

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 9<sup>th</sup> August 2021 at 11 am  
in the Committee Room at Northampton Guildhall**

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

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

**9. APOLOGIES**

There were no apologies, all members were present.

**10. DECLARATIONS OF INTEREST**

Cllr. Birch declared a pecuniary interest in relation to an Expense claim, detailed in minute 8 below.

**11. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 12 July 2021 were circulated with the agenda.

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

**11. 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 July 2021, all of which were noted and signed by all Cllrs. present.

In response to the question raised regarding the Bloom budget which shows a 45.2% spend / commitment councillors asked why the budget wasn't showing a higher committed percentage number as their understanding was only £2000 remained as uncommitted. The Finance Assistant explained that the Purchase Order for Plantscape totalling £11,001 wasn't included as committed spend but should have been. It was noted that any general Bloom questions should be addressed to the Office Administrator and the Bloom working party.

In response to the question relating to the delay in transferring WNC Events budget, the Town Clerk explained that Heads of Terms has been agreed and Derrick is continuing to manage Events as in previous years. It was noted that at present NTC had no record of what is being spent at this point nor when the transfer of funds will take place.

**12. PAYMENT OF ACCOUNTS**

No questions raised in respect of proposed payments.

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

A/c name	Net Value	VAT	Invoice Total	Description
Cllr Jane Birch	£200.10	£0.00	<b>£200.10</b>	Add Bloom Requirement

Council for Voluntary Service Northampton	£36.00	£7.20	<b>£43.20</b>	Payslips x6 July
Council for Voluntary Service Northampton	£36.00	£7.20	<b>£43.20</b>	Payslips x 6 August
Horizon Telecom Ltd	£298.00	£59.60	<b>£357.60</b>	2 x Lenovo Docking Stations
Horizon Telecom Ltd	£255.00	£51.00	<b>£306.00</b>	3x StarTech docking stations
John Roan Photography	£60.00	£0.00	<b>£60.00</b>	4 x reprints in mounts Mayoral
John Roan Photography	£30.00	£0.00	<b>£30.00</b>	2 x reprints Mayor own use
Julie Thorneycroft (Expense Claims)	£43.48	£0.00	<b>£43.48</b>	Postage / Print cartridge
K&J Hird Ltd	£5,360.00	£1,072.00	<b>£6,432.00</b>	Remove/plant/water/deadhead
K&J Hird Ltd	£5,430.00	£1,086.00	<b>£6,516.00</b>	55 x hanging baskets
K&J Hird Ltd	£2,000.00	£400.00	<b>£2,400.00</b>	Basket inspect/test/secure lock
Microshade Business Consultants Ltd	£295.00	£59.00	<b>£354.00</b>	July Acc Support
Microshade Business Consultants Ltd	£470.74	£94.15	<b>£564.89</b>	NTC Aug Hosting fee / Cllr Email
Northants CALC Ltd	£1,640.00	£0.00	<b>£1,640.00</b>	Internal audit YE21
Northants CALC Ltd	£470.00	£0.00	<b>£470.00</b>	An Intro to Planning for Cllrs
Rialtas Business Solutions Ltd	£59.00	£11.80	<b>£70.80</b>	Making Tax Digital support fee
Stuart Carter (Expense Claims)	£67.10	£0.00	<b>£67.10</b>	ink Carts / Post
Tangerine Red Ltd	£123.00	£24.60	<b>£147.60</b>	Selfie Frame & Design Creation
Tangerine Red Ltd	£120.00	£24.00	<b>£144.00</b>	Redraw Mayors Logo
West Northamptonshire Council	£240.00	£0.00	<b>£240.00</b>	Hire of Jeffrey room on 3 July
West Northamptonshire Council	£93.00	£0.00	<b>£93.00</b>	TC meeting 25/10/21
Tangerine Red	£ 15.00	£ 3.00	£ 18.00	Pending LH approval
Tangerine Red	£ 56.00	£ 11.20	£ 67.20	Pending JT approval
SLCC	£ 330.00	£ 66.00	£ 396.00	Pending SC approval
'Walden Consultants Ltd	£1,000.00		£ 1,000.00	Pending SC approval
			£21,704.17	
<b>Salaries</b>			£ 10,964.03	Includes Mayoral Allowance
<b>HMRC</b>			£ 4,685.35	
<b>Pensions</b>			£ 4,743.96	

Following receipt of 3 quotes the Town Clerk requested a decision and approval for a 5-year lease for a Xerox printer supplied by the MPS Team line with the delegation for office set up. Approval was granted.

The meeting ended at 12.15 pm.

Signed.....Chair

