

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 8<sup>th</sup> September 2021 at 11 am  
in Room 5 at Northampton Guildhall**

**PRESENT:** Councillors Birch, Hibbert, Marriott, Purser

In attendance: Mr S Carter (Interim Town Clerk) and Mrs C Maclellan (Accounts Assistant)

**13. APOLOGIES**

There were no apologies, all members were present.

**14. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**15. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 9<sup>th</sup> August 2021 were circulated with the agenda.

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

**16. REVENUE BUDGET 2021/22**

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

The Accounts Assistant highlighted that half way through the year NTC was well within budget; there are a number of cost codes without spend at this stage, however it was likely this will be addressed as we progress through the year.

In response to the question relating Mayoral transport cost being high sitting at (83%) it was explained that this was a combination of actual and committed spend to the end of the FY therefore forecasting a slight underspend at this stage.

In response to the question regarding the delay in transferring WNC Events budget, the Town Clerk explained that Heads of Terms had been agreed and West Northants Council (WNC) were continuing to manage events as in previous years. It was noted that at present NTC had no record of what is being spent, how events were planned or how many people were required to manage these activities. It was noted that despite several attempts by the Town Clerk & Cllr Birch to engage with WNC no response had been received. Cllrs. reiterated that NTC had little visibility or involvement in the events currently being managed by WNC and were concerned this would have a detrimental impact when planning next year's events in terms of understanding, planning cost and staff capacity. It was suggested that these questions be escalated to the Chief Executive of WNC.

It was noted under Environmental Services Budget centre that the Environmental Services Committee had been advised that Autumn planting for this year was not included in Northampton in Bloom budget.

It was also noted that under the allotments Budget centre that the environmental services committee had raised the topic of using composting toilets and raised their concern over the lack of public toilet facilities generally, The Town Clerk advised that this would be discussed and addressed with Simon Bowers. Cllrs. suggested that anti-climbing paint should be used to deter anti-social behaviour in public toilet areas.

Cllrs. questioned if there was an opportunity to apply for Section 106 Grant Funding. This was acknowledged and noted by the Town Clerk.

Under Community Services Budget, Cllrs. commended the progress made on Community & Grants funding activity and work undertaken by the Town Clerk and Office administrator.

Cllrs. also highlighted the following:

- The PDF application form was not easy to use and needed correcting.
- Some Wards had not submitted any fund applications despite Cllrs. encouraging their community to do so.
- Still some confusion over which scheme to apply to

All the above points were noted and it was acknowledged that the new way application process & form different to previous and it will take time for communities to adjust to the new way. It was also acknowledged that the scheme should be publicised which was noted by the Town Clerk.

Under Public Events Budget Cllrs. mentioned there is a need to understand what NTC are doing to enhance both Christmas and Fireworks and for the possibility of adding EID to the list of festivals. This was noted and will be addressed by the Community Services Committee.

Under Planning Budget, it was mentioned that the Delegation of Planning training will need to be rescheduled due to lack of Cllr attendance despite 12 accepting.

## **17. PAYMENT OF ACCOUNTS**

In response to the question raised regarding the loan payment of £150, it was explained that it was a Payroll Provider error due to tax correction in August, leaving a shortfall in disposable income the officer in question, given the circumstances it was agreed a small loan would be paid with the repayment made through payroll from net pay, deducting £50 each month for the next 3 months.

Cllr. Birch also highlighted for transparency that content in each cell of the payment list should be available for reading in printed form. Spring Boroughs was used an example and was noted.

Cllr. Birch sought confirmation that invoiced evidence had been received in respect of the grant payment to James Thompson (Wall Games), which was confirmed by the Finance Assistant.

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

A/c Name	Net Value	VAT	Invoice Total
APGROUP	£ 1,458.33	£ 291.67	£ 1,750.00
CATHERINEMACLELLAN	£ 25.13	£ 5.02	£ 30.15
CLASSICCARRIAGESOFN	£ 525.00	£ -	£ 525.00
HORIZONTELECOMLTD	£ 487.00	£ 97.40	£ 584.40
HORIZONTELECOMLTD	£ 487.43	£ 97.49	£ 584.92
IDVERDE LTD	£ 1,870.10	£ 374.02	£ 2,244.12
IDVERDE LTD	£ 3,322.16	£ 664.43	£ 3,986.59
JULIETHORNEYCROFT	£ 19.50	£ -	£ 19.50
MAYFAIRCARSNORTHAM	£ 143.00	£ 28.60	£ 171.60
MAYFAIRCARSNORTHAM	£ 77.00	£ 15.40	£ 92.40
MAYFAIRCARSNORTHAM	£ 55.00	£ 11.00	£ 66.00
MAYFAIRCARSNORTHAM	£ 209.00	£ 41.80	£ 250.80
MICROSHADE	£ 295.00	£ 59.00	£ 354.00
MICROSHADE	£ 470.74	£ 94.15	£ 564.89
PKF LITTLEJOHN LLP	£ 300.00	£ 60.00	£ 360.00
SLCCENTERPRIESLTD	£ 20.00	£ 4.00	£ 24.00
SLCCENTERPRIESLTD	£ 35.00	£ 7.00	£ 42.00
SLCCENTERPRIESLTD	£ 35.00	£ 7.00	£ 42.00
STUARTCARTER	£ 99.99	£ -	£ 99.99
Tangerine Red	£ 22.50	£ 4.50	£ 27.00
Payee: James Thompson	£ 545.25	£ -	£ 545.25

**Salaries / HMRC / Pension payments Sept**

Salaries (Net) for Sept including Cllr & Mayoral Allowance	£ 11,391.23
Loan for Lizzie Hawkins	£ 150.00
HMRC Sept	£ 4,746.15
Pension Sept	£ 4,743.96

Following receipt of 3 quotes the Town Clerk requested a decision and approval for a 5-year contract for HR and Health and Safety Provider Ellis Witham. Approval was granted. It was noted that the Supplier 'Locality' is explored as a possible enhancement to Ellis Whittam. The Clerk confirmed that there was a budget for this and that it had been previously highlighted as a requirement during the formation of the town council.

**RESOLVED:** That Ellis Witham be appointed on a 5-year contract to act as Human Resources and Health and Safety Advisors for the town council.

The meeting ended at 12.25 pm.

Signed.....Chair