15	
10/12/2021	88888984746-9854709	Anglian Water t/a Wave Utilities	-£ 971.34	-£ 194.27	-£ 1,165.61	
10/12/2021	88888984758-9854712	Anglian Water t/a Wave Utilities	£ 976.87	£ 195.38	£ 1,172.25	
01/01/2022	88888984758-9934322	Anglian Water t/a Wave Utilities	£ 13.35	£ 2.67	£ 16.02	£ 47.28
18/01/2022	424000622394	West Northamptonshire Council	£ 31.92	£ 6.38	£ 38.30	
28/01/2022	424000622268	West Northamptonshire Council	£16,159.12	£ -	£ 16,159.12	
28/01/2022	424000622404	West Northamptonshire Council	£ 93.00	£ -	£ 93.00	£ 16,290.42
			£23,372.61	£1,016.23	£ 24,388.84	£ 24,388.84
Additional Payments not posted to system / Amendments						
17/01/2022	GROUNDWORK UK R/C	Semilong and Trinity Neighbourhood Forum	£ 6,796.00	£ -	£ 6,796.00	£ 6,796.00
05/02/2022	68896	Mayfair Cars	£ 66.00	£ 13.20	£ 79.20	£ 79.20
08/01/2022	BI710022	Pitney Bowes	£ 206.90	£ -	£ 206.90	£ 206.90
09/02/2022	424000640512	West Northamptonshire Council	£ 33.25	£ 6.65	£ 39.90	
09/02/2022	424000640541	West Northamptonshire Council	£ 19.95	£ 3.90	£ 23.94	£ 63.84
08/02/2022	VOI0025127	Zen Office	£ 34.70	£ 6.94	£ 41.64	£ 41.64
<p>£145 received in the bank 21/12/21. I emailed the bank to establish further detail - no response, so I rang them and I asked if it could be interest and they said yes, however it actually relates to the Mayors Gala, therefore I will need to move funds from bank interest to the Mayors Gala.</p>						
Salaries / HMRC / Pension payments Feb						
Salaries (Net) for Feb including Mayoral Allowance						£ 11,215.88
HMRC Feb						£ 4,752.92
Pension Feb						£ 4,838.96
Grant payment						
CCF11	Emma Rice and WEJ Knight Almshouses		Phippsville	Cllr Stevens		£1,335.00

Following review of the bank statement and bank reconciliation, a discussion was held regarding the investment of bank funds. The Town Clerk invited Councillors Birch and Hibbert to attend a call (to be arranged with 3rd party supplier namely CCLA about their cash deposit fund. The Town Clerk made the point that priority was always security over return, but that in this case, it was about spreading the cash over many bank accounts. The return would remain low, but this could be looked once this element was sorted

39. Interim Audit

Tabled for information and attached at appendix B was the interim audit compiled by the Council's Internal Auditor. It was noted that the report was extremely positive with the auditor commenting that the processes and control documents that had been put in place were extremely thorough. The auditor had asked that page numbering be added to minutes and that an Internal control checklist be introduced, at present checks were reported and minuted. The Town Clerk advised that he had provided an example Internal Control Checklist to the Finance Officer for review and they would draft an appropriate Internal Control Check List for NTC and would present to Accts Sub comm for review.

It was noted that the continuation of reviewing NTC Internal Control processes should be extended to all NTC councillors. The FO agreed that she would extend the invitation and advised that Cllr Purser is next to review the Payroll process on the 2nd Feb.

The Finance Officer advised that she would be on annual leave week commencing 14th February and would return on the 21st February.

The next meeting has been arranged for Tuesday 8th March, the FO will send out a calendar invitation.

The meeting ended at 12.18 pm.

Signed.....Chair