



NORTHAMPTON TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE

8th September 2021

To all Members of the Accounts Sub-Committee:

Cllrs Birch, Hibbert, Marriott and Purser

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in Room 5 at the Town Council's offices at the Guildhall, Northampton on Wednesday 8th September 2021 at 11.00 a.m. when the business set out below will be transacted.

This Sub-Committee meeting is open to the public and press to attend and those attending the meeting shall be informed that they may be recorded. Public participation is in accordance with the Town Council's public participation policy.

**Stuart Carter
Interim Town Clerk
2nd September 2021**

**Guildhall
Northampton
NN1 1DE**

Cc: Electronically to all Members of the Council for information

A G E N D A

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Minutes of the Previous Meeting**
To approve as correct and give authorisation to sign the minutes of the last Accounts Sub-Committee held 9 August 2021 (attached)
- 4. Revenue Budget 2021/ 22**
To receive the budgetary report for the month ending August 2021 (copy to be circulated at the meeting)
- 5. Payment of Accounts**
To approve accounts for payment (schedule of accounts to be circulated at the meeting)

**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 the Purchase Order for Plantscape totalling £11,001 wasn't included as committed spend but should have been. It was noted that any general Bloom questions should be addressed to the Office Administrator and the Bloom working party.

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

12. PAYMENT OF ACCOUNTS

No questions raised in respect of proposed payments.

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

| A/c name | Net Value | VAT | Invoice Total | Description |
|-----------------------|------------------|------------|----------------------|-----------------------|
| Cllr Jane Birch | £200.10 | £0.00 | £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 | | | | | | |