

**NORTHAMPTON TOWN COUNCIL  
POLICY AND FINANCE COMMITTEE  
Minutes of the meeting held at 18.00 on 16<sup>th</sup> November 2021 in the Godwin Room of  
Northampton Guildhall**

**PRESENT:** Cllrs Marriott (Chair), Alwahabi, Birch, Hibbert, Holland-Delamere, Kilbride, Russell, Tarasiewicz.

Officers in attendance: Mr S Carter (Town Clerk) and Catherine Maclellan (Finance Officer)

**28. Apologies**

Apologies had been submitted by Councillor G Eales, T Eales, Connolly, Purser and Stevens.

**29. Declarations of Interest**

None.

**30. Minutes of the last meeting including updates as to the progress of any items**

Circulated with the agenda were the minutes of the meeting held 4<sup>th</sup> October 2021.

**RESOLVED:** That they be accepted as a true and accurate record of the meeting and that the Chair be authorised to sign the minutes.

**31. Minutes of the Accounts Sub-Committee meetings for information, held on the dates below were circulated with the agenda:**

- (a) 18<sup>th</sup> October 2021 (attached at appendix A)
- (b) 15<sup>th</sup> October 2021 (attached at appendix B)

The minutes were **NOTED**.

**32. To receive and review the minutes of the Civic Matters Sub-Committee held 7<sup>th</sup> October 2021**

**RESOLVED:** To approve the recommendations as set out in the minutes (attached at appendix C).

**33. First Budget Principles 2022/23**

It was explained that at the last meeting of this committee a number of recommendations were made with regards to the budget including the establishment of earmarked reserves, the recruitment of extra staff and the principle that the Band D equivalent would not increase

Accordingly, a draft version 1 budget had been drafted. This budget took into account the current spend, predicted a forecasted spend in the current year and put forward a recommended amount for the coming year. There were a number of figures that were set, staff costs, office costs etc. and there are some that are for the committees and council to make recommendations.

The process for setting the budget was as follows:

1. Policy and Finance Committee set budget principles
2. Committees consider their elements and make recommendations

3. Policy and Finance Committee consider these and draft final budget for recommendation to the Council
4. Council considers final budget and subject to any final amendments approves the final budget in January
5. The precept request is sent to the WNC who are the precepting authority and collect it on behalf of town and parish councils and the police and fire authority.

Key elements not yet known were the tax base, a provisional figure should come from WNC in December. It was explained that the tax base at a basic level for Council tax purposes was the amount of properties in an area eligible to pay council tax. The tax base is effected by the number of empty properties, discounts, people on benefits, the number of new properties built, council tax collection rates. The tax base is estimated and set by WNC.

The other key element as discussed at the recent meeting of Chairs and Deputy Chairs is the events budget breakdown. We know the set amount that will come from WNC, but we await details of the breakdown of how this is spent. This will be considered by the Community Services Committee when known.

Principles to be considered by the Policy and Finance Committee as raised at the meeting of Chairs and Vice Chairs:

- No raise in the Band D precept level
- Additional budget for events
- Additional budget for bloom
- Review of 4600 Planning – Local Campaigns

Increases in the budget for events and bloom would be met by cuts in the budget for one off set up costs, and the moving of contingency staff costs into the salaries to offset their increase. Main points were:

- 4000 Salaries NI Pension increase £60,000 offset by:
- 4001 Staffing Contingency reduction of £97,000
- 4005 Covid Response and set up costs £50,000 to £0
- 4006 Recruitment costs reduction of £3000
- 4010 Payroll costs reduction of £500
- 4015 Travel and Subsistence reduction of £1000
- 4120 Subscriptions reduction of £3,000
- 4125 Telephone and internet reduction of £17,000
- 4190 Equipment reduction of £10,000
- 4150 Bank charges reduction of £500
- 4160 NCALC add support reduction of £12,000, costs to be met for 4159 Legal and Professional Fees budget which would remain at £30,000
- 4162 Health and Safety reduction of £2,000
- 4200 Elections reduction of £30,000 (under spend put into ear marked reserves as already agreed)
- 4215 Civic Regalia increase of £1,000
- 4300 Guildhall Service Charge (rent, services etc), increase of £5,000 as there is an indexed link increase in the agreement

It was suggested that the £10,000 for newsletter be put into Advertising and Marketing Budget in the 22/23 budget.

It was also suggested that the Planning budget should be removed in the 22/23 budget though the Chair highlighted that the Planning Committee itself would consider this themselves.

The Chair informed the committee that the Chairs and Vice Chairs had met prior to this to discuss their views on the budget and no major amendments had been discussed though the budget was still to go to each committee.

It was highlighted that the budget had been set to high and should be reduced, taking out of the Council's accounts and putting it in the pockets of residents was preferential. Countering this the chair stated that the Council was not 6 months old and that it would be better to judge further down the line. The Chair added that the Council's band D average was still well below the average and had the opportunity to deliver some great projects and services. Being ham strung by WNC was not helping as NTC were not aware what assets or services may come at a later date. Supporting this a WNC councillor stated that WNC were still in a state of flux but cutting the NTC budget may mean that when these assets and services are passed down, NTC may not be able to take them.

On the Guildhall, it was agreed that the Council would need to review the office space and whether it was suitable going forward. It might be that the Council needed to consider alternatives given WNC's stance on not looking as though they want to transfer the old part of the Guildhall, though it was also noted that there was a link between the Mayoralty and the Guildhall. It was suggested that the name of this heading be changed to Accommodation. It was also confirmed that there was an agreed annual rise in the licence fee and that this was budgeted for.

Regarding the councillor's community grants scheme it was commented that each councillor should be informed of how much was left in their respective pots. It was confirmed that officers would be happy to provide this information to each councillor.

In response to a question regarding Covid/Set Up costs budget heading it was confirmed that this was a one off payment from NBC to assist the council in setting up with specific relation to Covid. It was proposed and seconded that any unspent monies from this budget heading be earmarked for covid related projects such as the memorial garden. **RECOMMENDED:** That any unspent monies from this heading be earmarked for future projects and costs related to Covid.

No objections were made to the figures quoted above and it was agreed that the final budget would be considered following consideration by each of the standing committees.

#### **34. Staffing Committee Terms of Reference**

Circulated with the report were some draft terms of reference for the staffing committee. It was explained that the terms of reference had been drafted following the Council as Employers training.

**RESOLVED:** That the terms of reference as detailed above be adopted for the Staffing Sub-Committee.

#### **General –**

- To review all personnel procedures, be the first contact for all employee/employer matters, advise Policy and Finance Committee accordingly on such matters, and act on its instructions when called upon.

- To consider and make recommendations to the Policy and Finance Committee concerning the employment and terms and conditions of all staff.
- To consider and make recommendations to the Policy and Finance Committee on issues concerning Council personnel policy.

The Sub-Committee shall have no set calendar and shall be convened by the calling of a meeting by the clerk as directed, or by the chairman or two members of the committee by written request to the chairman at any time.

Once properly convened and the appropriate resolution passed, all business of the Sub-Committee shall be conducted in closed session and shall remain confidential, other than to other members of the council should they have legitimate need to have access to this information and who will also respect the confidential nature of such information, and the representative of employees where appropriate.

**Specific Roles: -**

1. To review, and update annually where necessary, all documents relating to employees including Employment Contracts and the Staff Handbook. This will be conducted in conjunction with the Clerk and recommended to Policy & Finance Committee
2. To conduct and have delegated responsibility for all Grievance and Disciplinary action within the Council. In the first instance, any complaints/grievances will try to be resolved informally by the Town Clerk. If this is not possible or if it is deemed to serious, the Town Clerk will conduct informal investigatory meetings into any formal complaints or disciplinary matters that are raised concerning an employee. They will report their findings to the Chair and Vice-Chair of the Sub-Committee who will decide if further action is required including whether to formally consider by the Sub-Committee. If the complaint is about the Clerk, then the Chair and Vice Chair will endeavour to resolve the matter informally. Again, if this is not possible or the matter is considered to serious then they will conduct the investigation and report back to the Sub-Committee with their findings.

The Sub-Committee will appoint a panel of three members at its first meeting. The purpose of this panel will be to conduct formal discipline and grievance hearings with any Employee of the Council, when needed. The Panel will also decide the outcome of the meeting and inform the Personnel Committee of their decision.

If an Employee believes that a member of this panel lacks impartiality to conduct their hearing, the Committee will make all reasonable efforts to appoint an alternative member who is considered to be impartial.

Appeals will be conducted by the Appeals Sub-Committee which is made up of the Chairs of the 4 standing committees and the Town Mayor.

3. To investigate any health and / or attendance issue concerning Employees of the Council. The Sub-Committee has delegation to arrange for medical assessments to be conducted and

reports produced by either an independent Occupational Health Doctor, or an Employee's own Doctor, to enable this investigation to be conducted.

The Sub-Committee will be responsible and have delegation for the full implementation of the Council's capability procedure relating to Employee health and attendance at work. This includes the ability to recommend and implement reasonable adjustments to accommodate an Employee's needs.

4. To ensure annual appraisals of staff are undertaken and to inform the Policy and Finance Committee that they have been conducted.

The Committee will appoint a panel of two members to conduct the Clerk's Appraisal. (The Clerk will conduct subordinate Appraisals). The outcome and associated action plan will be reported back to the Committee.

The Committee will also hold a budget to cover the cost of resultant action plans, including training costs.

5. Delegation to manage all elements of recruitment to the post of Clerk and Deputy Clerk. Recruitment of subordinate posts will be managed by the Clerk. The Sub-Committee will be responsible for advertising the vacancy, short listing applicants, conducting interviews, and deciding the outcome of the recruitment process. The Committee has a budget to enable it to conduct these activities.
6. To ensure the necessary policies and procedures are addressed in accordance with relevant legal requirements, and the outcome of any discussions on employment matters are fully reported to full council to consider appropriate action.
7. When appropriate to conduct a review of the overall staff structure of the Council, the number and type of Employees employed by the Council and salary costs, to ensure that the workforce is able to meet the needs and ambitions of the Council.
8. To undertake any other work authorised by Full Council

There being no more business the meeting concluded at 19.30 hours.

Signed.....Chair

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 18<sup>th</sup> October 2021 at 11 am  
in Room 5 of the Town Council Offices at Northampton Guildhall**

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

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

**18. APOLOGIES**

Late attendance apology for Cllr. Jane Birch. No Further Apologies.

**19. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 8<sup>th</sup> September 2021 were circulated with the agenda.

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

**21. 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 30 September 2021, all of which were noted and signed by all Cllrs. present.

- The Accounts Assistant highlighted the following key changes to the previous month's budget:
- Received 2<sup>nd</sup> stage precept payment which completes precept payment for YR 21/22.
- Bloom is now at 98.9% of budget
- Grant is now 14% of budget
- Fireworks is now 66.7 of budget

In response to the question relating Mayoral transport it was noted that should Cllrs. wish to explore transport events they had the option of reviewing invoices or the event schedule held by the Civic and Mayoral Officer.

In response to the question regarding the delay in transferring WNC Events budget, the Town Clerk explained that Heads of Terms has been agreed and nothing further to report however

it had been raised with Cllr. Nunn. The Chair requested that this is escalated to the senior members to seek a resolution.

*Clerk's note: Mr Bowers from WNC has stated this issue will be resolved shortly and apologised for the delay.*

In response to the question raised regarding fireworks, the Finance Assistant (FA) explained that as part of due diligence, before the fireworks enhanced payment is made, details would be required to support what the payment was actually being used for, i.e. breakdown in volume and types of fireworks that would be used and how this compared to previous years. The FA shared the email communication between the supplier and NTC which detailed the volume and type of fireworks that would be used for the NTC enhanced payment being made.

In response to the concern raised regarding the delay in the transfer of budget funds / information; did this mean that that WNC intention was to retain Events and therefore have no need to transfer the budget. The Town Clerk advised there was nothing to indicate this was the case.

In response to the concern over the lack of take up for the Grant and or Community funding. It was suggested that Cllrs collaborate with each other to see if there was any mutual benefit regarding areas within the wards and grounds used for football teams and the opportunity to sponsor local football teams as an example, with the issue of NTC council logo on footballs / medals.

## **22. PAYMENT OF ACCOUNTS**

In response to the question raised regarding the continued use and benefit of suppliers, Walden Consultants & NCALC it was agreed that there is benefit and therefore worth continuing.

It was noted that any normal printing would be through the use of the new photocopier and any other copying outside the specification of the photocopier would continue through supplier, Tangerine Red.

In response to a general note regarding stationery, Cllrs suggested using Blue Fish (based in Northampton) as an alternative option. The Finance Assistance advised that following 6 months use of stationery (6 months would provide an indicative regular stationery purchase list) a bench marking / tender opportunity would be carried out before March 2021.

In response to the question raised regarding the recently attended SLCC conference and the request for feedback, The Town Clerk advised that both he and the Administration Officer found the conference informative and worth attending. The Town Clerk advised that a brief synopsis of their experience would be drafted and shared with Cllrs.

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

SUPPLIER INVOICES						
a	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	06/10/2021	3381	2commune Ltd [2CO002]	£ 150.00	£ 30.00	£ 180.00
#	01/10/2021	INV-0022	Classic Carriages of Northampton [CLA014]	£ 655.00	£ -	£ 655.00
#	01/10/2021	INV-0023	Classic Carriages of Northampton [CLA014]	£ 565.00	£ -	£ 565.00
#	07/10/2021	185	Council for Voluntary Service Northampton [CVS012]	£ 42.00	£ 8.40	£ 50.40
#	03/09/2021	INV-4931	FTF Worldwide Event Management Limited	£ 5,000.00	£ 1,000.00	£ 6,000.00
190/412	10/09/2021	354582	Horizon Telecom Ltd [HOR004]	£ 487.00	£ 97.40	£ 584.40
#	29/08/2021	INV-3824	K&J Hird Ltd [KJH019]	£ 580.00	£ 116.00	£ 696.00
#	11/09/2021	67262	Mayfair Cars (Northampton) Ltd [MAY013]	£ 66.00	£ 13.20	£ 79.20
#	18/09/2021	67345	Mayfair Cars (Northampton) Ltd [MAY013]	£ 209.00	£ 41.80	£ 250.80
#	25/09/2021	67419	Mayfair Cars (Northampton) Ltd [MAY013]	£ 363.00	£ 72.60	£ 435.60
#	09/10/2021	67641	Mayfair Cars (Northampton) Ltd [MAY013]	£ 440.00	£ 88.00	£ 528.00
#	30/09/2021	67536	Mayfair Cars (Northampton) Ltd [MAY013]	£ 22.00	£ 4.40	£ 26.40
#	30/09/2021	15067	Microshade Business Consultants Ltd [MIC001]	£ 295.00	£ 59.00	£ 354.00
#	06/10/2021	15122	Microshade Business Consultants Ltd [MIC001]	£ 475.74	£ 95.15	£ 570.89
#	15/09/2021	INV-1502	Northants CALC Ltd [NOR007]	£ 190.00	£ -	£ 190.00
#	15/09/2021	115373	Pellacraft limited [PEL031]	£ 330.00	£ 66.00	£ 396.00
#	25/08/2021	14003214	Plantscape Ltd [PLA018]	£ 10,901.00	£ 2,180.20	£ 13,081.20
#	22/09/2021	BK203520-1	SLCC Enterprises Ltd [SLC015]	£ 435.00	£ 72.00	£ 507.00
#	01/10/2021	STUART EXPENSESSEPT2	Stuart Carter (Expense Claims) [STU024]	£ 42.90	£ -	£ 42.90
#	10/09/2021	5691	Tangerine Red Ltd [TAN020]	£ 95.00	£ 19.00	£ 114.00
#	10/09/2021	5692	Tangerine Red Ltd [TAN020]	£ 216.00	£ 43.20	£ 259.20
				£ 21,559.64	£ 4,006.35	£ 25,565.99

  

PENDING OFFICER APPROVAL						
#	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	06/10/2021	VOI0023613	Zen Office	£ 29.07	£ 5.82	£ 34.89
#	10/10/2021	1195	Walden Consultants	£ 1,200.00	£ -	£ 1,200.00
#	13/10/2021	424000398291	WNC Ltd	£ 840.00	£ -	£ 840.00
#	15/10/2021	1097	Stage right productions	£ 2,440.00	£ 488.00	£ 2,928.00
#	14/10/2021	27046	Colemans	£ 9.16	£ 1.83	£ 10.99
#	30/09/2021	268785269663	Colemans	£ 203.99	£ 40.77	£ 244.76
#	14/10/2021	261876	Colemans	£ 5.08	£ 1.02	£ 6.10

  

DIRECT DEBIT PAYMENTS						
#	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
#	01/10/2021	DD	Xerox	518.26	103.65	621.91
						621.29

  

Salaries / HMRC / Pension payments Sept			
#	Description	Value	
#	Salaries (Net) for Sept including Cllr & Mayoral Allowance	£ 11,531.05	
#	HMRC Sept (should have said Oct!)	£ 4,757.14	
#	Pension Sept (should have said Oct!)	£ 4,752.05	

  

GRANT / COMMUNITY FUNDING PAYMENTS			
Ac	P&F Sub-Comm approval for Community Funding / Grants	Description of Project	Value
#	27/09/2021 Community Space Northampton (Cllrs. Comm Fund)	Family Fun Day	£ 650.00
#	12/10/2021 Sport4Fitness CIC : (Community General Fund)	Installation of enhanced toilets at Fernie Sports and Social	£ 3,685.00
#	12/10/2021 Pearls of Peace (Community General Fund)	Coffee mornings, yoga provision, support for women	£ 2,500.00
#	12/10/2021 Northampton & District Indoor Bowling Association (Community General Fund)	Purchase of two powered bowls wheelchairs	£ 5,000.00
#	12/10/2021 St Edmunds Residents Association (Community General Fund)	Installation of 2 planters to be sited at fly tipping hotspots at Cranstoun Street and Hood Street	£ 2,382.00
#	12/10/2021 Aliston Gardens Youth and Community Centre (Community General Fund)	Relaunch event following the pandemic	£ 550.00
#	12/10/2021 Eastfields Residents Association (Community General Fund)	Repair of community noticeboard	£ 150.00
#	12/10/2021 Radio Nene Valley	New equipment for the hospital radio station	£ 320.00
#	12/10/2021 Little Fishes Pre School	Replacement toys following arson of shed	£ 500.00
#	12/10/2021 Emmanuel Group of Churches	Fun and Food in School Holidays (FISH) Lunch Club	£ 300.00
#	12/10/2021 Emmanuel Group of Churches	Rzone youth project	£ 511.00



A general enquiry regarding the possible purchase of A5 desk diaries for Cllrs was suggested and also printing of Christmas Cards to distribute to local organisations. It was agreed that both suggestions would be explored.

Cllr Kilbride offered to share printing knowledge and expertise with Officers should it be needed. This was noted and is much appreciated.

The meeting ended at 11.48 pm.

Signed.....Chair

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Policy and Finance</u></b>								
<b><u>101 Central Administration</u></b>								
4000 Salaries NI and Pension	19,246	106,454	316,000	209,546		209,546	33.7%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	16,836	50,000	33,164		33,164	33.7%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	0	278	1,500	1,222	252	970	35.3%	
4015 Travel and Subsistance	5	58	2,000	1,942		1,942	2.9%	
4027 Training and Staff Development	525	2,364	10,000	7,636	600	7,036	29.6%	
4101 Office Supplies & Photocopying	15	839	5,000	4,161	203	3,958	20.8%	
4110 Post	0	132	2,000	1,868		1,868	6.6%	
4120 Subscriptions	0	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	487	2,625	23,000	20,375	600	19,775	14.0%	
4128 Information Technology	571	3,276	10,000	6,724	3,002	3,722	62.8%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4140 Advertising and Marketing	23	23	0	(23)		(23)	0.0%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	0	1,416	20,000	18,584	915	17,669	11.7%	
Central Administration :- Indirect Expenditure	20,870	146,656	573,500	426,844	5,572	421,272	26.5%	0
Net Expenditure	(20,870)	(146,656)	(573,500)	(426,844)				
<b><u>105 Corporate Management</u></b>								
4150 Bank Charges	18	18	1,000	982		982	1.8%	
4155 Accounting Support	295	1,829	4,000	2,171	1,770	401	90.0%	
4156 Audit Fees	300	3,390	4,000	610		610	84.8%	
4159 Legal & Professional Fees	0	2,950	30,000	27,050		27,050	9.8%	
4160 NCALC Addl Support	0	9,653	12,000	2,348		2,348	80.4%	
4162 Health and Safety	0	0	10,000	10,000		10,000	0.0%	
Corporate Management :- Indirect Expenditure	613	17,840	61,000	43,161	1,770	41,391	32.1%	0
Net Expenditure	(613)	(17,840)	(61,000)	(43,161)				
<b><u>110 Civic and Democratic</u></b>								
4200 Elections	0	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	1,789	9,250	28,000	18,750		18,750	33.0%	
4211 Mayor's Transport	638	5,293	27,000	21,707	15,909	5,799	78.5%	
4212 Councillor Allowances	600	8,400	30,000	21,600		21,600	28.0%	
4213 Councillor Training/Conference	190	660	5,000	4,340		4,340	13.2%	
4214 Civic Events	0	4,684	12,000	7,316		7,316	39.0%	

## Detailed Income &amp; Expenditure by Budget Heading 07/10/2021

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	525	1,000	475		475	52.5%	
4216 Council Meetings & Room Hire	0	936	5,000	4,064	395	3,669	26.6%	
Civic and Democratic :- Indirect Expenditure	3,217	111,276	178,000	66,724	16,304	50,421	71.7%	0
Net Expenditure	(3,217)	(111,276)	(178,000)	(66,724)				
<b>115 Other Cost and Income</b>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	887,750	1,775,500	1,775,500	0			100.0%	
Other Cost and Income :- Income	887,750	1,775,500	1,855,500	80,000			95.7%	0
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%	
4999 Contingency	0	0	200,000	200,000		200,000	0.0%	
Other Cost and Income :- Indirect Expenditure	0	0	414,500	414,500	0	414,500	0.0%	0
Net Income over Expenditure	887,750	1,775,500	1,441,000	(334,500)				
<b>201 The Guildhall</b>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	0	0	115,000	115,000	2,203	112,797	1.9%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	0	0	189,000	189,000	2,203	186,797	1.2%	0
Net Expenditure	0	0	(189,000)	(189,000)				
Policy and Finance :- Income	887,750	1,775,500	1,855,500	80,000			95.7%	
Expenditure	24,700	275,771	1,416,000	1,140,229	25,849	1,114,380	21.3%	
Movement to/(from) Gen Reserve	863,050	1,499,729						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environmental Services</u>								
<u>210 Open Spaces</u>								
4536 Northampton In Bloom	16,673	29,663	30,000	337		337	98.9%	
Open Spaces :- Indirect Expenditure	16,673	29,663	30,000	337	0	337	98.9%	0
Net Expenditure	(16,673)	(29,663)	(30,000)	(337)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	0	0	26,000	26,000		26,000	0.0%	
Allotments :- Indirect Expenditure	0	0	26,000	26,000	0	26,000	0.0%	0
Net Expenditure	0	0	(26,000)	(26,000)				
Environmental Services :- Income	0	0	0	0			0.0%	
Expenditure	16,673	29,663	56,000	26,337	0	26,337	53.0%	
Movement to/(from) Gen Reserve	(16,673)	(29,663)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>301 Community Grants</u>								
4170 Community Grant Scheme	545	7,004	50,000	42,996		42,996	14.0%	
Community Grants :- Indirect Expenditure	545	7,004	50,000	42,996	0	42,996	14.0%	0
Net Expenditure	(545)	(7,004)	(50,000)	(42,996)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	2,971	75,000	72,029		72,029	4.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	0	2,971	275,000	272,029	0	272,029	1.1%	0
Net Expenditure	0	(2,971)	(275,000)	(272,029)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000		41,000	0.0%	
4502 Fireworks	5,000	5,000	7,500	2,500		2,500	66.7%	
Public Events :- Indirect Expenditure	5,000	5,000	48,500	43,500	0	43,500	10.3%	0
Net Expenditure	(5,000)	(5,000)	(48,500)	(43,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	5,545	14,975	373,500	358,525	0	358,525	4.0%	
Movement to/(from) Gen Reserve	(5,545)	(14,975)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Planning</b>								
<u>400</u> <u>Planning</u>								
4600 Local Campaigns	0	0	10,000	10,000		10,000	0.0%	
Planning :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
Planning :- Income	0	0	0	0			0.0%	
Expenditure	0	0	10,000	10,000	0	10,000	0.0%	
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	887,750	1,775,500	1,855,500	80,000			95.7%	
Expenditure	46,919	320,409	1,855,500	1,535,091	25,849	1,509,242	18.7%	
Net Income over Expenditure	840,831	1,455,091	0	(1,455,091)				
Movement to/(from) Gen Reserve	840,831	1,455,091						

Bank Reconciliation Statement as at 30/09/2021  
for Cashbook 1 - Current Bank A/c

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Currebt Account	30/09/2021	2	1,542,374.58
			<u>1,542,374.58</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,542,374.58
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,542,374.58
		Balance per Cash Book is :-	1,542,374.58
		Difference is :-	0.00

## Receipts for Month 6

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	689,257.33					689,257.33	
WNCPrecept Banked: 29/09/2021		887,750.00						
WNCPrecept	WEST NORTHAMPTONSHIRE COUNCIL	887,750.00			1176	115	887,750.00	Precept 21/22 2nd payment
Total Receipts for Month		887,750.00	0.00	0.00			887,750.00	
Cashbook Totals		<u>1,577,007.33</u>	<u>0.00</u>	<u>0.00</u>			<u>1,577,007.33</u>	



## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/09/2021	SLCC Enterprises Ltd	SLCC030921	396.00	396.00		501			Nat Conference 2021 S Carter
03/09/2021	Walden Consultants Ltd	030921 1	1,000.00	1,000.00		501			R Walden consult May/Jun/Jul
07/09/2021	Tangerine Red Ltd	070921 2	18.00	18.00		501			Mayor Script & Comm Grant Post
07/09/2021	Northants LGPS	070921LGPS	4,743.96			516		4,743.96	Northants LGPS
07/09/2021	HMRC Cumbernauld	070921HMRC	4,747.55			515		4,747.55	HMRC Cumbernauld
07/09/2021	HMRC Cumbernauld	070921HMRC	271.40			515		271.40	HMRC Cumbernauld July underpay
13/09/2021	Julie Thorneycroft (Expense Cl	130921 3	19.50	19.50		501			Mileage and Laptop bag
13/09/2021	Classic Carriages of Northampt	130921 4	525.00	525.00		501			Mayor Transport - July
13/09/2021	Catherine Maclellan (Expenses)	130921 5	30.15	30.15		501			Printer cartridge
13/09/2021	Idverde Ltd	130921 6	6,230.71	6,230.71		501			10811517/17/Plant&Main Glad
13/09/2021	The AP Group Office & Statione	130921 8	1,750.00	1,750.00		501			Spray paint for Wall Games
13/09/2021	Horizon Telecom Ltd	130921 9	1,169.32	1,169.32		501			PO13 Mobile PO29 WFH LL PO40 G
13/09/2021	James Thompson	130621THOM	545.25			4170	301	545.25	J Thompson Wall Games Hotel
13/09/2021	E Hawkins	130921 EH	150.00			520		150.00	EH Loan July Tax underpayment
13/09/2021	Mr Daniel Soan	130921 DS	480.00			4212	110	480.00	Mr Daniel Soan(Cllr Allowance)
13/09/2021	Stuart Carter (Expense Claims)	130921 7	99.99	99.99		501			Canva Annual Subscription
17/09/2021	Mayfair Cars (Northampton) Ltd	200921 21	580.80	580.80		501			67166/51/Mayfair Cars (Northam
17/09/2021	Tangerine Red Ltd	170921 20	27.00	27.00		501			05629/70/Litter Pick posters
20/09/2021	NTC3	NTC3 SEPT	1,129.01			520		1,129.01	NTC3
20/09/2021	NTC2	NTC2 SEPT	1,639.71			520		1,639.71	NTC2
20/09/2021	NTC4	NTC4 SEPT	1,328.26			520		1,328.26	NTC4
20/09/2021	NTC5	NTC5 SEPT	3,629.36			520		3,629.36	NTC5
20/09/2021	NTC1	NTC1 SEPT	2,150.01			520		2,150.01	NTC1
20/09/2021	RUFIA ASHRAF	200921 RA	1,034.88			4210	110	1,034.88	RUFIA ASHRAF
30/09/2021	Microshade Business Consultant	300921 22	918.89	918.89		501			15036/10/46/Microshade Busines
30/09/2021	Service Charge	SVS CHG	18.00			4150	105	18.00	Service Charge Bank Chg 300921

Total Payments for Month 34,632.75 12,765.36 0.00 21,867.39

Balance Carried Fwd 1,542,374.58

Cashbook Totals 1,577,007.33 12,765.36 0.00 1,564,241.97

**NORTHAMPTON TOWN COUNCIL  
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 15<sup>th</sup> November 2021 at 11.00  
in Room 5 of the Town Council Offices at Northampton Guildhall**

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

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

**23. APOLOGIES**

There were no apologies all sub-committee members were present.

**24. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**25. MINUTES OF THE LAST MEETING**

The minutes of the meeting held 18<sup>th</sup> October 2021 were circulated with the agenda.

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

**26. REVENUE BUDGET 2021/22**

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

The Accounts Assistant highlighted the following movement to the previous month's budget:

- Office Supplies & Photocopying at 35.2%
- Legal & professional Fees at 25.2%
- Civic Events 61.2%
- Community Grants 26.4%
- Councillor Community Funding 11.1%
- Fireworks 99.2%

It was noted that the Northampton in Bloom budget code was in two places, the Finance Officer advised this was due to the budget being in the wrong committee originally and so a virement was made to move the £ budget from Community Services to Environmental services. Also, the Finance Officer confirmed at the request of Cllrs. that the Climate Emergency budget was moved 12/11/21 from Community Services to Environmental Services.

In response to the question relating to only 21.4% of budget being spent, the Finance Officer said she would follow up with an email explaining the numbers in more detail, however, in essence the % number spent is a combination of Actual and Committed spend at the end of that period (7). It was suggested that budget lines with 0% spend, could be reviewed and consideration given as to whether there is an expectation that costs will come in this financial year. The Town Clerk went on to further explain that where spend was likely to be low or unspent the remaining budget would be moved to Ear Marked or General Reserves. This view is based on NTC being a newly formed council and still in earlier infancy of

developing its full cost base. It is felt the funds are required and will come through in the next financial year.

In response to the Mayor's transport costs it was noted that alternative options were to be considered, to make this current budget work more effectively and efficiently, for example employ a driver. This was to be considered by the Civic Matters Sub-Committee in the near future.

In response to a question it was noted that the muniments had recently been valued by the Town Council at the request of WNC, the report was now being compiled. This would then be shared with WNC with the aim of completing the formal transfer. Cllrs also suggested and it was noted, it might be useful for the Town Clerk to engage with other councils to understand how the muniments transfer process was agreed and managed when their new council was formed.

In response to the question regarding the delay in transferring WNC Events budget, the Finance Officer advised that data had been received and was currently being worked on in preparation for review and discussion at the next Community Services Committee meeting.

In response to the question raised regarding fireworks, the Finance Officer noted that alternative options such as a Drone or Laser display should be explored, given the volume of concerns raised with Cllrs. over the impact the fireworks display have on the environment and animal welfare. This would need to be considered formally at a Community Services Committee.

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

## **27. PAYMENT OF ACCOUNTS**

It was noted that NTC paid £1,000 to the church for Remembrance Day. This covered the costs of the church, choir, organist and on the basis that the Church has to fund its own running costs it was acknowledged that there is no alternative and the cost will have to be borne.

It was noted that a water bill for the allotments at Billing Road had been received. It was confirmed that this would be paid from the budget that the council had for allotments. It was also confirmed that the management of the allotments was done by IdeVerde and that they received the income from the allotments which paid for this contract.

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

Supplier Invoices - Officer approved						
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	
22/10/2021	3411	2commune Ltd	£ 150.00	£ 30.00	£ 180.00	
09/11/2021	3446	2commune Ltd	£ 400.00	£ 80.00	£ 480.00	
22/10/2021	122	All Saints Church	£ 1,000.00	£ -	£1,000.00	
31/10/2021	INV-0032	Classic Carriages of Northampton	£ 865.00	£ -	£ 865.00	
31/10/2021	270389270389	Colemans Warehouse Shop	£ 6.66	£ 1.33	£ 7.99	
10/11/2021	208	Council for Voluntary Service Northampto	£ 36.00	£ 7.20	£ 43.20	
18/10/2021	355049	Horizon Telecom Ltd	£ 487.43	£ 97.49	£ 584.92	
08/10/2021	118113	International Mailing Systems Ltd	£ 650.00	£ 130.00	£ 780.00	
02/11/2021	OCTOBER EXPENSES	Julie Thorneycroft (Expense Claims)	£ 62.80	£ -	£ 62.80	
16/10/2021	67715	Mayfair Cars (Northampton) Ltd	£ 242.00	£ 48.40	£ 290.40	
31/10/2021	67846	Mayfair Cars (Northampton) Ltd	£ 198.00	£ 39.60	£ 237.60	
26/10/2021	15209	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	
06/11/2021	15255	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	
26/10/2021	STUART EXPENSESOCT21	Stuart Carter (Expense Claims)	£ 70.46	£ -	£ 70.46	
28/10/2021	5790	Tangerine Red Ltd	£ 10.00	£ 2.00	£ 12.00	
02/11/2021	5804	Tangerine Red Ltd	£ 1,425.00	£ 285.00	£1,710.00	
10/11/2021	VOI0023826	Zenoffice Limited	£ 35.38	£ 7.08	£ 42.46	
<b>Officer Approved Not yet posted to system</b>						
11/11/2021	355521	Horizon	£ 502.00	£ 100.40	£ 602.40	
11/11/2021	Mayors Expenses Sep-No	Rufia Ashraf Expense	£ 387.29		£ 387.29	
08/10/2021	B1486581	Pitney Bowes	£ 450.00	£ -	£ 450.00	
13/11/2021	07973	Mayfair Cars	£ 66.00	£ 13.20	£ 79.20	
11/11/2021	05831	Tangerine Red	£ 358.00	£ -	£ 358.00	
			£ 1,763.29	£ 100.40	£1,876.89	
<b>Pending Officer Approval</b>						
21/10/2021	9630213	Wave Utilities	£ 931.94	£ 186.38	£1,118.32	
		<b>WNC - Gala Dinner Deposit</b>	<b>£ 500.00</b>		<b>£ 500.00</b>	
12/11/2021	05835	Tangerine Red	£ 78.00	£ 15.60	£ 93.60	

<b>Salaries / HMRC / Pension payments Sept</b>	
Salaries (Net) for Nov including Mayoral Allowance	<b>£ 11,586.77</b>
HMRC Nov	<b>£ 5,060.56</b>
Pension Nov	<b>£ 5,056.58</b>

A General enquiry raised last month regarding the possible purchase of NTC branded A5 desk diaries for Cllrs was followed up and quotations received. However, it is agreed that there would be no purchase of diaries this year and noted that this should be reviewed in June or July of next year.

It was also agreed that only one Christmas card would be issued by the Mayor on behalf of NTC. The distribution list would be advised in due course.

A request to understand if there was a cost for the Christmas Carol and lessons service held at All Saints in the Mayor's name was noted and would be followed up.

*Clerk's note: It is understood that traditionally, the Council were not charged for this as it was a church event in the Mayor's name rather than a civic/council event.*

It was noted that the Jubilee next year may require a budget (nothing in the budget this year). This would be considered by the Community Services Committee in their budget meeting in early December.

It was noted that the freelance photographer (used at Remembrance Service) should be contacted to arrange potential coverage of any further events.

The next meeting date arranged 13<sup>th</sup> December 2021, a calendar invite would be issued to committee members.

The meeting ended at 11.50 pm.

Signed.....Chair

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Policy and Finance</u></b>								
<b><u>101 Central Administration</u></b>								
4000 Salaries NI and Pension	19,343	125,796	316,000	190,204		190,204	39.8%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	16,836	50,000	33,164		33,164	33.7%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	42	320	1,500	1,180	210	970	35.3%	
4015 Travel and Subsistance	0	58	2,000	1,942		1,942	2.9%	
4027 Training and Staff Development	150	1,514	10,000	8,486		8,486	15.1%	
4101 Office Supplies & Photocopying	872	1,712	5,000	3,288	50	3,239	35.2%	
4110 Post	65	197	2,000	1,804		1,804	9.8%	
4120 Subscriptions	150	7,280	12,000	4,720		4,720	60.7%	
4125 Telephone and Internet	100	2,726	23,000	20,274	500	19,774	14.0%	
4128 Information Technology	476	3,752	10,000	6,248	2,526	3,722	62.8%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4140 Advertising and Marketing	0	23	0	(23)		(23)	0.0%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	670	2,086	20,000	17,914	790	17,124	14.4%	
Central Administration :- Indirect Expenditure	21,868	167,524	573,500	405,976	4,077	401,900	29.9%	0
Net Expenditure	(21,868)	(167,524)	(573,500)	(405,976)				
<b><u>105 Corporate Management</u></b>								
4150 Bank Charges	0	18	1,000	982		982	1.8%	
4155 Accounting Support	295	2,124	4,000	1,876	1,475	401	90.0%	
4156 Audit Fees	0	3,390	4,000	610		610	84.8%	
4159 Legal & Professional Fees	1,200	5,150	30,000	24,850	2,400	22,450	25.2%	
4160 NCALC Addl Support	0	9,653	12,000	2,348		2,348	80.4%	
4162 Health and Safety	0	0	10,000	10,000		10,000	0.0%	
Corporate Management :- Indirect Expenditure	1,495	20,335	61,000	40,666	3,875	36,791	39.7%	0
Net Expenditure	(1,495)	(20,335)	(61,000)	(40,666)				
<b><u>110 Civic and Democratic</u></b>								
4200 Elections	0	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	1,148	10,398	28,000	17,602		17,602	37.1%	
4211 Mayor's Transport	2,987	8,280	27,000	18,720	14,142	4,579	83.0%	
4212 Councillor Allowances	600	9,000	30,000	21,000		21,000	30.0%	
4213 Councillor Training/Conference	0	660	5,000	4,340		4,340	13.2%	
4214 Civic Events	1,889	6,573	12,000	5,427	773	4,654	61.2%	

## Detailed Income &amp; Expenditure by Budget Heading 05/11/2021

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	525	1,000	475		475	52.5%	
4216 Council Meetings & Room Hire	0	936	5,000	4,064	405	3,659	26.8%	
Civic and Democratic :- Indirect Expenditure	6,623	117,899	178,000	60,101	15,320	44,781	74.8%	0
Net Expenditure	(6,623)	(117,899)	(178,000)	(60,101)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	1,775,500	1,775,500	0			100.0%	
Other Cost and Income :- Income	0	1,775,500	1,855,500	80,000			95.7%	0
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%	
4999 Contingency	0	0	200,000	200,000		200,000	0.0%	
Other Cost and Income :- Indirect Expenditure	0	0	414,500	414,500	0	414,500	0.0%	0
Net Income over Expenditure	0	1,775,500	1,441,000	(334,500)				
<u>201 The Guildhall</u>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	262	262	115,000	114,738	1,941	112,797	1.9%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	262	262	189,000	188,738	1,941	186,797	1.2%	0
Net Expenditure	(262)	(262)	(189,000)	(188,738)				
Policy and Finance :- Income	0	1,775,500	1,855,500	80,000			95.7%	
Expenditure	30,248	306,019	1,416,000	1,109,981	25,213	1,084,768	23.4%	
Movement to/(from) Gen Reserve	(30,248)	1,469,481						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environmental Services</u>								
<u>210 Open Spaces</u>								
4536 Northampton In Bloom	0	29,663	30,000	337		337	98.9%	
Open Spaces :- Indirect Expenditure	0	29,663	30,000	337	0	337	98.9%	0
Net Expenditure	0	(29,663)	(30,000)	(337)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	0	0	26,000	26,000		26,000	0.0%	
Allotments :- Indirect Expenditure	0	0	26,000	26,000	0	26,000	0.0%	0
Net Expenditure	0	0	(26,000)	(26,000)				
Environmental Services :- Income	0	0	0	0			0.0%	
Expenditure	0	29,663	56,000	26,337	0	26,337	53.0%	
Movement to/(from) Gen Reserve	0	(29,663)						



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Services</u>								
<u>301 Community Grants</u>								
4170 Community Grant Scheme	6,185	13,189	50,000	36,811		36,811	26.4%	
Community Grants :- Indirect Expenditure	6,185	13,189	50,000	36,811	0	36,811	26.4%	0
Net Expenditure	(6,185)	(13,189)	(50,000)	(36,811)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	5,363	8,334	75,000	66,666		66,666	11.1%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	5,363	8,334	275,000	266,666	0	266,666	3.0%	0
Net Expenditure	(5,363)	(8,334)	(275,000)	(266,666)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000	7,095	33,905	17.3%	
4502 Fireworks	2,440	7,440	7,500	60		60	99.2%	
Public Events :- Indirect Expenditure	2,440	7,440	48,500	41,060	7,095	33,965	30.0%	0
Net Expenditure	(2,440)	(7,440)	(48,500)	(41,060)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	13,988	28,963	373,500	344,537	7,095	337,442	9.7%	
Movement to/(from) Gen Reserve	(13,988)	(28,963)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Planning</b>								
<u>400 Planning</u>								
4600 Local Campaigns	0	0	10,000	10,000		10,000	0.0%	
Planning :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	0	(10,000)	(10,000)				
Planning :- Income	0	0	0	0			0.0%	
Expenditure	0	0	10,000	10,000	0	10,000	0.0%	
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	0	1,775,500	1,855,500	80,000			95.7%	
Expenditure	44,236	364,645	1,855,500	1,490,855	32,308	1,458,547	21.4%	
Net Income over Expenditure	(44,236)	1,410,855	0	(1,410,855)				
Movement to/(from) Gen Reserve	(44,236)	1,410,855						

## Receipts for Month 7

## Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,542,374.58					1,542,374.58	
GalaDinner Banked: 11/10/2021		110.00						
GalaDinner S MacFarlaine		110.00			565		110.00	Gala Dinner 2021 SMcF
HMRC VAT Banked: 12/10/2021		20,769.76						
HMRC VAT HMRC VAT		20,769.76			105		20,769.76	HMRC REFUND Q2 Oct21
Hannah J&K Banked: 25/10/2021		110.00						
Hannah J&K HANNAH J & K		110.00			565		110.00	GALA2021
Total Receipts for Month		20,989.76	0.00	0.00			20,989.76	
Cashbook Totals		<u>1,563,364.34</u>	<u>0.00</u>	<u>0.00</u>			<u>1,563,364.34</u>	

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/10/2021	SLCC Enterprises Ltd	011021SLCC	108.00	108.00		501			BK203200-1/69/SLCC Enterprises
01/10/2021	PKF Littlejohn LLP	011021PKF	360.00	360.00		501			AGAR Review 31/03/21
05/10/2021	Northants LGPS	051021LGPS	4,743.96			516		4,743.96	Northants LGPS N0096 Sept 21
05/10/2021	HMRC Cumbernauld	051021HMRC	4,746.15			515		4,746.15	120PN02355522 SEPT
07/10/2021	XEROX FINANCE LIM	DD	621.91		103.65	4101	101	518.26	DD Xerox 50065199 1stQ 011021
20/10/2021	NTC Oct	NTC5201021	3,753.36			520		3,753.36	NTC Oct
20/10/2021	NTC4 Oct	NTC4201021	1,328.26			520		1,328.26	NTC4 Oct
20/10/2021	NTC3 Oct	NTC3201021	1,129.01			520		1,129.01	NTC3 Oct
20/10/2021	NTC2 Oct	NTC2201021	1,639.51			520		1,639.51	NTC2 Oct
20/10/2021	NTC1 Oct	NTC1201021	2,166.03			520		2,166.03	NTC1 Oct
20/10/2021	Cllr Allow JF	CLLR ALLJF	480.00			4212	110	480.00	Cllr Allow JF
20/10/2021	NTC 5 Oct	MAY ALL RA	1,034.88			4210	110	1,034.88	NTC 5 Oct
21/10/2021	Emmanuel Group of	CCF7 21/10	511.00			4171	310	511.00	Emmanuel Group of Churches Rzo
21/10/2021	Emmanuel Group of	CCF8 21/10	300.00			4171	310	300.00	Emmanuel Group of Churches Fun
21/10/2021	Storehouse Communi	CCF9 21/10	500.00			4171	310	500.00	Storehouse Communi Little Fish
21/10/2021	Radio Nene Valley	CCF10 21/1	320.00			4171	310	320.00	Radio Nene Valley New Equip
21/10/2021	Eastfield Resident	CCF12 EAS	150.00			4171	310	150.00	CCF12 EASTFIELDS Rep Comm Boa
21/10/2021	Alliston Gardens Y	CCF1321/10	550.00			4171	310	550.00	CCF13 Aliston Gardens Relaunch
21/10/2021	St Edmunds Residen	CCF1421/10	2,382.00			4171	310	2,382.00	CCF14 St Edmunds Residen Plant
21/10/2021	Pearls of Peace	CGF6 21/10	2,500.00			4170	301	2,500.00	CGF6 Pearls of Peace Coffee Mo
21/10/2021	Sport4Fitness CIC	CGF7 21/10	3,685.00			4170	301	3,685.00	CGF7 Sport4Fitness CIC Toilet
21/10/2021	Community Spaces N	CCF6 21/10	650.00			4171	310	650.00	CCF6 Community Spaces N Family
21/10/2021	Plantscape Ltd	1Bacs2110	13,081.20	13,081.20		501			Plant
21/10/2021	FTF Worldwide Event Management	2Bacs 2110	6,000.00	6,000.00		501			Add Fireworks
21/10/2021	Tangerine Red Ltd	3Bacs 2110	373.20	373.20		501			Mayor leaflet
21/10/2021	Stuart Carter (Expense Claims)	4Bacs 2110	42.90	42.90		501			S Carter Expenses - Post Sept
21/10/2021	SLCC Enterprises Ltd	5Bacs 2110	507.00	507.00		501			Coference
21/10/2021	Pellacraft limited	6Bacs 2110	396.00	396.00		501			Charity boxes
21/10/2021	Northants CALC Ltd	7Bacs 2110	190.00	190.00		501			Diff Role of Town/parish Council
21/10/2021	Mayfair Cars (Northampton) Ltd	8Bacs 2110	250.80	250.80		501			67345/51/Mayor T/P
21/10/2021	Mayfair Cars (Northampton) Ltd	9Bacs 2110	79.20	79.20		501			Mayor Transport 9th & 10th Sep
21/10/2021	K&J Hird Ltd	10Bacs2110	696.00	696.00		501			Add items
21/10/2021	Horizon Telecom Ltd	11Bacs2110	584.40	584.40		501			mobile/Landline/Lease Sept
21/10/2021	Council for Voluntary Service	12Bacs2110	50.40	50.40		501			Payslip cost Oct 21

## Payments for Month 7

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/10/2021	Mayfair Cars (Northampton) Ltd	13Bacs2110	435.60	435.60		501			mayors
29/10/2021	Classic Carriages of Northampt	14Bacs2910	1,220.00	1,220.00		501			Mayors Sept Transport
Total Payments for Month			57,565.77	24,374.70	103.65			33,087.42	
Balance Carried Fwd			1,505,798.57						
Cashbook Totals			<u>1,563,364.34</u>	<u>24,374.70</u>	<u>103.65</u>			<u>1,538,885.99</u>	

Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 1 - Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Currebt Account	31/10/2021	2	1,505,798.57
			1,505,798.57
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			1,505,798.57
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			1,505,798.57
		Balance per Cash Book is :-	1,505,798.57
		Difference is :-	0.00