



NORTHAMPTON TOWN COUNCIL

Council Meeting 25th October 2021

To: All Northampton Town Councillors

You are summoned to attend the Meeting of Northampton Town Council to be held in the Council Chamber at the Guildhall, Northampton at 18.00 on Monday 25th October 2021 when the business set out below will be transacted.

S Carter

**Stuart Carter
Interim Town Clerk
19th October 2021**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

1. Apologies for Absence

2. Public Questions/Statement Time:

To receive any questions or statements from members of the public
Please note that in accordance with the Council's Standing Orders a question/statement may only be asked/made if written notice has been given to the Town Clerk by midday on the working day before the meeting.

3. Declarations of Interest

4. Minutes

(a) To authorise the Town Mayor to sign the Minutes of the Meeting of the Council held on 19th July 2021 as a true and correct record of the proceedings (attached at p 3 – 5).

5. To receive and where appropriate adopt the decisions as detailed in the Minutes of the under mentioned Committees

(a) Planning Committee 26th July 2021 (not attached as sent out with Planning agenda for 18th August)

(b) Planning Committee 18th August 2021 (not attached as sent out with Planning agenda for 13th September)

(c) Environmental Services Committee – 6th September 2021 (attached at p 7 – 11)

- (d) Planning Committee – 13th September 2021 (not attached as sent with Planning agenda for 11th October)
- (e) Policy and Finance Committee – 4th October 2021 (attached at p 13– 56)
- (f) Planning Committee – 11th October 2021 (attached at p 57– 67)

6. Membership of Committees – Council asked to consider:

One vacancy on Policy and Finance Committee

One vacancy on Planning Committee

Any amendments that groups wish to make to their committee membership

(Note Cllr Fuchshuber is not currently appointed to any committees)

7. Appointment to outside bodies – Trustees to The Charity of Emma Rice and W. E. J. Knight Almshouses

Town Clerk's report attached (p 69)

8. Notice of Motion – Proposed by Cllr Soan and seconded by Cllr Hallam

“This council resolves to resume face to face meetings for all meetings of the council including committees and sub-committees in line with the standing orders of the council. Due regard will be given to the health a safety of all members and officers in line with current official guidance. This motion supersedes all previous decisions taken by this council with regard to the suspension of face to face meetings.”

Town Clerk's report attached for information (p 71)

9. Notice of Motion – Proposed by Cllr Brown and seconded by Cllr Hallam

Unlike principal authorities there is no upper threshold requiring local precepting authorities to hold a local referendum on precept increases. This Council is one such authority. This Council agrees to set an upper limit in line with the referendum principles which apply to the principal authority (West Northamptonshire Council). The referendum principle is currently set at:

4% or more than 4% [comprising up to maximum of 2% for expenditure on adult social care and 2% on other expenditure] for unitarising authorities with responsibility for adult social care services which are equalising different council tax levels across their predecessor areas. The principle may be applied to either the increase in each individual predecessor area, or to the tax base-weighted average band D figure of all the predecessor areas.

As an authority with no responsibility for adult social care the upper limit on this Council's precept is therefore set below 2% at 1.99%. In taking this decision this Council is not in any way predetermining the outcome of the budget setting process.



NORTHAMPTON TOWN COUNCIL

MINUTES OF THE COUNCIL MEETING HELD AT THE COUNCIL CHAMBER, NORTHAMPTON GUILDHALL

Monday 19th July 2021 – 18.00

PRESENT: Councillor R Ashraf (Town Mayor);
Councillor D Meredith (Deputy Town Mayor)
Councillors: J Alwahabi, J Birch, N Choudary, R Connolly, M Hallam,
E Haque, K Holland-Delamere, F Ismail, P Joyce, A Kilbride, J Lane,
L Marriott, T Miah, B Purser, D Soan, A Stevens, W Tarasiewicz

In attendance: S Carter (Interim Town Clerk)

The Mayor's Chaplain led the Council in prayer before the formal start of the meeting.

The Town Mayor informed councillors that the Town Clerk would be conducting a short presentation on the General and Community Grants Schemes at the conclusion of the meeting.

16. APOLOGIES FOR ABSENCE

Cllrs M Brown, Lane, and Russell had submitted apologies.

17. PUBLIC QUESTIONS/STATEMENTS

There were no questions or statements submitted.

18. DECLARATIONS OF INTEREST

There were no declarations of interest.

19. MINUTES

RESOLVED: To authorise the Town Mayor to sign the Minutes of the Annual Meeting of the Council held on 17th May 2021 as a true and correct record of the proceedings.

RESOLVED: To authorise the Town Mayor to sign the Minutes of the Extraordinary Meeting of the Council held on 14th June 2021 as a true and correct record of the proceedings.

NOTED: The minutes of the Annual Elector's Meeting held 24th May 2021.

20. TO RECEIVE AND CONSIDER THE MINUTES OF THE UNDER MENTIONED COMMITTEES

RESOLVED: That the minutes of the Policy and Finance Committee – 14th June 2021 be received, approved and adopted.

RESOLVED: That the minutes of the Environmental Services Committee – 16th June 2021 be received, approved and adopted.

RESOLVED: That the minutes of the Community Services Committee – 21st June 2021 be received, approved and adopted.

RESOLVED: That the minutes of the Planning Committee – 28th June 2021 be received, approved and adopted.

RESOLVED: That the Policy and Finance Committee – 5th July 2021 be received, approved and adopted.

21. NOTICE OF MOTION

Proposed by Cllr Brown and seconded by Cllr Soan

"This Full Town Council agrees, in principle, with the concept of a dual-carriageway Northern Orbital Road for Northampton, and will work with our partners at West Northamptonshire Council to assist where possible to help deliver this aim."

This motion was withdrawn as Cllr Brown was unable to attend the meeting due to ill health.

22. REVIEW OF DELEGATION OF COMMITTEE FUNCTIONS IN ANTICIPATION OF EASING OF RESTRICTIONS

A report was circulated with the agenda recapping the resolution the council had made regarding delegation of committee functions to facilitate remote meetings.

It was explained that the law permitting Council and committee meetings to be held virtually expired on 6th May and the government advised that there was insufficient Parliamentary time to pass any necessary new primary legislation to enable the practise to continue. Accordingly, to protect councillors and officers and minimise contact it was resolved at the Annual Council meeting that:

RESOLVED: (1) *That the Town Clerk be delegated authority to take all decisions and where necessary to make recommendations to Council as normally reserved to Committees and Sub-Committees under the approved scheme of committee delegations*

- (2) That the Town Clerk exercise the above authority in consultation with the full membership of the relevant committee or sub-committee meeting by remote means at the same day and time as set out in the agreed calendar of meetings*
- (3) That a full report on all decisions and recommendations taken under this authority be presented to the next following Council meeting*
- (4) That the authority granted by this decision be reviewed at each subsequent Council meeting until such time as the Council is satisfied that in person meetings of all committees can be effectively be effectively held in accordance with prevailing social distance rules.*

Members commented that there was still significant risk to councillors and staff and that at present, we should continue to review the process but at present, the arrangement should remain in place.

RESOLVED: That the resolution as detailed above from the Council meeting in May remain, and that it be reviewed again at the Council meeting on 25 October 2021.

23. MEMBERSHIP OF COMMITTEES – AMENDMENT

Cllr Hallam leader of the Conservative group proposed that the membership of the committees for his group be amended. This proposal was seconded.

RESOLVED: That the Conservative members appointed to the committees be as follows:

| | | | |
|---------------------|------------------------|-------------------------------|-----------------------------|
| Planning (3 Spaces) | Environment (3 Spaces) | Community Services (4 spaces) | Policy & Finance (4 Spaces) |
| Michael Brown | Mike Hallam | Mike Hallam | Stephen Hibbert |
| Jamie Lane | Andy Kilbride | Daniel Soan | Ray Connolly |
| Ray Connolly | Daniel Soan | Jamie Lane | Andy Kilbride |
| | | Stephen Hibbert | Michael Brown |

The meeting concluded at 18.45.

Cllr R Ashraf
Town Mayor

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**NORTHAMPTON TOWN COUNCIL
ENVIRONMENTAL SERVICES 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 17th May 2021. All decisions were taken having consulted remotely by Zoom members of the Environmental Services Committee on 6th September 2021 and were in accordance with the views of those members.

**Minutes of the meeting held at 18.00 on 6th September 2021
using the Zoom Video Conferencing Platform**

Technical issues resulted in the meeting starting at 18.10 hours.

PRESENT: Kilbride (Deputy Chair), Hallam, Meredith, Miah, and Stevens

Also present: Cllr J Birch

Officers: Mr S Carter (Interim Town Clerk) and Mrs J Thorneycroft (Administration Officer)

9. APOLOGIES

Apologies had been submitted by Cllrs Alwahabi, Soan, Joyce (Chair), Haque and Ashraf.

10. DECLARATIONS OF INTEREST

None.

11. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD 16TH JUNE 2021

RESOLVED: That THE Vice Chair be authorised to sign the minutes as a true and correct record of the meeting.

12. NORTHAMPTON IN BLOOM UPDATE

Circulated with the agenda was a report updating the committee on Northampton in Bloom.

The Administration officer presented the report and explained that through the Idverde Grounds Maintenance contract approximately 170 hanging baskets and 130 barrier baskets had been provided and maintained across Northampton town centre throughout the summer.

At the Northampton Town Council Executive Committee on 12th April 2021 an allocated enhancement budget of £30,000 (£20,000 for new planters, hanging baskets etc. and £10,000 for installation costs and watering) was approved. Following this agreement, the locations listed below were identified as suitable places to increase the Northampton in Bloom scheme. Permissions and consents were obtained from the relevant bodies and additional floral planters were placed in the following wards:

BOOTHVILLE WARD

12 lamp post baskets on the approach roads to Lumbertubs Roundabout - Moulton Way, Kettering Road, Booth Rise and Lumbertubs Lane.

BROOKSIDE WARD

4 barrier baskets at Penistone Road near Billing Brook Road

14 barrier baskets at Billing Brook Road near Brookside Community Hub and shops

12 barrier baskets at Billing Brook road bridge adjacent to the Lake opposite Retford Court

8 lamp post baskets at Lings Way and Goldings Junction.

BOOTHVILLE WARD and TALAVERA WARD

16 lamp post basket at the Southfields Roundabout - Lings Way and Talavera Way approaches.

The garden surrounding the Southfields entrance sign has been planted and maintained.

TRINITY WARD

12 barrier baskets installed at Kingsley Road opposite The White Elephant Pub and adjacent to the Racecourse

A large tiered planter was placed at Kingsley Road opposite the White Elephant Pub adjacent to the Racecourse

KINGSLEY WARD and PHIPPSVILLE WARD

12 barrier baskets were installed at St Matthews Parade, Kingsley

CASTLE WARD

18 lamp posts baskets located at Campbell Street and Barrack Road Junction

SEMILONG WARD

1 large tiered planter at the entrance to the Racecourse on Barrack Road

Installation of 2 hanging baskets and heavy duty brackets at Alliston Gardens Youth & Community Centre

ST JAMES WARD

2 large tiered floral planters within the shopping area at St James Road

3 large floral planters along the verge at Weedon Road

1 large planter installed in Althorp Road, off Weedon Road

CASTLE WARD

55 hanging baskets were installed along the Wellingborough Road

7 large stone planters in Abington Street planted and maintained

The gardens around the Cobblers Last Statue in Abington Street planted and maintained

SPENCER WARD

5 large planters around the Tintern Avenue/Gladstone Road junction have been planted and maintained.

The Northampton in Bloom scheme had commenced in early June and would finish when de-rig of the floral containers took place in mid –September.

The Administration Officer explained that unfortunately, this year it had not been possible to hold a Bloom Presentation and Awards Ceremony as many of the usual “It’s your Neighbourhood” community groups had been unable to meet and work together in the usual way due to the pandemic. It is hoped to resume the ceremony next year and encourage local businesses, residents and schools to take part.

Cllrs Joyce, Birch, Stevens and Meredith had volunteered to sit on a Northampton in Bloom. The first meeting would be held in September and the budget for next year's scheme needed to be confirmed as soon as possible to ensure floral orders can be made on time to allow seedling growth for next year.

Mrs Thorneycroft encouraged all councillors to share their thoughts regarding the introduction of bloom in their ward and asked them to take the following into consideration:

- likelihood of obtaining permission from the highways department – vicinity of nearby road junctions, will the planter obstruct any pavements or drivers view?
- ease of watering
- visibility
- how busy/what footfall is there in different locations
- height of floral containers – will people notice them?
- are the planters likely to get damaged or stolen?

Mrs Thorneycroft concluded by informing the committee that the feedback had been greatly positive and that the project had been delivered on budget and in time despite the rush due to the creation of the new town council.

Councillors had several suggestions for future locations and were asked to put these in writing to the Administration officer.

The Vice Chair thanked Mrs Thorneycroft and commented that he had thought the flowers had looked fantastic this summer.

NOTED

13. COVID MEMORIAL – ARBOUR OF TREES AT BECKETS PARK

Cllr Birch presented her report which had been circulated with the agenda. Cllr Birch explained that at a meeting of the shadow Town Council executive it was recommended that the Town Council would investigate a memorial to the residents of the town who were affected as a result of the pandemic.

This was now being taken forward by both the Community Services and Environmental Services Committees.

It was agreed there should be special reference to all the staff at Northampton General Hospital, for their dedication, professionalism and care for residents during the pandemic. The Community Service and Environmental Services Committees agreed to investigate the installation of trees and seating at Becketts Park, being the town park and near the hospital. This would be a lasting tribute to all who had worked so hard, those who had been gravely ill and those who had sadly died.

The Chairs and Deputy Chairs of the aforementioned committees met with Buddies of Becketts on Thursday 29th July at Becketts Park where they assessed the site. Areas used for community events were identified and were to be avoided. A flat area near the playground was agreed suitable, away from the road noise, a flat site, within easy reach of the hospital, with views towards the river and across the park.

A design that would include suitable trees and seating was agreed and there was an ambition to make a significant contribution to complement the existing public art in the park.

A number of actions were agreed by the group including contacting the university to see if Spatial Design students could work on designs. This would be a fantastic opportunity for their students to see their work actually built in a prominent public location.

Cllr Birch was thanked for her update.

14. TOWN COUNCIL LITTER UPDATE

The Administration Officer, Mrs Thorneycroft, had circulated an update on the initiatives the Town Council was involved in as part of improving her public realm from a litter perspective.

Mrs Thorneycroft explained that throughout the week commencing 23rd August a week of action to tidy up streets and unsightly areas took place across the town. Partners from Northampton Town Centre Business Improvement District (BID), West Northamptonshire Council, Northants Litter Wombles had joined together to pick litter and highlight the issues of litter.

As part of the campaign a number of events had taken place including:

- **Saturday 21st August** – Northants Litter Wombles organised a History Walk which was attended by the Mayor
- **Saturday 31st July** - Cllr Stevens held a litter pick in the Headlands, Eastfield & Phippsville area. The pick was attended by Cllrs Turon, Miah and Joyce, members of the Northants Litter Wombles and the Mayor also attended.
- **Monday 23rd August** - a tidy day was organised by Northampton Town Centre BID, the event was supported by the Northants Litter Wombles, the Mayor, NTC, WNC and local businesses. On the day approximately 50 volunteers collected more than 100 bags of rubbish from known litter spots around the town centre.
- **Wednesday 25th August** – The Rectory Farm litter pick organised by Cllr Holland-Delamere
- **Wednesday 25th August** – The Trinity litter pick organised by Cllr Birch

Mrs Thorneycroft advised councillors that the Town Council had the necessary equipment that could be borrowed and encouraged them to hold their own picks in their wards.

NOTED

15. ALLOTMENTS AND CLOSED CHURCHYARDS

The Interim Town Clerk gave a verbal update on allotments and closed churchyards. Eight allotment sites had been passed to the town council as part of its creation on 1st April 2021. However, the management remained with West Northants Council (WNC) as part of a contract they had with Veolia. WNC officers were in the process of drawing up an agency agreement between WNC and the town council to manage this arrangement. The contract with Veolia had a number of years left to run so some of agreement would be required. It was explained that the Town Council was responsible for maintenance and that a budget was in place of £26,000.

It was suggested that toilets on allotments would be beneficial and that it would benefit all users and make them more accessible and inclusive. The Interim Town Clerk was asked to investigate the cost and feasibility of compostable toilets. These offered an environmentally friendly solution and did not need connecting to the sewage system.

With reference to closed churchyards, the arrangement was very similar, though at present these had not been transferred over. It had been agreed that work on the transfer would be deferred for a few years whilst the current contract was still in place.

NOTED

16. CLIMATE CHANGE FORUM

Whilst not on the agenda Cllr Stevens gave a brief update on the propose climate change forum. Cllr Stevens advised that he and Cllr Joyce had met with officers to consider what action to take. The idea of an event on the Market Square in Spring time had been suggested, showcasing local environmental groups, technology etc. The precursor to this would be to invite these groups to a meeting to discuss the proposal with the ambition that this would be the foundations of the Climate Change Forum.

Cllr Andrews encouraged all committee members to contact local environmental groups that they knew or pass their details to him and the Interim Town Clerk.

NOTED

There being no more business, the meeting ended at 19.00 hours.

Signed.....Chair

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**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 | |
|--|-------------------|--|

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

Page 1

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 Subsistance | 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 Subsistence | 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 | |
|--|--|--|-------------|----------|--|

| 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



NORTHAMPTON TOWN COUNCIL

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 17th May 2021. All decisions were taken having consulted remotely by Zoom members of the Planning Committee on 13th September 2021 and were in accordance with the views of those members.

Minutes of the meeting held on 11th October 2021 the Zoom Video Conferencing Platform

PRESENT: Cllrs Brown (Chair), Alwahabi, Connolly, Haque, Meredith and Stevens

Also present was Cllr Birch and Pam Bairstow (member of the public)

Officers: Mr S Carter (Interim Town Clerk) and Julie Thorneycroft (Administration Officer)

10. Apologies for Absence

Cllr Russell (Vice-Chair), Choudary and Lane

11. Declarations of Interest

Cllrs Connolly and Meredith declared a non-pecuniary interest as they are members of the Northampton Local Area Planning Committee at West Northamptonshire Council.

12. To authorise the Chair to sign the Minutes of the last meeting held 13th September 2021

It was **RESOLVED** to authorise the Chair to sign the minutes of the last meeting as a true and accurate record.

13. Planning Applications

RESOLVED: that due to the amount of planning applications received at Northampton Town Council it was agreed that members would inform officers if they wish to make reference to an application(s) prior to the meeting so the officer could have the plans ready.

Requests to speak at the planning committee were made on the following applications:

Agenda item 31 – speakers Pam Bairstow (member of the public), Cllrs Birch, Meredith and Purser, item 6 and 7 – Cllr Alwahabi, item 9/10 – Cllr Purser, item 19 – Cllr Alwahabi, item 35 – Cllr Alwahabi, item 54 – Cllr Birch, item 83 – Cllr Birch

It was **RESOLVED** that in accordance with Standing Order 10 (a) vi to alter the order of business and deal with application 31 first.

Mrs Bairstow addressed the committee in accordance with the Council's public participation policy. Mrs Bairstow highlighted her objections to application number 31 reference **WNN/2021/0674** [Open](#)

[Space Fraser Road, -, Northampton, Northamptonshire](#) – Construction of 125no new affordable homes, including formation of access to site via Fraser Road and associated landscaping and drainage works.

Mrs Bairstow was thanked for her comments and left the meeting.

The committee supported the views of Mrs Bairstow and added that the Town Council was committed to promotion health and wellbeing of its residents and that this application went against this for the reasons given above. The loss of green space is of great concern, in an area where the housing stock is compact. Losing this space would really impact residents.

In conclusion this proposal would have a detrimental effect on the existing residents in the Talavera ward for the reason stated.

RESOLVED: That that this application be refused. The response as detailed below was submitted:

The reasons for objection are as follows:

- The impact of noise pollution given that the site is bordered by two busy roads and the increase in traffic created from the development as well as pollution from cars are not acceptable
- The loss of at least 140 trees many of them mature being over 100 years old.
- Building in an area that floods. The proposed mitigation scheme for this does not seem suitable to stop the area flooding
- Increased traffic congestion especially at school drop off and pick up times and the increased chance of accidents, especially with residents having to go over the dual carriageway to access the nearest green space
- Loss of biodiversity. The area is inhabited by a lot of wildlife and this will be lost. Species that inhabit the area include, deer, foxes, badgers, bats and many species of bird and insects as well as the flora. This development will destroy and displace this
- Loss of a public amenity space for local residents. The area has high density housing and many residents use this open space for recreation. Lockdown highlighted what a well-used and essential space this was. This is the only large open space in the area.
- The loss of green space is of great concern, in an area where the housing stock is compact. Losing this space would really impact residents.

In addition, more generally, The Town Council is committed to promotion of the health and wellbeing of its residents and this application goes against this for the reasons given above. It is noted that this piece of land was not included in the original development plan and its subsequent inclusion was not consulted on adequately. The Town Council understands that further housing is required however, there are more suitable locations.

In conclusion this proposal would have a detrimental effect on the existing residents in the Talavera ward for the reasons stated and the Town Council is opposed to it.

Applications

| Application | Site Address and Proposal | Ward | |
|-----------------------|---|--------|---|
| (1) WNN/2021/04 91 | 82 Derngate, -, Northampton, Northamptonshire | Castle | NTC made no comment on this application |

| | | | |
|--|--|-------------------|--|
| (2) WNN/2021/04 92 (LB consent) | New air handling unit mounted on roof of 82 Derngate atrium | | |
| (3) WNN/2021/05 14 | 20 Sazerac Restaurant Charmark House Castilian Street, -, Northampton, Northamptonshire, NN1 1JX Change of Use from Restaurant/Bar (Use Class E/Sui Generis) to 13no Flats (Use Class C3), including removal of existing prep kitchen and rear external stair and construction of additional floor by splitting existing first floor into two levels | Castle | NTC made no comment on this application |
| (4) WNN/2021/02 87 (5) WNN/2021/02 88 (LB consent) | 10 Mr Grants House St Giles Square, -, Northampton, Northamptonshire, NN1 1DA Change of Use from restaurant (Use Class E) to Mixed Use Drinking Establishment (Sui Generis) and Retail (Use Class E), to include placing of tables, chairs, parasols and planters within curtilage of site. | Castle | NTC made no comment on this application |
| (6) WNN/2021/05 11 (7) WNN/2021/05 12 (LB consent) | 1 Abington Street, -, Northampton, Northamptonshire, NN1 2AN Change of Use from Retail (Use Class E) to Games Based Bar/Restaurant (Sui Generis), including full refurbishment of ground and first floors, removal of existing signage, alterations to shop front and installation of planter to corner porch. | Castle | |
| (8) WNN/2021/05 31 | 3- 4 Drapery, -, Northampton, Northamptonshire, NN1 2ET Shopfront alterations | Castle | NTC made no comment on this application |
| (9) WNN/2021/05 62 (10) WNN/2021/05 63 (LB consent) | 34 Billing Road, -, Northampton, Northamptonshire, NN1 5DQ Alterations to rear of 34-35 and 36-38 Billing Road to include demolition of 4no extensions, rear basement access stairs and the removal of upper floor escape ladders, replacement of ground floor access stairs and late 20thc windows and doors to include re-instatement of blocked up openings and associated works and the erection of single new build block on existing car park, comprising of 14no assisted living units (Use Class C2) facing Palmerston Road, with associated works including new landscaping, new parking provision and replacement of boundary walls | Castle / Abington | Whilst not objecting, the Clerk was asked to put a series of points /questions to the planning officer to ensure that this application got proper consideration. See below for further details |
| (11) WNN/2021/05 70 | Xpo House Lodge Way, -, Northampton, Northamptonshire, NN5 7SL Removal of existing external delaminated Galbestos coated metal wall cladding and subsequent re-cladding with new wall metal cladding Kingspan system or similar | Kings Heath | NTC made no comment on this application |
| (12) WNN/2021/05 88 | Bt Phone Booth Victoria Promenade, -, Northampton, Northamptonshire Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit | Castle | NTC made no comment on this application |
| (13) WNN/2021/05 90 | Bt Streethub Kingsley Park Terrace, -, Northampton, Northamptonshire | Kingsley | NTC made no comment on this application |

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| | Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit | | |
| (14) WNN/2021/05 91 | Bt Streethub Weedon Road, -, Northampton, Northamptonshire Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit | St James | NTC made no comment on this application |
| (15) WNN/2021/05 98 | Telephone Kiosk Fronting, 340 346 Blockbuster Video Wellingborough Road, -, Northampton, Northamptonshire Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit | Abington | NTC made no comment on this application |
| (16) WNN/2021/05 21 | Lock Up Garages Colwyn Road, -, Northampton, Northamptonshire Demolition of 5no single storey garage blocks and construction of 3no two storey mews style terrace dwellings | Castle | NTC made no comment on this application |
| (17) WNN/2021/06 22 | Land At Prentice Court, -, Northampton, Northamptonshire 3no new residential units with associated parking | Talavera | NTC made no comment on this application |
| (18) WNN/2021/06 23 | 26 Morrisons Superstore Victoria Promenade, -, Northampton, Northamptonshire, NN1 1HB Variation of Conditions 1 and 3 of Planning Permission N/1997/1012 (Relaxation of Condition 11 of Planning Permission 95/0780, in relation to delivery hours, at Ex-Cattlemarket redevelopment site) to increase delivery hours to between 0500 and 2300 Monday-Saturdays and 0700 and 2000 on Sundays and Bank Holidays | Castle | NTC made no comment on this application |
| (19) WNN/2021/06 29 | 21 Dunster Street, -, Northampton, Northamptonshire, NN1 3LB Change of Use from Dwellinghouse (Use Class C3) to a 4 occupants House in Multiple Occupation (Use Class C4) | Castle | It was commented that this application would cause parking pressures and that there was no provision for bin storage |
| (20) WNN/2021/06 31 | 12 Coliseum Buildings Arthur Terrace, -, Northampton, Northamptonshire, NN2 6EA Installation of ATM, installed through secure panel to left hand side of shop front (Retrospective) | Semilong / Trinity | NTC made no comment on this application |
| (21) WNN/2021/06 39 | 26 Clare Street, -, Northampton, Northamptonshire, NN1 3JF Conversion of Commercial Unit to 7no One Bedroom Flats, including new building work to Ground First and Second Floor | Castle | NTC made no comment on this application |
| (22) WNN/2021/04 15 | 1 Cissbury Road, -, Northampton, Northamptonshire, NN4 8TH Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) (Retrospective) for 5 occupants | Briar Hill | NTC made no comment on this application |

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| (23) WNN/2021/05 76 | Telecommunications Mast O2 Hawksmoor Way, -, Northampton, Northamptonshire Replacement of telecommunications mast to support 3no antennas to maximum height of 20m together with RRHs, GPS Module and other ancillary development thereto | Kings Heath | NTC made no comment on this application |
| (24) WNN/2021/06 62 | 45 Cavendish Drive, -, Northampton, Northamptonshire, NN3 3DH Two storey side extension and alterations to boundary fence | Rushmills | NTC made no comment on this application |
| (25) WNN/2021/06 03 | 62 Charnwood Avenue, -, Northampton, Northamptonshire, NN3 3DY Single storey side extension and extended rear dormer to first floor | Westone | NTC made no comment on this application |
| (26) WNN/2021/06 36 | 52 Costin House - Mahle St James Mill Road, -, Northampton, Northamptonshire, NN5 5TZ Construction of pre-fabricated, externally clad steel frame building to provide additional test and process accommodation within existing overall site boundary | St James | NTC made no comment on this application |
| (27) WNN/2021/06 06 | 25 Malcolm Road, -, Northampton, Northamptonshire, NN2 7EB New concrete driveway | Kingsley | NTC made no comment on this application |
| (28) WNN/2021/05 65 | Land To Rear Of, 55 Kettering Road, -, Northampton, Northamptonshire Construction of new three storey building with loft to be used for 16no Student Accommodation Units | Eastfield | NTC made no comment on this application |
| (29) WNN/2021/06 46 (30) WNN/2021/06 47 (LB consent) | Northampton General Hospital Billing Road, -, Northampton, Northamptonshire, NN1 5BD Removal of existing railings around redundant lift shaft and installation of new roof over, removal of existing wire mesh guarding over redundant stairwell and infilling of two existing Arch openings (Arches 2 and 3) to match nearby Arch (Arch 1) previously infilled | Rushmills | NTC made no comment on this application |
| (31) WNN/2021/06 74 | Open Space Fraser Road, -, Northampton, Northamptonshire Construction of 125no new affordable homes, including formation of access to site via Fraser Road and associated landscaping and drainage works | Talavera | Refuse: See comments above at the start of the minute |
| (32) WNN/2021/06 66 | Frankie And Bennys Restaurant Walter Tull Way, -, Northampton, Northamptonshire, NN5 5QJ Alterations to shopfront including replacement of 2no windows with doors, and new window. | St James | NTC made no comment on this application |
| (33) WNN/2021/05 92 | 45 St Giles Street, -, Northampton, Northamptonshire, NN1 1JF Variation of Condition 3 of Planning Permission N/2020/0840 (Change of Use of First Floor to Drinking Area, WC's and continuation of Second Floor Manager's Flat including alteration to shop front) to vary the opening hours from Monday to | Castle | NTC made no comment on this application |

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| | Sunday 11:00 to 23:00 to Monday to Sunday 09:00 to 01:00 | | |
| (34) WNN/2021/07 20 | 59-77 The Spires Academy Sheep Street, -, Northampton, Northamptonshire, NN1 2NE Installation of low railings and anti-sit/sleep deterrents along existing horizontal surfaces, under archways and semi-concealed roller shutters to entrance stairs and ramp | Castle | NTC made no comment on this application |
| (35) WNN/2021/07 18 | 8 Drapery, -, Northampton, Northamptonshire, NN1 2HG Change of Use of Basement and Ground Floors from Bank (Use Class E) to Adult Gaming Centre (AGC) (Sui Generis) | Castle | Refuse: The Town Council is of the opinion that there are too many Adult Gaming Centres in this area of Northampton causing saturation and that to add further would have a detrimental effect on the town centre. |
| (36) WNN/2021/07 24 | 22 Dryden Road, -, Northampton, Northamptonshire, NN5 7BH Two storey and single storey rear extension with front porch (Resubmission of approved application N/2018/0769) | Spencer | NTC made no comment on this application |
| (37) WNN/2021/07 27 | Land Adj To 55 Church Way, -, Northampton, Northamptonshire New single storey dwelling with off road parking to front on land adjacent No 55 Church Way | Park | NTC made no comment on this application |
| (38) WNN/2021/07 23 | 39 York Road, -, Northampton, Northamptonshire, NN1 5QJ Ground floor extension to existing Studio Flat | Castle | NTC made no comment on this application |
| (39) WNN/2021/07 15 | 89 Weedon Road, -, Northampton, Northamptonshire, NN5 5BG Variation of Condition 6 of Planning Permission N/2013/0066 (Change of use from existing restaurant (A3) to restaurant and takeaway. Replacement flue to rear elevation) to extend opening hours | St James | NTC made no comment on this application |
| (40) WNN/2021/07 60 | University Of Northampton Avenue Campus St Georges Avenue, -, Northampton, Northamptonshire Prior Approval for the demolition of the Portfolio Innovation Centre, Isham Studios Building, Students Union Building, Walgrave Building and the Heyford Building | Trinity | NTC made no comment on this application |
| (41) WNN/2021/07 30 | Car Park Mordaunt Lane, -, Northampton, Northamptonshire Construction of new communal car parking for 8no cars | Kings Heath | NTC made no comment on this application |
| (42) WNN/2021/07 31 | Car Park Rear Of Perceval Close, -, Northampton, Northamptonshire Construction of new communal car parking for 6no cars including one disabled parking space | Kings Heath | NTC made no comment on this application |
| (43) WNN/2021/07 34 | 59 Holly Road, -, Northampton, Northamptonshire, NN1 4QL | Abington | NTC made no comment on this application |

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| | Demolition of existing double garage and construction of new two storey building with garage at ground floor level and store room on first floor, with duo-pitch slated roof to match main dwelling | | |
| (44) WNN/2021/05 81 | 19-21 Abington Street, -, Northampton, Northamptonshire, NN1 2AN Replacement roof mounted condensing units and new shop front including ATM | Castle | NTC made no comment on this application |
| (45) WNN/2021/07 43 | 506 Wellingborough Road, -, Northampton, Northamptonshire, NN3 3HX Replacement balcony and alterations | Abington | NTC made no comment on this application |
| (46) N/2021/0408 | 92 Lower Adelaide Street, -, Northampton, Northamptonshire, NN2 6BB Conversion of property into 3 flats, bin and cycle storage and installation of rear dormer window | Semilong | NTC made no comment on this application |
| (47) WNN/2021/07 21 | Telecoms Mast Coppice Drive, -, Northampton, Northamptonshire Prior Notification of Installation of 18.0m Phase 8 Monopole C/W wrapround Cabinet at base and associated ancillary works | Parklands | NTC made no comment on this application |
| (48) WNN/2021/07 49 | 1 Kingsley Gardens, -, Northampton, Northamptonshire, NN2 7BW Conversion of single dwelling into 4no one bedroom apartments, including two storey extension, dormer roof addition to rear with rooflight to front elevation and new window to side elevation and increase in size of existing lightwell to rear together with new lightwell to front and associated internal alterations | Trinity | NTC made no comment on this application |
| (49) WNN/2021/011 3 | 10 Carey Street, -, Northampton, Northamptonshire, NN1 3QN Change of Use of House in Multiple Occupation (Use Class C4) to 2no Apartments (Use Class C3), to include single storey rear extension, rooflights and internal alterations | Castle | NTC made no comment on this application |
| (50) WNN/2021/048 6 | 5 St Georges Avenue Northampton Northamptonshire NN2 6JA Removal of boundary wall with alteration to driveway and alteration to colour of main house elevations (Part Retrospective) | Trinity | NTC made no comment on this application |
| (51) WNN/2021/05 77 | 4 Harlestone Road, -, Northampton, Northamptonshire, NN5 7AE Change of Use of Ground Floor from Retail (Use Class E) to Takeaway (Sui Generis) | St James | NTC made no comment on this application |
| (52) WNN/2021/05 88 | Bt Phone Booth Victoria Promenade, -, Northampton, Northamptonshire Removal of existing BT Phone Box and installation of replacement BT Street Hub and associated display of advertisement to both sides of the unit | Castle | NTC made no comment on this application |
| (53) WNN/2021/07 47 | 172 Kingsley Road, -, Northampton, Northamptonshire, NN2 7BX | Kingsley / Trinity | NTC made no comment on this application |

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| | Single storey side and rear extension, loft conversion with dormer to rear and dropped kerb to front | | |
| (54) WNN/2021/07 57 | 158 Kingsthorpe Grove, -, Northampton, Northamptonshire, NN2 6PD Change of Use from 6 person House in Multiple Occupation (Use Class C4) to 8 person House in Multiple Occupation (Sui Generis) | Trinity | Refuse: overdevelopment, poor quality housing. See below for further details. |
| (55) WNN/2021/07 61 | 7 St James Mill Road, -, Northampton, Northamptonshire, NN5 5JW Change of Use from Retail (Use Class E) to Veterinary Hospital and Pet Care Centre (Sui Generis), including external alterations | St James | NTC made no comment on this application |
| (56) WNN/2021/07 62 | 29 Auctioneers Way, -, Northampton, Northamptonshire, NN1 1HF Conversion of 3 storey townhouse into 3no flats | Castle | NTC made no comment on this application |
| (57) WNN/2021/07 70 | 160 Bants Lane, -, Northampton, Northamptonshire, NN5 6AH Two storey side/rear extension | St James | NTC made no comment on this application |
| (58) WNN/2021/07 73 | 158 160 Wellingborough Road, -, Northampton, Northamptonshire, NN1 4DU Installation of new extraction system and new shop front | Abington | NTC made no comment on this application |
| (59) WNN/2021/07 77 | Land Adjacent To, 204 Kingsley Road, -, Northampton, Northamptonshire Development of 2no one-bedroom apartments within roof space of previously approved building for 7no one-bedroom apartments | Kingsley | NTC made no comment on this application |
| (60) WNN/2021/07 80 | 18 Woodside Avenue, -, Northampton, Northamptonshire, NN3 6JJ Single storey, flat roof, rear extension, replacing conservatory on same footprint | Boothville | NTC made no comment on this application |
| (61) WNN/2021/07 81 | Land Adj To 54 Prentice Court, -, Northampton, Northamptonshire Development of 3no residential units with associated parking | Talavera | NTC made no comment on this application |
| (62) WNN/2021/07 82 | 90 Duke Of York Public House Salisbury Street, -, Northampton, Northamptonshire, NN2 6BS Change of Use from Retail Shop (Use Class E) to Restaurant (Use Class E), including installation of extraction flue system to rear side | Semilong | NTC made no comment on this application |
| (63) WNN/2021/07 86 | 22 Pinetrees, -, Northampton, Northamptonshire, NN3 3ET New detached garage to front | Westone | NTC made no comment on this application |
| (64) WNN/2021/07 87 | 1 Uppingham Street, -, Northampton, Northamptonshire, NN1 2PG Conversion of single dwelling into 5no self contained flats, including two storey side extension | Semilong | NTC made no comment on this application |
| (65) WNN/2021/07 92 | 62 Christchurch Road, -, Northampton, Northamptonshire, NN1 5LN Enlargement of existing garage with new room over and single storey rear extension to main dwelling | Abington | NTC made no comment on this application |

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| (66) WNN/2021/07 94 | 195 Broadway East, -, Northampton, Northamptonshire, NN3 2PU Extensions and alterations to create additional commercial floor space together with additional apartment | Headlands | NTC made no comment on this application |
| (67) WNN/2021/07 98 | 1 Land Rover Ferris Row, -, Northampton, Northamptonshire, NN3 9HX New glazed entrance door into existing glazed curtain wall system, removal of existing portal entrance, rearrangement of car parking layout including implementation of new one way system via private entrance road and removal of Land Rover raised car display, removal of curb edge with new access created from private road (part of new one way system mentioned above), new canopy structure within front car park area and new electrical charging posts | Riverside | NTC made no comment on this application |
| (68) WNN/2021/08 00 | 4 Regency House Church Lane, -, Northampton, Northamptonshire, NN1 3NL Conversion of part of existing ground floor from undercroft storage area to create 1no apartment | Castle | NTC made no comment on this application |
| (69) WNN/2021/08 03 | 58 Whitworth Road, -, Northampton, Northamptonshire, NN1 4HJ Lawful Development Certificate for proposed dormer to roof | Abington | NTC made no comment on this application |
| (70) WNN/2021/08 11 | Travis Perkins Harvey Reeves Road, -, Northampton, Northamptonshire, NN5 5TE Installation of new lighting columns and new Traffic Management Plan | St James | NTC made no comment on this application |
| (71) WNN/2021/08 16 | 18 Piccadilly Close, -, Northampton, Northamptonshire, NN4 8RU Single storey front extension, two storey side extension and first floor rear extension | Briar Hill | NTC made no comment on this application |
| (72) WNN/2021/08 17 | 22 Christchurch Road, -, Northampton, Northamptonshire, NN1 5LN Ground floor side and rear extension and internal alterations | Abington | NTC made no comment on this application |
| (73) WNN/2021/08 18 | 10 East Mead Court, -, Northampton, Northamptonshire, NN3 9DD Enlarged porch and new window | Riverside | NTC made no comment on this application |
| (74) WNN/2021/08 19 | 15 Park Avenue South, -, Northampton, Northamptonshire, NN3 3AA Single storey rear extension | Abington | NTC made no comment on this application |
| (75) WNN/2021/08 28 | 14 Park Way, -, Northampton, Northamptonshire, NN3 3BS Lawful Development Certificate for Proposed Loft Conversion | Park Ward | NTC made no comment on this application |
| (76) WNN/2021/08 32 | 20 Ledaig Way, -, Northampton, Northamptonshire, NN3 6DA Conversion and extension of existing porch to form new ground floor WC and shower room | Parklands | NTC made no comment on this application |
| (77) WNN/2021/08 33 | 19 Holyrood Road, -, Northampton, Northamptonshire, NN5 7AH Garage conversion with stairs to link to main dwelling | Spencer / St James | NTC made no comment on this application |

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| (78) WNN/2021/08 34 | 10 12 Bridge Street, -, Northampton, Northamptonshire, NN1 1NW Demolition and making good of gable wall to make safe structurally unstable chimney on adjacent property (8 Bridge Street) | Castle | NTC made no comment on this application |
| (79) WNN/2021/08 38 | 26 Morrisons Superstore Victoria Promenade, -, Northampton, Northamptonshire, NN1 1HB Installation of WeBuyAnyCar.com pod within the existing Morrisons car park (Application supersedes N/2019/0834) | Castle | NTC made no comment on this application |
| (80) WNN/2021/08 42 | 31 Thorpeville, -, Northampton, Northamptonshire, NN3 7TS Exterior alterations - brick to render and garage conversion with added bay window | Boothville | NTC made no comment on this application |
| (81) WNN/2021/08 45 | 35 Highlands Avenue, -, Northampton, Northamptonshire, NN3 6BG Single storey rear extension | Parklands | NTC made no comment on this application |
| (82) WNN/2021/08 48 | 17 Sunningdale Close, -, Northampton, Northamptonshire, NN2 7LR Ground floor rear extension | Kingsley | NTC made no comment on this application |
| (83) WNN/2021/07 56 | 160 Kingsthorpe Grove, -, Northampton, Northamptonshire, NN2 6PD Change of Use from 6 bedroom House in Multiple Occupation (Use Class C4) to 8 bedroom House in Multiple Occupation (Sui Generis) | Trinity | Refuse: overdevelopment, poor quality housing. See below for further details. |
| (84) WNN/2021/07 50 | 3 Elysium Terrace, -, Northampton, Northamptonshire, NN2 6EN Replacement of windows and front door to front elevation | Trinity | NTC made no comment on this application |
| (85) WNN/2021/07 53 | 12 Briton Road, -, Northampton, Northamptonshire, NN3 2BS Change of Use from Dwellinghouse (Use Class C3) to House in Multiple Occupation (Use Class C4) for 4 occupants (Retrospective) | Headlands | NTC made no comment on this application |

Comments regarding 34 Billing Road – WNN/2021/0562 & WNN/2021/0563 (LB consent)

Northampton Town Council and whilst not wanting to formally object a number of questions/points were raised that the committee would like the WNC planning committee to consider when dealing with this application.

- We would ask that this application is considered by the WNC Planning Committee rather than delegated to the officer
- This is a considerable development in a conservation area and there is concern that there will be an impact on 95 Palmerston Road, given that this will be considerably higher.
- Is the proposed scale appropriate given that it is a conservation area and its proximity to 95 Palmerston Road or is it out of keeping?
- Are the flats proposed of suitable size and scale for the future residents?

We would ask that the Planning Committee consider these questions/points when considering this application.

Comments regarding 158 Kingsthorpe Gardens – WNN/2021/0757

RESOLVED: That the Planning Committee of Northampton Town Council strongly objects to this application.

This building is located on a busy arterial road with no parking provision. To add further residents to this existing house of multiple occupancy (HMO) would add extra strain on parking in the area. As previously stated, this is already a HMO for 6 people, to increase this to 8 people is considered to be overdevelopment. HMOs can create rubbish, noise and cause general disruption in the area.

According to the plans, bedroom 8 has no external facing window which is not good for the person renting the room, and bedroom 7 only has a skylight. In addition, the kitchen is too small for 8 people. Overall, this is poor quality living conditions for the residents of this building.

There appears to be no details of any sort of parking survey undertaken, and there is no indication of where rubbish bins are stored or where bicycles can be stored. There appears to be no rear access which means that bicycles and rubbish have to be transferred through the house.

Overall, Northampton Town Council believe that this proposal is overdevelopment, of poor quality, will increase pressures on local infrastructure such as parking and have a negative effect on the neighbours.

Comments on 160 Kingsthorpe Gardens – WNN/2021/0756

RESOLVED: That the Planning Committee of Northampton Town Council strongly objects to this application.

This building is located on a busy arterial road with no parking provision. To add further residents to this existing house of multiple occupancy (HMO) would add extra strain on parking in the area. As previously stated, this is already a HMO for 6 people, to increase this to 8 people is considered to be overdevelopment. HMOs can create rubbish, noise and cause general disruption in the area.

According to the plans, bedroom 7 only has a skylight offering no view of the outside. In addition, bedrooms 7 & 8 have to share a basin in the hallway meaning there is no privacy for these occupants and potentially poor hygiene conditions. Overall, this is poor quality living conditions for the residents of this building.

There appears to be no details of any sort of parking survey undertaken, and there is no indication of where rubbish bins are stored or where bicycles can be stored. There appears to be no rear access which means that bicycles and rubbish have to be transferred through the house.

In summary, for the reasons detailed Northampton Town Council believe that this proposal is overdevelopment, of poor quality, will increase pressures on local infrastructure such as parking and have a negative effect on the neighbours.

With no further business to be transacted the meeting concluded at 18.45

Signed.....Chair

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Northampton Town Council

Council Meeting 25th October 2021

Appointment to outside bodies – Trustees to The Charity of Emma Rice and W. E. J. Knight Almshouses – report of Town Clerk

Purpose of report: To Appoint Town Council trustees to the Charity of Emma Rice and W. E. J. Knight Almshouses

Recommendations: That the Town Council appoints up to 4 Trustees to represent the Town Council on this charity for the cycle of the Council.

It is common for town and Parish Councils to appoint representatives and trustees to outside bodies. In this instance, the Town Council have been approached by a representative of the Charity of Emma Rice and W. E. J. Knight Almshouses. The Almshouses are located on Collingwood Road in the Phippsville ward.

Set out below is a description of the charity, the commitment and a brief description of what it entails as sent in by the charity.

The Charity is run by Trustees, who are all volunteers. The Trustees meet about 6 times a year. The Almshouses are run for us by East Midlands Homes on a 5-year contract. The responsibilities of the Trustees are to review the progress of the Management Contractors, produce accounts and maintain the fabric of the properties, which comprise 15 flats.

The Trustees are all getting old, with the eldest 91, and the rest of us over 70. We are in need of new volunteers to join us. We have had little luck in finding new Trustees.

There are right now five trustees all over 70. Being a trustee is not onerous BUT requires sense, some knowledge of housing in all respects and curiosity.

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Northampton Town Council

Council Meeting 25th October 2021

Review of Delegation of Committee Functions – report of Town Clerk

Purpose of report: To note the motion and to review the arrangements with regards to meetings.

Recommendations: That, in light of the fact that since the last meeting of the Council the restrictions around Coronavirus have ended, that all Committee and Sub-Committee meetings return to face to face.

As councillors are aware, the law permitting Council and committee meetings to be held virtually expired on 6th May and the government advised that there was insufficient Parliamentary time to pass any necessary new primary legislation to enable the practise to continue. Accordingly, to protect councillors and officers and minimise contact it was resolved at the Annual Council meeting that:

RESOLVED: (1) *That the Town Clerk be delegated authority to take all decisions and where necessary to make recommendations to Council as normally reserved to Committees and Sub-Committees under the approved scheme of committee delegations*

(2) *That the Town Clerk exercise the above authority in consultation with the full membership of the relevant committee or sub-committee meeting by remote means at the same day and time as set out in the agreed calendar of meetings*

(3) *That a full report on all decisions and recommendations taken under this authority be presented to the next following Council meeting*

(4) *That the authority granted by this decision be reviewed at each subsequent Council meeting until such time as the Council is satisfied that in person meetings of all committees can be effectively be effectively held in accordance with prevailing social distance rules.*

This was reviewed and extended at the Council meeting on 19th July. In essence, the Clerk has had delegated authority to act on all items and the meetings have guided his decision making. The details of these decisions was recorded in the minutes.

Since then, restrictions on social distancing and mask wearing have ended. Therefore, the advice of the Clerk is that there are no more justifiable reasons to retain this arrangement and all Committee and Sub-Committee meetings should return to face to face.

We will strive to ensure meetings are carried out in is as safe a way as possible, with ventilation, sanitising stations etc. on hand.