

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 12<sup>th</sup> January 2022 at 11.00  
in Room 5 of the Town Council Offices at Northampton Guildhall**

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

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

**33. APOLOGIES**

Cllr. S Hibbert, S Carter (Town Clerk (isolating))

**34. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**35. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 13<sup>th</sup> December 2021 were circulated with the agenda.

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

**36. REVENUE BUDGET 2021/22**

The Assistant Town Clerk and Finance Officer presented the Budget control report for month 9, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 December 2021, and December Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted the following movement in month 9 compared to the previous month's budget:

Town Twinning, code 4540, £700 spend, however no budget has been assigned to this code. It was noted that the spend is currently sitting in Policy & Finance and should be moved to Civic and Democratic. It was also noted that there should be agreed parameters for how the Mayor Allowance should be used. Concern was raised regarding funds being spent without seeking resolution from the Civic Matters Sub-Committee beforehand. This should be discussed with the Town Clerk.

Interest Received, code 1190, £145. It was noted that a request for the Town Clerk to provide an update regarding the investment of funds should be arranged.

Service Charge 74.6%

Guildhall Reserve, code 4390, The request to change the budget heading Guildhall Reserve to Accommodation Reserve was noted and proposed that it be presented at Policy and Finance Committee meeting to be held 18<sup>th</sup> Jan 2022 for resolution.

Community Grant Scheme increased to 61.9%

It was noted that the Finance officer had emailed all Cllrs to advise of the outstanding balance in their Cllr. Community Funding budget allocation. The purpose of the email is to encourage Cllrs. to explore all opportunities for ensuring the budget is used within this financial year.

It was also noted that Cllrs are concerned with the difficulty Organisations were experiencing in completing the online form and also their frustration with the Bank details process; concerns being: duplication of effort regarding the request for confirmation of bank details, the delay this will cause in payment and concern it will discourage applications. The reasoning for these concerns are many of the community funding organisations are often small organisations who do not have the resource, skills or technology to comply with what has been requested. The Finance Officer explained that Financial regulations stipulate that there must be an internal control to ensure prevention of fraud, however, acknowledged the concerns raised and will review with the Town Clerk and Assistant Town Clerk, to come to an arrangement will improve the process whilst meeting its Financial Regulations obligation.

In response to the question of which organisations had applied for grants / community funding it was agreed that the spreadsheet that captures the detail would be issued to the Cllrs present.

It was also noted that it may be useful for the Finance Officer to visit some of the organisations to see and understand how they work, but also provide an opportunity for the FO to explain the process.

It was also noted that workshops could be arranged, however Cllrs felt these may not be well attended and highlighted again that organisations should be invited in to present and showcase the benefits from the funding they had received.

In response to the Events budget question of how successful Christmas Events had been, it was noted that a Public Events Review should take place. This will be carried out by the Assistant Town Clerk and will include as a minimum, Public / Cllr / Officer feedback, Numbers in attendance, key marketing campaign measurements and if value for money had been achieved.

In response to the Recruitment budget, code 4006, it was noted only £205 had been spent so far; it was noted that the remaining fund should be used for the two current vacant roles with the suggestion of placing an advert for the Events role in the Guardian amongst other mediums.

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

## **32. PAYMENT OF ACCOUNTS**

In response to why Landline costs were under Civic and Democratic the FO explained it was a manual error and would be changed to Central Administration.

In response to whether an officer had been given an increase in salary it was explained that for December the Officer had been paid for TOIL hours rather than time as per the contract of employment.

It was noted that there was an error with a Grant number application approved in Dec. No CCF25, this number had been used instead of CCF26 (details of the application were correct it was just the number that was wrong). It was explained that No CCF25 had been withdrawn, Cllrs again requested a detailed spreadsheet showing all applications.

**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
01/12/2021	40948	Chelsea Hire complete Event Hire Solution	£ 240.30	£ 48.06	£ 288.36	£ 288.36
31/12/2021	273294273294	Colemans Warehouse Shop	£ 16.65	£ 3.33	£ 19.98	£ 19.98
13/12/2021	355994	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
11/12/2021	68375	Mayfair Cars (Northampton) Ltd	£ 176.00	£ 35.20	£ 211.20	£ 211.20
06/01/2021	15523	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	£ 564.89
22/12/2021	INV-1765	Northants CALC Ltd	£ 300.00	£ -	£ 300.00	£ 300.00
22/12/2021	NTL189	Northampton Town Centre BID	£ 680.00	£ -	£ 680.00	£ 680.00
08/12/2021	B1633201	Pitney Bowes Limited	£ 200.00	£ -	£ 200.00	£ 200.00
07/01/2022	1119	Stage Right Productions	£ 6,220.00	£ 1,244.00	£ 7,464.00	£ 7,464.00
01/12/2021	5900	Tangerine Red Ltd	£ 78.00	£ -	£ 78.00	
03/12/2021	5904	Tangerine Red Ltd	£ 40.00	£ 8.00	£ 48.00	
22/12/2021	5953	Tangerine Red Ltd	£ 430.00	£ 86.00	£ 516.00	£ 642.00
07/01/2022	OP/I599120	Veolia ES (UK) Ltd	£ 52.00	£ 10.40	£ 62.40	£ 62.40
18/12/2021	424000558507	West Northamptonshire Council	£ 26.60	£ 5.32	£ 31.92	
18/12/2021	424000558510	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94	£ 55.86
			£ 9,452.24	£ 1,638.85	£ 11,091.09	£ 11,091.09
<b>Pending Entry to Finance System</b>						
10/01/2022	VOI0024694	Zen Office	£ 32.99	£ 6.66	£ 39.59	£ 39.59
<b>Salaries / HMRC / Pension payments Jan</b>						
Salaries (Net) for Jan including Mayoral Allowance						£ 11,315.08
HMRC Jan						£ 4,746.62
Pension Jan						£ 4,866.77
<b>Note:</b>						
Community Fund No. CCF25 approved 13/12/21 is actually Number CCF26. Application CCF25 is Martial Arts Academy which has been withdrawn by Cllr Meredith						

It was noted, following apologies from Cllr Hibbert that we were unsure who the substitute Cllrs are or if any were in place for this committee.

*Clerk's note: There are no nominated substitutes for this sub-committee.*

**33. INTERNAL CONTROLS CHECK**

It was noted that the Finance officer had invited the Chair to review and check the internal control processes, in particular Invoice Procedures. The Review had taken place and two recommendations for change had been suggested for the following points:

Point 1: to include the word normally and remove 'with the exception of '

Point 9: To include the wording 'and to bring to the attention any risk of debt and or legal action to the Accounts Sub-committee.

The invitation was extended to other members of the Accounts Sub Committee and the Finance Officer suggested that she would email Cllrs. directly, with the invitation to Review and check all or any of the Internal Control procedures as per their preference.

It was noted that the Finance Officer presented the Bank Statement, Bank Reconciliation and Payments and Receipts report to Cllrs and highlighted that the bank reconciliation and Bank Statement were reconciled. It was noted by Cllrs that the reconciliation was to the penny.

It was noted that Cllr. Purser left early to attend a funeral.

The next meeting date hasn't been arranged, however, the Finance Officer will suggest a number of dates to Cllrs. and subsequently issue a calendar invite to committee members.

The meeting ended at 12.03 pm.

Signed.....Chair