

**NORTHAMPTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE**

This is a record of decisions taken by the Town Clerk in accordance with the authority delegated to him by the Council at its meeting held on 4th October 2021. All decisions were taken having consulted remotely by Zoom members of the Policy and Finance Committee on 4th October 2021 and were in accordance with the views of those members.

**Minutes of the meeting held at 18.00 on 4th October 2021
Using the Zoom Video Conferencing Platform**

PRESENT: Cllrs Marriott (Chair), Birch, Connolly, T Eales, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Tarasiewicz.

Officer in attendance: Mr S Carter (Interim Town Clerk) and Catherine Maclellan Finance Assistance.

19. Apologies

Apologies had been submitted by Councillor Eales.

20. Declarations of Interest

None.

21. 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 5th July 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.

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

- (a) 12th July 2021 (attached at appendix A)
- (b) 9th August 2021 (attached at appendix B)
- (c) 8th September 2021 (attached at appendix C)

No questions were asked and the minutes were **NOTED**.

23. To receive and review the minutes of the Staffing Sub-Committee held 1 October 2021 for consideration and adoption of the committee's recommendations.

RESOLVED: To approve the recommendations as set out in the minutes (attached at appendix D). All present voted agreement and adoption of the committee's recommendations with the exception of one abstention.

24. To receive and review current Budget Report up to and including month 5 (September)

The budget was reviewed section by section and open to questions. The Town Clerk explained the report layout and that the budget report was issued at each accounts Sub-committee meeting held each month, and was open to scrutiny, challenge and question. Highlighted was underspend in most

areas with the exception of elections where there is an overspend as a result of the bi-election which unfortunately was unavoidable.

In response to a question regarding the £10,000 for the Newsletter and £10,000 for planning it was explained the newsletter would be an online news item and Officers would work with Cllrs. to agree content. Planning budget relates to potential support costs should the Council need to seek planning advice in decisions regarding planning applications or projects.

NOTED

25. Budget Strategy

Circulated with the agenda was a comprehensive report setting out a budget strategy for the town council.

It was explained that at the first meeting of the new Town Council (with appointed councillors) was convened by the former Borough Council on 5th December 2020. The Council was obliged to prepare a draft budget and precept requisition within nine weeks. Although the Borough Council had agreed to transfer to the Town Council, subject to the agreement of West Northants Council (WNC), the whole of the historic part of the Guildhall and a number of services (town centre management, events and entertainments, markets, mayoral and civic activities, street furniture, Northampton in Bloom, smaller open spaces and play areas) it was accepted that these matters were unlikely to be concluded by the time of the deadline for setting a budget. Accordingly, the Council agreed that, for 2021/22 it should set a contingency budget based upon best estimates for all the services which could potentially transfer to it.

There were two principal contingency items included in the budget finally agreed. These were £180,000 being the estimate provided by Borough Council officers of the net cost of the managing and maintaining the whole of the historic part of the Guildhall, having taken into account all likely income. The second was a contingency of £300,000 for service transfers.

In the event it has not yet proved possible to conclude discussions on the long term future of the Guildhall but the Town Council has been offered a tenancy at will of part of the ground floor including offices and the mayoral suite on a fully serviced basis. This equates to approximately one third of the total floor space for which there is a service charge of £65,000 plus hire charges for other parts of the Guildhall used by the Town Council including the Council Chamber, the Court Room and the Great Hall. It is anticipated that this will produce an underspend at the end of this financial year on the Guildhall of approximately £105,000.

With regard to service transfers, WNC did agree to transfer events and entertainments and Northampton in Bloom activities on a reducing funded basis. Its full budget costs of £321,000 would be transferred this year, £214,000 in year two, £107,000 in year three and nothing in year four. In accepting this proposal, the Town Council agreed to enhance the level of service which would have been provided in these areas. It is anticipated that the result of these enhancement costs there would still be an underspend on service transfers of approximately £214,000.

It was commented that the council should look to freeze its band D equivalent in the coming year, the charge to the council tax payer in Northampton should not go up.

RESOLVED: That, having regard to continuing uncertainties as to the extent of services which will be transferred to the Town Council and to ensure that the Council has adequate resources to deliver its

ambitions for the town and all its communities, it be recognised that it will be prudent, for a second year running, to produce a contingency budget for 2022/23.

With regards to the future of the Guildhall, it was commented that it seemed unlikely that WNC would want to relinquish its control at present. Cllrs questioned the long-term suitability with regards to space whilst also recognising that the Mayoralty and the Guildhall were linked. It was agreed that the Council needed to look long-term at the Guildhall and the options and that a small group should be considered to do this. The details of this group would be considered at the next meeting.

The report explained that it was recommended accounting practise that any service underspends at the end of a financial year are included in a Council's general reserve unless they have been allocated to reserve funds for a specifically agreed purpose. Given the continuing uncertainty over which services the Council would be providing in the future and the likelihood that it would not be possible to spend all allocated budgets in this first year of operation, it was suggested that the Council should consider agreeing to establish a number of earmarked reserve funds as follows:

Earmarked Reserve Fund	Balance at 01.04.2022
	£000
Guildhall Reserve	105
Climate Emergency Reserve	50
Community Needs Analysis Reserve	150
Transfer of Services Reserve	214
Health and Safety Reserve	10
Elections Reserve	0
General Reserve	200

It was noted that the above figures would need to be adjusted to reflect actual expenditure during the current financial year.

RESOLVED: That the Council establishes the Earmarked Reserve Funds as detailed above.

It was explained that with regard to the Transfer of Services Reserve, the Council knew that the grant received from WNC would reduce by a third in 2022/23, two thirds in 2023/24 and would be nil in 2024/25. This shortfall could be met from the Reserve, assuming that £214,000 continues to be contributed to it each year as follows:

	£000
Service Reserve at 01.04.2022	214
Transfer to service budgets in 22/23	-107
Precept	+214
Balance at 01.04.2023	321
Transfer to service budgets in 23/24	-214
Precept	+214
Balance at 01.04.2024	321
Transfer to service budgets in 24/25	-321
Precept	+214
Balance at 01.04.2025	107
Transfer to service budgets in 25/26	-321

Precept	+214
Balance at 01.04.2026	0

The above figures do not include any inflationary uplift.

The table above illustrated that from 2026/27 onwards the Council would have to pay an additional £104,000 annually towards the cost of events and Bloom if they were to remain at least the current level of provision. Assuming that the Council's target of achieving a general reserve of £800,000 by 2024/2025 has been met, then the annual allocation of £200,000 to that reserve will be available to cover the ongoing commitment to the events and entertainments activities.

Members commented that they did not want to see an increase in the town council element of the precept paid for by the residents. **RESOLVED:** That committee consider their budgets but that ultimately there be no increase in the Band D average paid as part of the town council element of precept. This would be fed back to the committees when considering their budget strategies.

26. INTERNAL CONTROLS DOCUMENTS

Circulated with the agenda were a number of documents which formed part of the Council's internal controls. The documents, which had been drafted by the Accounts Assistant were:

- BACS Payment procedure
- Councillor Fund and Grant Payment process
- Expense process
- Invoice process
- Payroll process
- Procurement process
- Requisition and purchase order process.

It was explained that these documents helped officers in their roles and promoted best practise. In response to a question it was confirmed that where possible officers procured from local suppliers and that in future tenders, the local element would be one of the weighting factors.

The documents were **NOTED**.

27. Assessment and Adoption of Risk Management and Internal Controls Statement and Strategic Risk Register

It was explained in the report that the Accounts and Audit Regulations Act 2015 required Councils to have a sound system of internal control. The Council was obliged to carry out a review of the effectiveness both of its internal controls and its system of internal audit.

The Annual Governance Statement contained within the Annual Governance and Accountability Return (AGAR) which is completed annually after the end of the Financial Year also requires Members to agree that they have 'carried out an assessment of the risks facing the authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required'.

The Clerk explained that as Northampton Town Council was a new Council it had not had these documents before therefore they had been prepared based on best practise, experience and from assessing the risks as they are now. It was explained that these were strategic documents and risk

assessments would be developed which would sit behind this for many of the items listed. It should also be noted that these documents would evolve, they were not all encompassing and would be added to and amended when a risk was identified, especially as the Council took on services and assets.

The Risk management and Internal Controls Statement and Strategic Risk Register (attached at appendix E) were reviewed by the committee. It was explained that these documents would assist the council in ensuring that the proper checks were in place with regards to risk management and internal controls.

In addition to these documents, the Council had appointed an independent internal auditor. The role of the internal auditor was to assist the Council in fulfilling its responsibility for the prevention and detection of fraud and corruption, errors and mistakes.

It was commented that the Risk Register would be reviewed at least annually at the Accounts Sub Committee and members would be asked to go through the register and processes then.

RESOLVED: That the Internal Controls Statement and Strategic Risk Register be adopted by the Council.

Signed.....Chair

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**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 12th July 2021 at 11 am
in the Committee Room at Northampton Guildhall**

PRESENT: Councillors Birch, Hibbert, Marriott

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

5. APOLOGIES

Councillor Purser.

6. DECLARATIONS OF INTEREST

None.

7. BUDGETARY CONTROL

The Acting 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 June 2021 all of which were noted and signed by all Cllrs. present.

No direct questions were raised in respect of the budget, however, see 8 I. below.

8. PAYMENT OF ACCOUNTS

- I. In response to the question raised regarding West Northants elections invoice of £93,000 (not yet showing in the budget). It was explained that this value included VAT of £12,000. The Budget of £70,000 was estimated as the cost for May Elections but in reality unknown at the point the budget was set. A proposed Virement would be presented to the Policy & Finance committee for approval once the total cost for elections including the by-election (estimated at around £20,000) are known.
- II. Councillors suggested that Cllr Hallam be approached for an alternative printing quote to encourage use of local business, he worked in this field. In response it was explained that the supplier currently used is based in town and consideration would be given for future printing quotes.

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

A/c Name	Net Value	VAT	Invoice Total	Description
ALANLARSONTATHETRO	£100.00	£20.00	£120.00	Reenactor for Oak Apple Day
CLASSICCARRIAGESOFN	£217.00	£0.00	£217.00	Mayoral June 21 Drives
CLLRDENNISMREDITH	£185.08	£37.02	£222.10	Clothing
HORIZONTELECOMLTD	-£120.00	-£24.00	-£144.00	Credit for invoice 82112
HORIZONTELECOMLTD	-£550.00	-£110.00	-£660.00	Credit note for Invoice 82102
JOHNROANPHOTOGRAPH	£477.00	£0.00	£477.00	Mayor Photos/Frames/Mount/Plaque
JULIETHORNEYCROFT	£14.64	£0.00	£14.64	Postage Agenda -Community Svs

MAYFAIRCARSNORTHAM	£99.00	£19.80	£118.80	Drive 30/06/21 Freedom 50
MAYFAIRCARSNORTHAM	£44.00	£8.80	£52.80	Mayoral Drive 01/07/21 Nth Hospital
MICROSHADE	£295.00	£59.00	£354.00	Account Support June
MICROSHADE	£470.74	£94.15	£564.89	Hosting App / Cllr Email x25
STUARTCARTER	£7.74	£0.00	£7.74	Postage for Policy and Finance
TANGERINEREDLTD	£145.00	£29.00	£174.00	Agenda print Ext Meet & P&F
TANGERINEREDLTD	£75.00	£15.00	£90.00	x 25 Cllr. name plates
TANGERINEREDLTD	£58.00	£11.60	£69.60	x11 A4 Agendas for Comm. Svs
WESTNORTHANTSCOUNCI	£342.25	£0.00	£342.25	Council Chamber 17/05 & 19/07
WESTNORTHANTSCOUNCI	£900.25	£0.00	£900.25	Rm hire/set up for Mayor Makin
STUART CARTER EXPENSE	£6.55	£0.00	£6.55	Postage
WEST NORTHANTS COUNCIL	£81,342.27	£12,046.86	£93,389.13	Election
PELLACRAFT LTD	£191.50	£38.30	£229.80	Hi-Vis litter pick initiative
	Supplier Invoice Total		£96,546.55	

Salaries July	£ 13,109.45	Includes Cllr allowance & Mayoral Allowance
HMRC July	£ 4,966.74	
Pensions July	£ 4,752.05	

TOTAL VALUE OF SALARIES, HMRC & PENSION	£22,828.24	
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With regards to investments councillors suggested asking Unity Bank for investment advice. In response, it was explained that this would likely be in bias of Unity Bank. The Town Clerk advised that a meeting would be arranged with an NCALC recommended Third Party and potentially a couple of others.

A request was made for Cllr magnetic name badges and business cards. This was noted and would be investigated.

A request was made for a list of items that councillors were not allowed to expense. In response, the Town Clerk advised he wasn't aware that such a document existed but that councillors had the option of taking their allowance and this should be used for any items of expense.

By-election Room hire – councillors enquired of the appropriate protocol regarding the counting of votes and it was suggested that the Committee Meeting Room could be used in order to reduce costs slightly.

Clerk's note: Following a conversation with WNC, they have requested and the Town Clerk has agreed that they be permitted to use the Farmer Room for the counting of postal ballots.

The Town Clerk advised that in line with Financial Regulations 2.2, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. In response this was accepted and noted.

The meeting ended at 12.05 pm.

Signed.....Chair

Date: 09/07/2021

Northampton Town Council

Appendix A to Accounts
Sub-Committee
meeting 12 July 2021

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Time: 10:17

Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c

User: CM

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Currebt Account	30/06/2021		866,773.53
			<u>866,773.53</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			866,773.53
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			866,773.53
		Balance per Cash Book is :-	866,773.53
		Difference is :-	0.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Policy and Finance								
101 Central Administration								
4000 Salaries NI and Pension	21,457	51,656	316,000	264,344		264,344	16.3%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	0	50,000	50,000		50,000	0.0%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	96	206	1,500	1,294		1,294	13.7%	
4015 Travel and Subsistence	0	53	2,000	1,947		1,947	2.7%	
4027 Training and Staff Development	0	35	10,000	9,965		9,965	0.3%	
4101 Office Supplies & Photocopying	203	647	5,000	4,353		4,353	12.9%	
4110 Post	60	92	2,000	1,908		1,908	4.6%	
4120 Subscriptions	0	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	100	642	23,000	22,358	900	21,458	6.7%	
4128 Information Technology	471	1,764	10,000	8,236	3,944	4,292	57.1%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	210	11,560	20,000	8,440	1,290	7,150	64.3%	
Central Administration :- Indirect Expenditure	22,596	79,010	573,500	494,490	6,134	488,356	14.8%	0
Net Expenditure	(22,596)	(79,010)	(573,500)	(494,490)				
105 Corporate Management								
4150 Bank Charges	0	0	1,000	1,000		1,000	0.0%	
4155 Accounting Support	295	885	4,000	3,115	2,655	460	88.5%	
4156 Audit Fees	0	1,450	4,000	2,550		2,550	36.3%	
4159 Legal & Professional Fees	0	2,950	30,000	27,050		27,050	9.8%	
4160 NCALC Addl Support	9,653	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	9,948	14,938	61,000	46,063	2,655	43,408	28.8%	0
Net Expenditure	(9,948)	(14,938)	(61,000)	(46,063)				
110 Civic and Democratic								
4200 Elections	0	185	70,000	69,815		69,815	0.3%	
4210 Mayoral Allowance	737	882	28,000	27,118		27,118	3.2%	
4211 Mayor's Transport	165	3,385	27,000	23,615	8,776	14,840	45.0%	
4212 Councillor Allowances	5,520	5,520	30,000	24,480		24,480	18.4%	
4213 Councillor Training/Conference	470	470	5,000	4,530		4,530	9.4%	
4214 Civic Events	285	3,784	12,000	8,216		8,216	31.5%	
4215 Civic Regalia	477	525	1,000	475		475	52.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4216 Council Meetings & Room Hire	510	603	5,000	4,397	488	3,909	21.8%	
Civic and Democratic :- Indirect Expenditure	8,165	15,354	178,000	162,646	9,264	153,382	13.8%	0
Net Expenditure	(8,165)	(15,354)	(178,000)	(162,646)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	887,750	1,775,500	887,750			50.0%	
Other Cost and Income :- Income	0	887,750	1,855,500	967,750			47.8%	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	887,750	1,441,000	553,250				
<u>201 The Guildhall</u>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	313	7,332	115,000	107,668	2,989	104,679	9.0%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	313	7,332	189,000	181,668	2,989	178,679	5.5%	0
Net Expenditure	(313)	(7,332)	(189,000)	(181,668)				
Policy and Finance :- Income	0	887,750	1,855,500	967,750			47.8%	
Expenditure	41,021	116,633	1,416,000	1,299,367	21,042	1,278,325	9.7%	
Movement to/(from) Gen Reserve	(41,021)	771,117						

	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>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	0	26,000	26,000	0	26,000	0.0%	
Movement to/(from) Gen Reserve	0	0						

	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	0	0	50,000	50,000		50,000	0.0%	
Community Grants :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	0	0	(50,000)	(50,000)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	0	75,000	75,000		75,000	0.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4536 Northampton In Bloom	0	0	30,000	30,000	5,360	24,640	17.9%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	0	0	305,000	305,000	5,360	299,640	1.8%	0
Net Expenditure	0	0	(305,000)	(305,000)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000		41,000	0.0%	
4502 Fireworks	0	0	7,500	7,500		7,500	0.0%	
Public Events :- Indirect Expenditure	0	0	48,500	48,500	0	48,500	0.0%	0
Net Expenditure	0	0	(48,500)	(48,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	0	0	403,500	403,500	5,360	398,140	1.3%	
Movement to/(from) Gen Reserve	0	0						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
<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	887,750	1,855,500	967,750			47.8%	
Expenditure	41,021	116,633	1,855,500	1,738,867	26,402	1,712,465	7.7%	
Net Income over Expenditure	(41,021)	771,117	0	(771,117)				
Movement to/(from) Gen Reserve	(41,021)	771,117						

Receipts for Month 3

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 :	917,556.33					917,556.33	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>917,556.33</u>	<u>0.00</u>	<u>0.00</u>			<u>917,556.33</u>	

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 9th 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 t 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	£200.10	Add Bloom Requirement
Council for Voluntary	£36.00	£7.20	£43.20	Payslips x6 July

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

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank Currebt Account	31/07/2021	2	831,257.13
			<u>831,257.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			831,257.13
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			831,257.13
		Balance per Cash Book is :-	831,257.13
		Difference is :-	0.00

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Policy and Finance</u>								
<u>101 Central Administration</u>								
4000 Salaries NI and Pension	21,028	72,684	316,000	243,316		243,316	23.0%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	553	553	50,000	49,447		49,447	1.1%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	36	242	1,500	1,258	252	1,006	32.9%	
4015 Travel and Subsistence	0	53	2,000	1,947		1,947	2.7%	
4027 Training and Staff Development	474	509	10,000	9,491		9,491	5.1%	
4101 Office Supplies & Photocopying	114	761	5,000	4,239	106	4,133	17.3%	
4110 Post	34	126	2,000	1,874		1,874	6.3%	
4120 Subscriptions	0	7,130	12,000	4,870		4,870	59.4%	
4125 Telephone and Internet	0	642	23,000	22,358	900	21,458	6.7%	
4128 Information Technology	471	2,235	10,000	7,765	3,473	4,292	57.1%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	(670)	10,890	20,000	9,110	1,290	7,820	60.9%	
Central Administration :- Indirect Expenditure	22,040	101,050	573,500	472,450	6,021	466,428	18.7%	0
Net Expenditure	(22,040)	(101,050)	(573,500)	(472,450)				
<u>105 Corporate Management</u>								
4150 Bank Charges	0	0	1,000	1,000		1,000	0.0%	
4155 Accounting Support	354	1,239	4,000	2,761	2,360	401	90.0%	
4156 Audit Fees	1,640	3,090	4,000	910		910	77.3%	
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	1,994	16,932	61,000	44,069	2,360	41,709	31.6%	0
Net Expenditure	(1,994)	(16,932)	(61,000)	(44,069)				
<u>110 Civic and Democratic</u>								
4200 Elections	81,342	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	710	1,592	28,000	26,408		26,408	5.7%	
4211 Mayor's Transport	261	3,646	27,000	23,354	18,776	4,579	83.0%	
4212 Councillor Allowances	2,280	7,800	30,000	22,200		22,200	26.0%	
4213 Councillor Training/Conference	0	470	5,000	4,530		4,530	9.4%	
4214 Civic Events	900	4,684	12,000	7,316		7,316	39.0%	
4215 Civic Regalia	0	525	1,000	475		475	52.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4216 Council Meetings & Room Hire	240	843	5,000	4,157	395	3,762	24.8%	
Civic and Democratic :- Indirect Expenditure	85,733	101,087	178,000	76,913	19,171	57,742	67.6%	0
Net Expenditure	(85,733)	(101,087)	(178,000)	(76,913)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	887,750	1,775,500	887,750			50.0%	
Other Cost and Income :- Income	0	887,750	1,855,500	967,750			47.8%	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	887,750	1,441,000	553,250				
<u>201 The Guildhall</u>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	0	7,332	115,000	107,668	2,989	104,679	9.0%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	0	7,332	189,000	181,668	2,989	178,679	5.5%	0
Net Expenditure	0	(7,332)	(189,000)	(181,668)				
Policy and Finance :- Income	0	887,750	1,855,500	967,750			47.8%	
Expenditure	109,767	226,401	1,416,000	1,189,599	30,541	1,159,058	18.1%	
Movement to/(from) Gen Reserve	(109,767)	661,349						

	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>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	0	26,000	26,000	0	26,000	0.0%	
Movement to/(from) Gen Reserve	0	0						

	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	0	0	50,000	50,000		50,000	0.0%	
Community Grants :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Expenditure	0	0	(50,000)	(50,000)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	0	0	75,000	75,000		75,000	0.0%	
4221 Community Needs Analysis	0	0	150,000	150,000		150,000	0.0%	
4536 Northampton In Bloom	12,990	12,990	30,000	17,010	580	16,430	45.2%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Community Services :- Indirect Expenditure	12,990	12,990	305,000	292,010	580	291,430	4.4%	0
Net Expenditure	(12,990)	(12,990)	(305,000)	(292,010)				
<u>315 Public Events</u>								
4501 Christmas Event	0	0	41,000	41,000		41,000	0.0%	
4502 Fireworks	0	0	7,500	7,500		7,500	0.0%	
Public Events :- Indirect Expenditure	0	0	48,500	48,500	0	48,500	0.0%	0
Net Expenditure	0	0	(48,500)	(48,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	12,990	12,990	403,500	390,510	580	389,930	3.4%	
Movement to/(from) Gen Reserve	(12,990)	(12,990)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
<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	887,750	1,855,500	967,750			47.8%	
Expenditure	122,758	239,391	1,855,500	1,616,109	31,121	1,584,988	14.6%	
Net Income over Expenditure	(122,758)	648,359	0	(648,359)				
Movement to/(from) Gen Reserve	(122,758)	648,359						

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

Appendix C to
Policy and Finance Minutes
4 October 2021

**Minutes of the meeting held on 8th 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 9th 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
SLCCENTERPRISESLTD	£ 20.00	£ 4.00	£ 24.00
SLCCENTERPRISESLTD	£ 35.00	£ 7.00	£ 42.00
SLCCENTERPRISESLTD	£ 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 [REDACTED]	£ 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

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
<u>Policy and Finance</u>								
<u>101 Central Administration</u>								
4000 Salaries NI and Pension	0	87,208	316,000	228,792		228,792	27.6%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	553	50,000	49,447		49,447	1.1%	
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	90	1,929	10,000	8,071	600	7,471	25.3%	
4101 Office Supplies & Photocopying	15	839	5,000	4,161	106	4,055	18.9%	
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	0	842	23,000	22,158	700	21,458	6.7%	
4128 Information Technology	100	2,805	10,000	7,195	3,002	4,192	58.1%	
4130 Insurance	0	5,020	10,000	4,980		4,980	50.2%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	0	11,140	20,000	8,860	1,040	7,820	60.9%	
Central Administration :- Indirect Expenditure	209	118,139	573,500	455,361	5,700	449,660	21.6%	0
Net Expenditure	(209)	(118,139)	(573,500)	(455,361)				
<u>105 Corporate Management</u>								
4150 Bank Charges	0	0	1,000	1,000		1,000	0.0%	
4155 Accounting Support	0	1,534	4,000	2,466	2,065	401	90.0%	
4156 Audit Fees	0	3,090	4,000	910		910	77.3%	
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	0	17,227	61,000	43,774	2,065	41,709	31.6%	0
Net Expenditure	0	(17,227)	(61,000)	(43,774)				
<u>110 Civic and Democratic</u>								
4200 Elections	0	81,527	70,000	(11,527)		(11,527)	116.5%	
4210 Mayoral Allowance	0	7,462	28,000	20,538	311	20,227	27.8%	
4211 Mayor's Transport	0	4,655	27,000	22,345	17,767	4,579	83.0%	
4212 Councillor Allowances	0	7,800	30,000	22,200		22,200	26.0%	
4213 Councillor Training/Conference	0	470	5,000	4,530		4,530	9.4%	
4214 Civic Events	0	4,684	12,000	7,316		7,316	39.0%	
4215 Civic Regalia	0	525	1,000	475		475	52.5%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4216 Council Meetings & Room Hire	0	936	5,000	4,064	395	3,669	26.6%	
Civic and Democratic :- Indirect Expenditure	0	108,059	178,000	69,941	18,473	51,468	71.1%	0
Net Expenditure	0	(108,059)	(178,000)	(69,941)				
<u>115 Other Cost and Income</u>								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	887,750	1,775,500	887,750			50.0%	
Other Cost and Income :- Income	0	887,750	1,855,500	967,750			47.8%	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	887,750	1,441,000	553,250				
<u>201 The Guildhall</u>								
4300 Service Charge	0	0	65,000	65,000		65,000	0.0%	
4390 Guildhall Reserve	0	7,856	115,000	107,144	2,465	104,679	9.0%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	0	7,856	189,000	181,144	2,465	178,679	5.5%	0
Net Expenditure	0	(7,856)	(189,000)	(181,144)				
Policy and Finance :- Income	0	887,750	1,855,500	967,750			47.8%	
Expenditure	209	251,280	1,416,000	1,164,720	28,704	1,136,016	19.8%	
Movement to/(from) Gen Reserve	(209)	636,470						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Environmental Services								
<u>210 Open Spaces</u>								
4536 Northampton In Bloom	0	12,990	30,000	17,010	580	16,430	45.2%	
Open Spaces :- Indirect Expenditure	0	12,990	30,000	17,010	580	16,430	45.2%	0
Net Expenditure	0	(12,990)	(30,000)	(17,010)				
<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	12,990	56,000	43,010	580	42,430	24.2%	
Movement to/(from) Gen Reserve	0	(12,990)						

	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	0	6,458	50,000	43,542		43,542	12.9%	
Community Grants :- Indirect Expenditure	0	6,458	50,000	43,542	0	43,542	12.9%	0
Net Expenditure	0	(6,458)	(50,000)	(43,542)				
<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	0	0	7,500	7,500		7,500	0.0%	
Public Events :- Indirect Expenditure	0	0	48,500	48,500	0	48,500	0.0%	0
Net Expenditure	0	0	(48,500)	(48,500)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	0	9,430	373,500	364,070	0	364,070	2.5%	
Movement to/(from) Gen Reserve	0	(9,430)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Planning								
<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	887,750	1,855,500	967,750			47.8%	
Expenditure	209	273,700	1,855,500	1,581,800	29,284	1,552,516	16.3%	
Net Income over Expenditure	(209)	614,050	0	(614,050)				
Movement to/(from) Gen Reserve	(209)	614,050						

Time: 22:55

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
05/08/2021	050821.1	4,966.74		4,966.74		R <input type="checkbox"/>	HMRC Cumbernauld
05/08/2021	050821_2	4,752.05		4,752.05		R <input type="checkbox"/>	Northants LGPS
06/08/2021	060821_1	93,389.13		93,389.13		R <input type="checkbox"/>	West Northamptonshire Council
12/08/2021	120821_2	2,110.00		2,110.00		R <input type="checkbox"/>	Northants CALC Ltd
12/08/2021	120821_3	70.80		70.80		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
12/08/2021	120821_4	90.00		90.00		R <input type="checkbox"/>	John Roan Photography
12/08/2021	120821_5	333.00		333.00		R <input type="checkbox"/>	West Northamptonshire Council
12/08/2021	120821_6	15,348.00		15,348.00		R <input type="checkbox"/>	K&J Hird Ltd
12/08/2021	120821_7	200.10		200.10		R <input type="checkbox"/>	Cllr Jane Birch
12/08/2021	120821_8	67.10		67.10		R <input type="checkbox"/>	Stuart Carter (Expense Claims)
12/08/2021	120821_9	43.48		43.48		R <input type="checkbox"/>	Julie Thorneycroft (Expense Cl
12/08/2021	120821_10	663.60		663.60		R <input type="checkbox"/>	Horizon Telecom Ltd
12/08/2021	120821_11	86.40		86.40		R <input type="checkbox"/>	Council for Voluntary Service
12/08/2021	120821_12	918.89		918.89		R <input type="checkbox"/>	Microshade Business Consultant
12/08/2021	120821_13	291.60		291.60		R <input type="checkbox"/>	Tangerine Red Ltd
20/08/2021	NTC1200821	1,328.26		1,328.26		R <input type="checkbox"/>	NTC1 CM
20/08/2021	NTC3200821	2,150.01		2,150.01		R <input type="checkbox"/>	NTC3
20/08/2021	NTC6200821	3,508.16		3,508.16		R <input type="checkbox"/>	NTC6
20/08/2021	NTC4200821	1,129.01		1,129.01		R <input type="checkbox"/>	NTC4
20/08/2021	NTC5200821	1,034.88		1,034.88		R <input type="checkbox"/>	NTC5
20/08/2021	NTC2200182	1,480.11		1,480.11		R <input type="checkbox"/>	NTC2
23/08/2021	CCF03/08 1	771.28		771.28		R <input type="checkbox"/>	Shine Development
23/08/2021	CCF03/08 2	200.00		200.00		R <input type="checkbox"/>	Rectory Farm
23/08/2021	CGF03/08 1	5,000.00		5,000.00		R <input type="checkbox"/>	Northampton Music
23/08/2021	CCF03/08 3	900.00		900.00		R <input type="checkbox"/>	Northampton Town of Sanctuary
27/08/2021	CCF03/08 4	1,100.00		1,100.00		R <input type="checkbox"/>	St Edmunds Residents-Spring B
27/08/2021	270821	67.20		67.20		R <input type="checkbox"/>	Tangerine Red Ltd
		<u>141,999.80</u>	<u>0.00</u>				

Bank Reconciliation Statement as at 31/08/2021
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	31/08/2021	2	689,257.33
			<hr/> 689,257.33
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			689,257.33
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			689,257.33
		Balance per Cash Book is :-	689,257.33
		Difference is :-	0.00

**NORTHAMPTON TOWN COUNCIL
STAFFING SUB-COMMITTEE**

**Minutes of the meeting held at 11.00 am on Friday 1st October 2021
via Zoom Video Conferencing Platform
and live streamed on the Town Council's YouTube channel**

PRESENT: Cllr Birch, Cllr Hibbert, Cllr Kilbride, Cllr Marriott, Cllr Purser, Cllr Russell

In attendance: Mr S Carter (Interim Town Clerk)

1. APPOINTMENT OF CHAIR FOR THE REST OF THE MUNICIPAL YEAR

It was proposed and seconded that Cllr Marriott be elected Chair. There being no other nominations it was **RESOLVED** that Cllr Marriott be appointed Chair.

2. APOLOGIES

Apologies had been submitted by Cllr T Eales.

3. DECLARATIONS OF INTEREST

None.

4. EXCLUSION OF THE PRESS AND PUBLIC

Due to the confidential nature of what was to be discussed, namely staffing matters, it was **RESOLVED** that in accordance with Standing Order 10 a(xi), press and public be excluded, the livestream be stopped and that the committee move into confidential session.

4. STAFFING REVIEWS

Circulated with the agenda was a report setting forward the initial proposed staffing structure for the Town Council.

In confidential session the following recommendations were made:

RECOMMENDED: That Administration Officer role be re-designated as an Assistant Town Clerk with effect from 1 October 2021, SCP 33 – 36 (Subject to officer agreement). Further **RECOMMENDED:** That this appointment be reviewed in 6 months' time.

RECOMMENDED: That the Communications and Administration Assistant be re-designated as a Communications Officer and that the hours be increased from 25-31 hours. (Subject to officer agreement).

RECOMMENDED: That the Finance Assistant be re-designated as a Finance Officer and that her grade be increased to SCP26 in recognition of the work she has undertaken.

RECOMMENDED: That the Council look to appoint an officer with combined responsibility for Events and Community Development on a grade to be determined but greater than the one detailed in the report in order to attract a higher calibre candidate and in recognition that this is combining two

jobs. The Interim Town Clerk was asked to draft a job description and person specification and that this come back to special meeting of the Staffing Sub-Committee for formal approval. Further **RECOMMENDED:** That to support the Events and Community Development Officer that the Town Clerk look to employ an apprentice officer.

RECOMMENDED: That a Democratic Services Officer be appointed (full time SCP 14) to support the office and Clerk in their roles.

RECOMMENDED: That the Civic Matters Committee be asked to look at the current options and possible feasibility for provision of a Mayor's Driver.

RECOMMENDED: That those staff on spot spinal points be in principle, permitted to have one spot increases per year up to a maximum of 3 on the condition of good performance and with the agreement by the Sub-Committee.

5. INTERIM TOWN CLERK – PERSONAL DEVELOPMENT

Circulated with the agenda was a report by Cllr Birch regarding the personal development of the Interim Town Clerk. Cllr Birch encouraged all councillors to get involved as the Council looked to set targets for the Interim Town Clerk.

Regarding his future, Cllr Birch stated that there were three options, appoint the Interim Town Clerk, go through a small recruitment process, repeat the large recruitment process as previous.

RECOMMENDED: That the Interim Town Clerk, Mr Stuart Carter, be appointed on a permanent basis and that no further recruitment process take place. Further **RECOMMENDED:** That a personal development plan for the Town Clerk be drafted with the input of all councillors.

Signed.....Chair

Northampton Town Council Strategic Risk Register			August 2021	S Carter	
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Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2021/22	Were these actions completed in 2020/21	Actions to be undertaken in 2022/2023	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
1	Injury or death to person, including staff and councillors	accidents due to: poorly maintained building or equipment, trips and falls, hot surfaces and other scalds & burns, poorly planned events, terrorism	death or injury to person	TC WNC (TC landlord)	Medium L3 x I3 9	Regular meetings with WNC facilities, training and procedures, use of risk assessments for events and high risk activity when required. Health and Safety activity including consultant support. H&S input and management by members and senior offices	Continued training and ongoing identification of risk, continued use of risk assessments. Appointment of H&S consultant	N/A	Continued training and ongoing identification of risk, continued use of risk assessments. Continued increase in H&S input and management from senior officers and all staff. Continued meetings with WNC officers Advice to be sought on events H&S from Stage Right who produce events risk assessments for council events	TC	Medium L2 x I3 6 ↓	public liability,
2	Staff wellbeing	failure to recruit and maintain staff morale, failure to maintain staff health, significant workloads	loss of staff, loss of staff dedication & good will	TC	Medium L2 x I3 6	Staff meetings, 1:1 meetings, staff appraisals, staffing plan, training budget	Look at social events, staff questionnaire, internal communications, Employee Assistance Programme, staff training programme, supporting charity days, staff counselling service	N/A	Investigate further options	TC	Medium L2 x I3 6	employers liability
3	Reputation	poor information provided to public, poor service & events provided to public, poor decision making by officers and councillors	loss of council reputation, loss of income, loss of public support	TC	Low L2 x I2 4	website up to date and accurate, well trained officers, careful management of services, staff training, continued development of communications, training of councillors, appropriate use of social media accounts	undertake public consultation where appropriate, continue liaison with the media, develop a strategic plan for Town Council Implement staffing plan	Ongoing	TBC	TC	Low L2 x I2 4	slander
4	Financial systems	limited number of staff fully trained on all aspects of the financial system	inaccurate or unlawful budget management, inability to pay suppliers, lack of internal checks and controls	TC	Medium L3 x I2 6	additional staff trained in some aspects of budget/finance systems, continued development of Finance Team skills and competencies Processes written down	New staff given training where appropriate for their job role	N/A	As established mitigation	FA	Low L2 x I2 4 ↓	fraud
5	Compliance with legislation	lack of awareness of or failure to comply with legislation	NTC liable to enforcement activity or legal action	TC	Medium L2 x I3 6	professional staff encouraged to be aware and understand legislation, staff training, careful service planning, use of internal audit and other checks and controls to ensure continued compliance, consideration of legislation when designing new services, membership of professional bodies by managers, use of professional / consultant support where appropriate, CPD training by managers	use of internal audit and other checks and controls to ensure continued compliance, consideration of legislation when designing new services, membership of professional bodies by managers, H&S audit, CPD training by managers. Staff commenced CiLCA and iLCA training.	N/A	Completion of CiLCA/iLCA by all staff	TC	Low L1 x I3 3 ↓	public liability
6	Poor service to customers	lack of equipment, lack of staff training, lack of service planning	loss of reputation	TC	Low L2 x I2 4	staff training, equipment maintenance and purchase budgets in place,	Continual review as we take on more services Extra staff to ensure office cover	N/A	Continue with established mitigation and continue to review staff training	TC	Low L2 x I2 4	public liability

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2021/22	Were these actions completed in 2020/21	Actions to be undertaken in 2022/2023	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
7	Poor communications	lack of good communication: internal and external	poor decision, poor staff morale, mis-informed public	TC	Low L1 x I2 2	website up to date and accurate, well trained administration team, careful management of services Frequent comms meetings Targets set	Proposed increase hours for comms officer Development of newsletter	N/A	TBC	TC	Low L1 x I2 2	public liability
8	Partnership working	working with partnerships with different priorities, processes and resources - also failure to maintain partnerships	loss of reputation, nugatory effort by NTC officers	TC	Low L1 x I2 2	detailed exploration before any partnerships, formal and informal , entered into regular assessment of value of project / partnership	ongoing	N/A	TBC	TC	Low L1 x I2 2	public liability
9	NTC profile / public perception	poor public understanding of the role of the council and our services	Lack of public engagement	TC	Low L2 x I2 4	website up to date and accurate, deliberate and positive publicity concerning services and issues, use of social media including sharing of partners information	Development of newsletter	N/A	TBC	TC	Medium L2 x I2 4	slander
10	Loss of equipment, funds or income	theft, fraud, poor control	loss of funds / resources, loss of reputation	TC	Low L2 x I2 4	internal audit, financial accounting system, consideration of security of equipment,	Detailed asset register to be completed from existing separate sources, accurate values to be provided to insurance company. Guidance issued to staff who are home working	N/A	Continued review of the Councils Assets.	TC	Low L2 x I2 4	fraud, vehicular, public liability, all risks
11	IT	loss of service, loss through loss of building / ability to do business, loss of IT	loss of income, loss of service, loss of customers, loss of reputation	TC	High L3 x I4 12	maintenance of building and IT systems, use of external support, use of cloud based storage through Microshade	Consideration of Business Continuity Plan. Some staff working from home	N/A	Review of the Business Continuity Plan	TC	Medium L2 x I3 6 ↓	Business interruption
12	Leadership	The vision of the Council as an ambitious, innovative and politically led Council is not realised	loss of reputation, lack of public engagement	TC	Low L2 x I2 4	website up to date and accurate, development of communications, use of social media accounts.	Ongoing development of the Councils vision/strategy document, setting of goals for TC	N/A	Implementation of the Councils vision, objectives and NTC Plan	TC	Low L2 x I2 4	n/a
13	Leadership & Management	Lack of Strategic direction and leadership	Ability of Council to set objectives aligned to service delivery	TC	Low L1 x I2 2	Regular Management Team meetings Meetings with Cllrs	Member and officer training, member workshops.	N/A	Ongoing development of the Councils vision, objectives and Corporate/Strategic Plan	TC	Low L1 x I2 2	n/a
14	Management	Lack of effective management of Services	Poor performance loss of reputation not achieving best value	TC	Low L1 x I2 2	Regular Team meetings, experienced qualified staff	Continue to implement a regular officer budget monitoring review process	N/A	Establish and report key performance indicators. Establishment of scrutiny process.	TC	Low L1 x I2 2	Official Indemnity
15	Financial	Failure of WNC to pay precept	Risk to service delivery, Increase pressure on other budgets	TC	Low L1 x I3 3	Dialogue with WNC, establishment of reserves	Continued establishment of reserves	N/A	5 year financial plan	TC	Medium L1 x I3 3	Public Liability, Property

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2020/21	Were these actions completed in 2020/21	Actions to be undertaken in 2021/2022	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
16	Financial	Failure to adequately manage finances leads to an overspend which is unsustainable in the medium term	Reduction in usable reserves, qualified audit opinion, Unacceptable increase in precept	TC	Low L1 x I2 2	Financial controls set out in Standing Orders and Financial Regulations. Clarity of budgetary responsibilities Regular reporting at monthly Account Sub Committee	Regular review of Standing Orders and Financial Regulations. Enhance budget monitoring.	N/A	Development 5 year financial plan	TC	Low L1 x I2 2	n/a
17	Procurement	Failure to procure supplies and services correctly resulting in legal challenge or poor value for money	Risk of legal challenge, loss of reputation	TC	Medium L2 x I3 6	Financial controls set out in Standing Orders and Financial Regulation. Procurement procedure drafted	Use of procurement adviser when tendering for new contracts	N/A	N/A	TC	Low L1 x I3 3 ↓	Official Indemnity
18	Policies	Failure to introduce and implement appropriate policies	Council work streams not managed in line with legal requirements or best practise	TC	Medium L2 x I3 6	Policies as drafted are reviewed and adopted by Full Council	Annual review of current policies adopted/policies to ensure they remain relevant and fit for purpose. Continue to keep up to date with legislation and amend and implement new policies as required.	N/A	Continue to keep up to date with legislation and amend and implement new policies as required.	TC	Medium L2 x I3 6	Official Indemnity, Employers Liability, Public Liability
19	ICT / Data	Loss of ICT or data through cyber attack	Confidentiality compromised, loss of sensitive information	TC	High L3 x I4 12	Firewall and security on IT managed through Microshade, use of cloud based storage,	Continued use of Microshade	N/A	Drafting of Data Retention Policy	TC	Low L2 x I2 4 ↓	fraud
20	General Data Protection Regulations	Failure to safeguard personal information or the misuse of information leads to a breach of the regulations	Confidentiality compromised, loss of sensitive information	TC	Medium L2 x I4 8	Firewall and security on IT managed through Microshade, use of cloud based storage,	Continued review of policies and procedures	N/A	Implementation of Data Retention Policy. Cleansing of data files.	TC	Medium L2 x I4 8	Official Indemnity, Public Liability
21	Climate Emergency Response	Failure to reduce to implement climate change resolution, failure to account for environmental impact in services and procurement	loss of council reputation, loss of public support	TC	Low L1 x I2 2	Establishment of Climate Change Forum	Progress with Climate Change Forum	N/A	ongoing with established mitigation	TC	Low L1 x I2 2	n/a
22	Health & Safety	Failure to protect the Health, safety & Wellbeing of staff and/or contractors and Public	Significant financial and /or reputational damage	TC	Medium L2 x I3 6	Appointment of Ellis Whitham as H&S Consultant and nominated person	Formulate all required documents and RA with Ellis Whitham	N/A	Appropriate staff to receive regular H&S training, staff attend formal H&S training where needed,	TC	Medium L2 x I2 4 ↓	Employer Liability, Public Liability
23	Safeguarding	Failure to safeguard children or vulnerable adult e.g. Lost Children services	Significant financial and /or reputational damage, legal challenge	TC	Low L1 x I4 4	None at present as not dealing directly with young people or vulnerable adults	None	N/A	To be reviewed as council takes on services and begins to work with partnership organisations	TC	Low L1 x I4 4	Official Indemnity

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2020/21	Were these actions completed in 2020/22	Actions to be undertaken in 2021/2022	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
24	Asset Management	Failure to manage, invest and maintain Councils Assets	Gradual deterioration and long term costs higher than necessary, Reputational Risk, Unexpected expenses occurring	TC	High L3 x I4 12	None at present as Council has no physical assets	N/A	N/A	As and when assets are adopted, a plan will need to be formulated to develop a management plan	TC	Medium L2 x I4 8 ↓	Property
25	Pension Provision	Level of commitments	Reduction in funds available to front line services, Risk to reputation, loss of public support	TC	Low L1 x I3 3	Robust financial planning, Accounts Sub-Committee monitors expenditure	N/A	N/A	ongoing with established mitigation	TC	Low L1 x I3 3	n/a
26	Continuity Planning	Failure to undertake continuity planning including business continuity, community emergency plan. Operational risk register	Delivery of services is compromised	TC	Medium L3 x I3 9	Business continuity insurance, Officers have the ability to work from home, use of cloud based storage, mobile phones for staff, procurement of an external IT support service	Development of a Business Continuity plan	N/A	Final Business Continuity plan in place	TC	Medium L2 x I3 6 ↓	Business Continuity
27	Governance	Failure to make robust informed decisions in compliance with legislation, consultation, openness, scrutiny, high quality data etc.	Failure to achieve these high standards can lead to both reputational and financial loss.	TC	Low L1 x I3 3	Internal Audit carried out by recognised auditor, Financial regulations regularly updated. Processes and procedures followed. Key Staff trained. Annual Review	Town Council review undertaken by the Council's Internal Audit	N/A	ongoing with established mitigation	TC	Low L1 x I3 3	Official Indemnity
28	Financial	Incorrect payment entry, paying the wrong person	Loss of funds, reputational damage	TC	Low L1 x I3 3	Monthly accounts sub committee meetings. All payments presented for approval before paying, 3 stage process	Continue to review process	N/A	Ongoing with established mitigation	TC	Low L1 x I3 3	N/A
29	Events	Failure to get information from WNC before transfer of events, H&S	Not able to deliver successful events as agreed H&S not in place	TC	Medium L3 x I3 9	Continual meetings with WNC staff, note taking and processes recorded, meetings with Stage Right who event manage and responsible for H&S advice	N/A	N/A	Recruitment of an events officer	TC	Medium L3 x I3 9	Public liability
30	COVID	Outbreak of Covid in office	Danger to office staff, lack of office cover, inability to facilitate meetings, loss of reputation	TC	Medium L3 x I3 9	Follow government guidance, sanitiser readily available, staff have own offices. Mask encouraged when walking, working from home an option of there is cover in the office	N/A	N/A	Ongoing with established mitigation	TC	Medium L3 x I3 9	Employers liability
31	NTC profile / public perception	Members fail to adhere to code of conduct	Loss of reputation and confidence in members and the council	TC	Low L1 x I3 3	Members asked to review register of interests regularly, training provided, standing item of declaration of interests at every formal meeting	Gifts and hospitality registry to be created	N/A	Additional training where appropriate	TC	Low L1 x I3 3	N/A
32	Allotments	Failure of WNC contractor to manage allotments	Loss of Council reputation, request for significant financial contribution at short notice	TC	Medium L3 x L2 6	Establishing a licence agreement with WNC	Look to meet regularly with contractor	N/A	Formal working arrangement with WNC and contractor	TC	Medium L3 x L2 6	N/A

Ref No.	Name of Risk	Cause of Risk	Impact	Risk Owner	Original Risk Category (Likelihood /Impact)	Current Control Measures	Actions to be undertaken as additional measures in 2020/21	Were these actions completed in 2020/22	Actions to be undertaken in 2021/2022	Owner of Action	Current Risk Category (Likelihood /Impact)	Insurance cover held
33	Financial - Failure of banks	Financial instability of bank	Loss of Council's money	TC	High L4 x I2 8	Monitoring of reports, press articles etc. regarding Councils current banking provider	Splitting money between other banks	N/A	Development of investment plan Appointment of treasury management company	TC	High L4 x I1 4 ↓	N/A
34	General Power of Competence	Loss of qualified Clerk, less than two thirds of CLrs are elected as opposed to co-opted	Loss of General Power of Competence meaning specific powers have to be identified to carry out duties, possible difficulties in taking on services	TC	L2 x L2 4	Clerk required to be qualified	N/A	N/A	Current mitigation	TC	L2 x I2 4	N/A

RISK SCORES

IMPACT	SCORE	DESCRIPTION (THREATS)	POSSIBLE INDICATORS
Major	4	Major loss of service,	disruption over 5 days,
		Major injury/death risk to people, Major financial/budgetary implications,	One or more fatalities,
		Prosecution by Enforcing Authorities, Statutory/legislative mandate,	Financial loss over £500k,
		National media coverage,	Notice of Improvement Notice being served,
		Significant impact on performance	New regulations/Directive from Central Government, Newspaper/radio reports,
			Major delays in projects affecting service delivery
Serious	3	Loss of major service,	Service disruption 2-5 days,
		Major injury risk to people,	Major injuries to individual/several people,
		Serious financial/budgetary implications,	Financial loss £50-500k, Unscheduled Audit inspection/HSE visit,
		Attract scrutiny by Regulatory Bodies, Political mandate,	Impending legislation,
		Local media coverage,	Enquiries from local press/radio, Delays affecting the smooth flow of service delivery
		Medium impact on performance	
Significant	2	Significant impact on service objectives,	Service disruption 1-2 days,
		Severe injuries,	Some effect on normal work routines, Financial loss £5-50k,
		Significant financial/budgetary implications,	Questions raised through members, Minor delays quickly remedied
		Increased public awareness, Low impact on performance	
Minor	1	Minimal disruptions not affecting service,	Minor disruptions in work routines,
		Very minor injuries to personnel, Minor financial loss	Not affecting work routines,
			Financial loss less than £5k

LIKELIHOOD RATING	SCORE	DESCRIPTION (THREATS)	POSSIBLE INDICATORS
Very likely	4	More than 75% chance of occurrence	Regular occurrence, Circumstances frequently encountered – daily/weekly/monthly
Likely	3	40%-75% chance of occurrence	Likely to happen at some point in the next 1-3 years, Circumstances occasionally encountered (few times a year)
Unlikely	2	10%- 40% chance of occurrence	Only likely to happen once every 3 or more years
Very unlikely	1	Less than 10% chance of occurrence	Has happened rarely/never before

RISK SCORES MATRIX

LIKELIHOOD	Very likely	4	8	12	16
	Likely	3	6	9	12
	Unlikely	2	4	6	8
	Very unlikely	1	2	3	4
		Minor	Significant	Serious	Major

IMPACT