



NORTHAMPTON TOWN COUNCIL

Policy and Finance Committee Meeting – 28th February 2022

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Brown, Birch, G Eales, Connolly, Hibbert, Holland-Delamere, Kilbride, Purser, Russell, Stevens, Tarasiewicz

Cc'd to all councillors for information

You are summoned to attend the meeting of the **Policy and Finance Committee** of Northampton Town Council to be held at 18.00 hrs on Monday 28th February 2022 in the Godwin Room at Northampton Guildhall.

To reduce the potential for spreading coronavirus, Councillors and others attending this meeting are asked to abide with the safety instructions set out at page 3 of these agenda papers.

Public participation is welcomed in accordance with Standing Orders and the Council's Public Participation Policy

Handwritten signature of Stuart Carter.

**Stuart Carter
Town Clerk
22nd February 2022**

**Guildhall
Northampton
NN1 1DE**

A G E N D A

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. To authorise the Chair to sign the minutes of the last meeting and ask questions as to the progress of any item**
Minutes of the meeting held [18th January 2022](#) (not attached, sent out with Council agenda for 24th January 2022)
- 4. To receive the minutes of the Civic Matters Sub-Committee, held 9th February 2022, for consideration and adoption of the committee's recommendations** (p 5 – p 7)
- 5. To receive the minutes of the Accounts Sub-Committee meetings for information, held 10th February 2022 (attached)** (p 9 – p 20)

- 6. Process for selection of Deputy Mayor**
Report attached (p 21 – p 23)
- 7. Consideration to hold committee meetings in the community by utilising local community centres/venues etc**
Report attached (p 25)
- 8. Re allocation of the Civic Matters Sub-Committee to become a working group**
Report attached (p 27)
- 9. Annual Town Meeting**
Report attached (p 29)
- 10. Asset Mapping Exercise**
Verbal update to be given

Covid – 19 Protocols

As members will be aware, Covid 19 continues to be a factor in our communities and accordingly we ask that you observe these measures when attending a council meeting or committee meeting at the Guildhall.

1. No person should attend the meeting if they are feeling unwell or are displaying COVID 19 symptoms
2. On arrival, please take your temperature and leave if it is 38 C or above.
3. Use the shortest and most direct route to the Council Chamber or committee room and limit movement around the building
4. Use hand sanitiser provided and if possible wear a facemask whilst walking round the building and given the increased transmissibility of the omicron variant, whilst seated if possible
5. Once seated please remain in your seat and try and avoid mingling with others or making contact with other surfaces.
6. The toilets in the Guildhall will be open, but attendees are advised to use the toilet before they leave home, in order to reduce contact points and the chances of coming into close contact with others in a confined space.
7. The windows in the in the room where the meeting is taking place will be open throughout the meeting, in order to allow clean air to circulate. You therefore should ensure you wear warm clothes.
8. Should any person attending the meeting need to cough or sneeze, they should do so into a tissue which they should then take home. If a tissue is not to hand, the inside of the arm should be used.
9. All persons should take home all litter and not leave items which others will have to touch to dispose of.

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NORTHAMPTON TOWN COUNCIL
Civic Matters Sub-Committee

**Minutes of the meeting held on 9th February 2021 at 12.00 in the Farmer Room in
Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Meredith, Choudary

Also present: Cllr Birch

In attendance: Mr S Carter (Town Clerk) Ms L Hawkins (Civic and Mayoralty Officer)

15. Apologies

Apologies were submitted from Cllrs Lane and Ashraf

16. Declarations of interest

There were none.

17. Minutes of last meeting

The minutes of the meeting held 15 December 2021 were approved and signed as a true and accurate record.

18. OLB

It was **RECOMMENDED** that the Town Clerk in conjunction with the Chair be delegated to make any necessary changes to the Operation London Bridge protocol and implementation including the authorisation of any expenditure. Given the sensitivity and requirement to make quick decisions, this was the advice that had come from NALC and the LGA.

Remembrance Day was discussed in terms of procession order and robing I relation to the OLB procession order and the Jubilee parade.

It was agreed the Deputy Mayor was to wear a red robe for future civic events.

19. Protocol regarding the election of the Town Mayor

The NBC points based new mayor election process and formula were discussed. The Chair advised that he intended to discuss this further at the Policy and Finance Committee meeting.

It was noted that the Conservative party donated their NBC points to Cllr Meredith (Liberal Democratic) enabling him to be Mayor for 2022/2023.

The Clerk highlighted that in his position he was unable to offer any advice on the what process should be used other than to say that whatever was decided, it would be a gentleman's agreement as there was no formal legislation around protocols or selecting the Mayor and that ultimately it would be for the largest voting group to abide with a protocol or not.

The Clerk was asked to compile a report based on three options, Largest Group, Seniority and Points System to go to the Policy and Finance Committee. The Clerk confirmed that he would do this but that it would be for members to debate and decide.

NOTED

20. Mayoral Driver

Members discussed the report provided regarding Mayoral Drivers. It included two local authority jobs in Manchester and London for a Mayoral driver illustrating to the type of contract, remuneration etc. that was on offer elsewhere. Issues had arisen with a lack of drivers and the availability of the current drivers due to other commitments taken on over lockdown when the Mayoral jobs virtually ceased. This had meant that often that sometimes, the Mayor had been unable to make an engagement.

It was agreed to speak to the main driver regarding guaranteed hours and to discuss this further at a future meeting.

NOTED

21. Civic Procession in Queens Jubilee Parade

It was reported that The Lord Lieutenant was working with WNC on arranging a large parade in Northampton in its capacity as County Town to mark the Queen's Jubilee. It was understood that this parade, scheduled for Saturday 4 June 2022 would involve military personnel and civic dignitaries. There was debate on whether the Mayor and councillors or just the Mayor should take part in the civic procession. Given that it was not a Town Council event it was agreed that we would await formal invitation from the Lord Lieutenant, advising whether they wanted just the Mayor or the Mayor and councillors.

NOTED

22. Tree Planting

The Civic and Mayoralty Officer updated members on the progress of the Mayoral Tree planting. It was agreed that a second tree would be planted in honour of the Queen's Platinum Jubilee Green Canopy.

The Mayor's consort was to plant their tree in a separate event as was tradition at Victoria Park and it was confirmed that permission had been granted from WNC.

NOTED

23. Mayoral Logo

Circulated was a request from the Mayor to introduce a new logo for the Mayoralty, which was simple and could be used on items easier than the current one which was very detailed. The proposal put forward by the Mayor and as detailed below showed a stylised castle encircled by a Mayoral chain.



The Members liked the design presented however, all agreed that it was not as Mayoral as the existing logo, for example it did not include or make reference to the Mace which was a symbol of the Mayoralty. It was agreed after deliberation and **RECOMMENDED** to keep the current Mayoral Emblem for the reasons stated and that a change during a Mayoral term would be confusing.

The NTC logo was discussed, however it was agreed to hold off on this pending the outcome of the city status bid.

24. Civic Service

Members were updated on the progress of the Civic Service planned for the 20th February, all actions had been taken and the Service was ready to go ahead.

Seating arrangements in the Church were discussed – Father Coss was to be provided the RSVP list on the Thursday prior to the event.

Numbers of attendees are expected to be circa 50 people.

NOTED

The meeting closed at 14.10

Chair.....

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**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 10th February 2022 at 11.00
in Room 5 of the Town Council Offices at Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Birch, Hibbert.

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

34. APOLOGIES

Cllr. B Purser

35. DECLARATIONS OF INTEREST

Councillors Birch and Marriott declared a non-pecuniary interest in relation to the Groundworks receipt and payment to Semilong and Trinity neighbourhood Forum.

36. MINUTES OF THE LAST MEETING

The minutes of the meeting held 12th January 2022 were circulated with the agenda.

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

37. REVENUE BUDGET 2021/22

The Town Clerk and Finance Officer presented the Budget control report for month 10, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 January 2022, and January Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted the following movement in month 10 compared to the previous month's budget:

4130 Insurance up by 31% due to recent payment for the muniments valuation.

4540, Town Twinning was moved from central Administration to Civic and Democratic as requested.

4155 Accounting support, 4156 Audit Fees, 4170 Community Grant & 4300 Service Charge are all near 100% as would be expected as we are heading towards the end of the financial year.

In response to the question raised regarding muniments insurance, the Town Clerk agreed to investigate and review security risk and would explore with how we would arrange taking on responsibility for our own designated areas. He advised that he would arrange to speak with WNC, The Insurers and the Museum. The Town Clerk also agreed to share the asset list and valuation documents with Councillors present.

In response to the question of any other expected costs regarding allotments, the Town Clerk explained that he was in discussions with WNC to determine activity and further potential costs and any 3rd party management relationships currently in place. It was noted that the Town Clerk and Assistant Town Clerk were to visit Southfields that same day.

In response to equipment needed to support NTC in terms of ongoing requirements such as a presentation screen (TV screen and stand), shredder for confidential waste, replacement chairs and tea & coffee equipment it was agreed that the Town Clerk could arrange to source the equipment needed.

It was also noted that discussions should be held with WNC regarding the poor state of the chairs in the Farmer room to see if they could be replaced or whether that would be for the town council.

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

38. PAYMENT OF ACCOUNTS

In response to queries regarding costs associated to Mayoralty it was agreed that the Town Clerk would explore how these could be reviewed independently and consideration should be given to how the process of approval should work moving forward.

In response to the question raised regarding Groundworks Grant, it was explained the grant received into NTC bank account would be used as a holding account only, NTC would then pay the money to Semilong and Trinity Neighbourhood Forum who would spend the money as planned and would reconcile at the end of the financial year. Semilong and Trinity would provide a copy of the reconciliation to NTC and would repay any funds not used back to NTC, NTC would then pay Groundworks. It was agreed that the reconciliation report would be shared with the Accounts Subcommittee.

In response to the question raised for Pitney Bowes the Finance Officer explained that the mechanism Pitney Bowes used for billing was confusing, in that invoices presented often had brought forward amounts from previous invoices included in the charge due, despite the fact that the brought forward amount had been paid. The FO went on to explain that the Administrative Assistant was drafting an internal control process to ensure that all postage costs were being managed and recorded appropriately and would therefore balance to the invoice charges received.

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

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay
04/02/2022	1016	Abington Wind Band	£ 150.00	£ -	£ 150.00	£ 150.00
09/12/2021	MAYORS EXPENSES JANU	Mayor Rufia Ashraf (Expenses)	£ 376.91	£ -	£ 376.91	£ 376.91
29/12/2021	INV-0038	Classic Carriages of Northampton	£ 850.00	£ -	£ 850.00	
04/02/2022	INV-0041	Classic Carriages of Northampton	£ 630.00	£ -	£ 630.00	£ 1,480.00
14/01/2022	B2302	Coram James Limited	£ 3,145.20	£ 629.04	£ 3,774.24	£ 3,774.24
20/01/2022	276	Council for Voluntary Service Northampto	£ 36.00	£ 7.20	£ 43.20	
02/02/2022	293	Council for Voluntary Service Northampto	£ 36.00	£ 7.20	£ 43.20	£ 86.40
14/01/2022	356466	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
18/12/2021	68482	Mayfair Cars (Northampton) Ltd	£ 121.00	£ 24.20	£ 145.20	
31/12/2021	68510	Mayfair Cars (Northampton) Ltd	£ 145.20	£ 29.04	£ 174.24	
22/01/2022	68722	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
31/01/2022	68795	Mayfair Cars (Northampton) Ltd	£ 105.60	£ 21.12	£ 126.72	
30/01/2022	15594	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	
04/02/2022	15729	Microshade Business Consultants Ltd	£ 47.50	£ 9.50	£ 57.00	
06/02/2022	15653	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	£ 1,548.77
31/01/2022	STUART EXPENSESJAN22	Stuart Carter (Expense Claims)	£ 32.42	£ -	£ 32.42	£ 32.42
01/12/2021	88888984746-9800677	Anglian Water t/a Wave Utilities	£ 20.39	£ 4.08	£ 24.47	
10/12/2021	88888984746	Anglian Water t/a Wave Utilities	£ 0.13	£ 0.02	£ 0.15	
10/12/2021	88888984746-9854709	Anglian Water t/a Wave Utilities	-£ 971.34	-£ 194.27	-£ 1,165.61	
10/12/2021	88888984758-9854712	Anglian Water t/a Wave Utilities	£ 976.87	£ 195.38	£ 1,172.25	
01/01/2022	88888984758-9934322	Anglian Water t/a Wave Utilities	£ 13.35	£ 2.67	£ 16.02	£ 47.28
18/01/2022	424000622394	West Northamptonshire Council	£ 31.92	£ 6.38	£ 38.30	
28/01/2022	424000622268	West Northamptonshire Council	£16,159.12	£ -	£ 16,159.12	
28/01/2022	424000622404	West Northamptonshire Council	£ 93.00	£ -	£ 93.00	£ 16,290.42
			£23,372.61	£1,016.23	£ 24,388.84	£ 24,388.84
Additional Payments not posted to system / Amendments						
17/01/2022	GROUNDWORK UK R/C	Semilong and Trinity Neighbourhood Forum	£ 6,796.00	£ -	£ 6,796.00	£ 6,796.00
05/02/2022	68896	Mayfair Cars	£ 66.00	£ 13.20	£ 79.20	£ 79.20
08/01/2022	BI710022	Pitney Bowes	£ 206.90	£ -	£ 206.90	£ 206.90
09/02/2022	424000640512	West Northamptonshire Council	£ 33.25	£ 6.65	£ 39.90	
09/02/2022	424000640541	West Northamptonshire Council	£ 19.95	£ 3.90	£ 23.94	£ 63.84
08/02/2022	VOI0025127	Zen Office	£ 34.70	£ 6.94	£ 41.64	£ 41.64
<p>£145 received in the bank 21/12/21. I emailed the bank to establish further detail - no response, so I rang them and I asked if it could be interest and they said yes, however it actually relates to the Mayors Gala, therefore I will need to move funds from bank interest to the Mayors Gala.</p>						
Salaries / HMRC / Pension payments Feb						
Salaries (Net) for Feb including Mayoral Allowance						£ 11,215.88
HMRC Feb						£ 4,752.92
Pension Feb						£ 4,838.96
Grant payment						
CCF11	Emma Rice and WEJ Knight Almshouses		Phippsville	Cllr Stevens		£1,335.00

Following review of the bank statement and bank reconciliation, a discussion was held regarding the investment of bank funds. The Town Clerk invited Councillors Birch and Hibbert to attend a call (to be arranged with 3rd party supplier namely CCLA about their cash deposit fund. The Town Clerk made the point that priority was always security over return, but that in this case, it was about spreading the cash over many back accounts. The return would remain low, but this could be looked once this element was sorted

39. Interim Audit

Tabled for information and attached at appendix B was the interim audit compiled by the Council's Internal Auditor. It was noted that the report was extremely positive with the auditor commenting that the processes and control documents that had been put in place were extremely thorough. The auditor had asked that page numbering be added to minutes and that an Internal control checklist be introduced, at present checks were reported and minuted. The Town Clerk advised that he had provided an example Internal Control Checklist to the Finance Officer for review and they would draft an appropriate Internal Control Check List for NTC and would present to Accts Sub committee for review.

It was noted that the continuation of reviewing NTC Internal Control processes should be extended to all NTC councillors. The FO agreed that she would extend the invitation and advised that Cllr Purser is next to review the Payroll process on the 21st February.

The Finance Officer advised that she would be on annual leave week commencing 14th February and would return on the 21st February.

The next meeting has been arranged for Tuesday 8th March, the FO will send out a calendar invitation.

The meeting ended at 12.18 pm.

Signed.....Chair

Bank Reconciliation Statement as at 31/01/2022
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	31/01/2022	2	1,290,154.47
			<u>1,290,154.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,290,154.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,290,154.47
		Balance per Cash Book is :-	1,290,154.47
		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	19,781	187,291	316,000	128,709		128,709	59.3%	
4001 Staffing Contingency	0	0	97,000	97,000		97,000	0.0%	
4005 Covid Resp' & Set-up costs	0	16,447	50,000	33,553		33,553	32.9%	
4006 Recruitment	0	205	5,000	4,795		4,795	4.1%	
4010 Payroll Costs	36	524	1,500	976		976	34.9%	
4015 Travel and Subsistence	0	107	2,000	1,893		1,893	5.4%	
4027 Training and Staff Development	0	1,814	10,000	8,186	525	7,661	23.4%	
4101 Office Supplies & Photocopying	329	2,268	5,000	2,732	69	2,663	46.7%	
4110 Post	0	939	2,000	1,061	550	511	74.5%	
4120 Subscriptions	35	7,315	12,000	4,685		4,685	61.0%	
4125 Telephone and Internet	115	3,071	23,000	19,929	155	19,774	14.0%	
4128 Information Technology	471	5,708	10,000	4,292	1,823	2,469	75.3%	
4130 Insurance	3,145	8,166	10,000	1,834		1,834	81.7%	
4140 Advertising and Marketing	0	101	0	(101)		(101)	0.0%	
4143 Newsletter	0	0	10,000	10,000		10,000	0.0%	
4190 Equipment	125	2,461	20,000	17,539	415	17,124	14.4%	
4540 Town Twinning	(700)	0	0	0		0	0.0%	
Central Administration :- Indirect Expenditure	23,337	236,417	573,500	337,083	3,538	333,546	41.8%	0
Net Expenditure	(23,337)	(236,417)	(573,500)	(337,083)				
<u>105 Corporate Management</u>								
4150 Bank Charges	0	36	1,000	964		964	3.6%	
4155 Accounting Support	295	3,009	4,000	991	590	401	90.0%	
4156 Audit Fees	0	3,390	4,000	610		610	84.8%	
4159 Legal & Professional Fees	0	8,102	30,000	21,898	2,400	19,498	35.0%	
4160 NCALC Addl Support	0	9,653	12,000	2,348		2,348	80.4%	
4162 Health and Safety	32	32	10,000	9,968		9,968	0.3%	
Corporate Management :- Indirect Expenditure	327	24,222	61,000	36,778	2,990	33,788	44.6%	0
Net Expenditure	(327)	(24,222)	(61,000)	(36,778)				
<u>110 Civic and Democratic</u>								
4200 Elections	0	98,301	70,000	(28,301)		(28,301)	140.4%	
4210 Mayoral Allowance	1,525	16,001	28,000	11,999		11,999	57.1%	
4211 Mayor's Transport	1,379	11,766	27,000	15,234	10,358	4,876	81.9%	
4212 Councillor Allowances	0	18,700	30,000	11,300		11,300	62.3%	
4213 Councillor Training/Conference	0	660	5,000	4,340		4,340	13.2%	

Detailed Income & Expenditure by Budget Heading 07/02/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4214 Civic Events	0	7,788	12,000	4,212	70	4,141	65.5%	
4215 Civic Regalia	0	525	1,000	475		475	52.5%	
4216 Council Meetings & Room Hire	125	1,296	5,000	3,704	502	3,202	36.0%	
4540 Town Twinning	700	700	0	(700)		(700)	0.0%	
Civic and Democratic :- Indirect Expenditure	3,729	155,737	178,000	22,263	10,930	11,333	93.6%	0
Net Expenditure	(3,729)	(155,737)	(178,000)	(22,263)				
115 Other Cost and Income								
1150 Grants Received	0	0	80,000	80,000			0.0%	
1176 Precept Received	0	1,775,500	1,775,500	0			100.0%	
1190 Interest Received	0	145	0	(145)			0.0%	
Other Cost and Income :- Income	0	1,775,645	1,855,500	79,855			95.7%	0
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%	
4999 Contingency	0	0	200,000	200,000		200,000	0.0%	
Other Cost and Income :- Indirect Expenditure	0	0	414,500	414,500	0	414,500	0.0%	0
Net Income over Expenditure	0	1,775,645	1,441,000	(334,645)				
201 The Guildhall								
4300 Service Charge	16,159	64,638	65,000	362		362	99.4%	
4390 Accommodation Reserve	262	1,048	115,000	113,952	1,155	112,797	1.9%	
4999 Contingency	0	0	9,000	9,000		9,000	0.0%	
The Guildhall :- Indirect Expenditure	16,421	65,686	189,000	123,314	1,155	122,159	35.4%	0
Net Expenditure	(16,421)	(65,686)	(189,000)	(123,314)				
Policy and Finance :- Income	0	1,775,645	1,855,500	79,855			95.7%	
Expenditure	43,814	482,061	1,416,000	933,939	18,613	915,326	35.4%	
Movement to/(from) Gen Reserve	(43,814)	1,293,584						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environmental Services</u>								
<u>210 Open Spaces & Environment</u>								
4536 Northampton In Bloom	0	29,663	30,000	337		337	98.9%	
4560 Climate Emergency	0	0	50,000	50,000		50,000	0.0%	
Open Spaces & Environment :- Indirect Expenditure	0	29,663	80,000	50,337	0	50,337	37.1%	0
Net Expenditure	0	(29,663)	(80,000)	(50,337)				
<u>230 Allotments</u>								
4400 Repairs and Maintenance	39	990	26,000	25,010	415	24,594	5.4%	
Allotments :- Indirect Expenditure	39	990	26,000	25,010	415	24,594	5.4%	0
Net Expenditure	(39)	(990)	(26,000)	(25,010)				
Environmental Services :- Income	0	0	0	0			0.0%	
Expenditure	39	30,654	106,000	75,346	415	74,931	29.3%	
Movement to/(from) Gen Reserve	(39)	(30,654)						

	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	16,578	47,517	50,000	2,483		2,483	95.0%	
Community Grants :- Indirect Expenditure	16,578	47,517	50,000	2,483	0	2,483	95.0%	0
Net Expenditure	(16,578)	(47,517)	(50,000)	(2,483)				
<u>310 Community Services</u>								
4171 Councillor Community Funding	6,430	16,264	75,000	58,736		58,736	21.7%	
4221 Community Needs Analysis	0	0	150,000	150,000	91	149,909	0.1%	
Community Services :- Indirect Expenditure	6,430	16,264	225,000	208,736	91	208,645	7.3%	0
Net Expenditure	(6,430)	(16,264)	(225,000)	(208,736)				
<u>315 Public Events</u>								
4140 Advertising and Marketing	0	78	0	(78)		(78)	0.0%	
4501 Christmas Event	6,220	14,160	41,000	26,840		26,840	34.5%	
4502 Fireworks	0	7,440	7,500	60		60	99.2%	
Public Events :- Indirect Expenditure	6,220	21,678	48,500	26,822	0	26,822	44.7%	0
Net Expenditure	(6,220)	(21,678)	(48,500)	(26,822)				
Community Services :- Income	0	0	0	0			0.0%	
Expenditure	29,228	85,459	323,500	238,041	91	237,950	26.4%	
Movement to/(from) Gen Reserve	(29,228)	(85,459)						

	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	1,775,645	1,855,500	79,855			95.7%	
Expenditure	73,081	598,173	1,855,500	1,257,327	19,119	1,238,207	33.3%	
Net Income over Expenditure	(73,081)	1,177,472	0	(1,177,472)				
Movement to/(from) Gen Reserve	(73,081)	1,177,472						

Interim Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Northampton Town Council		
Name of Internal Auditor:	Mrs TL Charteress	Date of report:	4th February 2022
Year ending:	31 March 2022	Date audits carried out:	27 th September 2021 1 st February 2022

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Mayor of the Council:

Thank you very much to the Finance Officer and Town Clerk for supplying me with the information I requested to carry out the Interim Internal Audit on both dates. Thank you also to the Officers for arranging a video call to answer my queries.

Results

The work completed is identified in the table below and action required is highlighted:

Area of Work	Observations/Points
Adoption of Policies	A number of key policies were adopted in April and are being reviewed throughout the year as the Town Council is establishing due process.
Bank reconciliations	Bank reconciliations were reviewed and confirmed to be done on a monthly basis with due care and attention. Bank balances were confirmed to statements as at the 31 st December 2021.
Budget	The Town Council had not agreed a Budget within the timing of this Interim Audit
Earmarked Reserves	Earmarked Reserves were agreed at the Policy & Finance Committee in October 2021
Internal Control	The Risk Management & Internal Control Statement, which in my opinion, is a very well written and comprehensive document, was

	<p>agreed at the Policy & Finance Meeting held in October.</p> <p>Note:</p> <ul style="list-style-type: none"> I have asked the Town Clerk & Finance Officer to ensure they are Minuting how the Internal Control is being done, what is being checked and by whom. This can be something very simple such as an aide memoire taken to Committee and attached as an appendix to the Minutes.
Minutes of Meetings	<p>Minutes were reviewed and no issues were identified for the period under review.</p> <p>Note:</p> <ul style="list-style-type: none"> The website was not up to date in this regard as at the 2nd February 2022 I have asked the Clerk to ensure all Minute pages are numbered.
Precept	The Town Council had not agreed a Precept within the timing of this Interim Audit
Risk Assessments	The Town Council's Risk Assessments have been reviewed to ensure that due consideration has been given to identify the key and significant risks. The document is confirmed to be reasonable, and safeguards are in place which are appropriate.
Trial Balance	The Trial balance was reviewed. Balances were confirmed to bank account statements for the period reviewed and VAT was verified.
VAT return	The balance as at 31 st December 2021. No errors were observed.

Summary

In my opinion the Town Clerk & his team are keeping their books and records in very good order and are following due process in all elements. I was very pleased to note the Council has returned to Face-to-Face meetings in line with government legislation.

During my next visit to complete the Year End Audit, I will carry out testing on Income & Expenditure, view Debtor & Creditors, review the Asset Register & Insurance, and perform an audit on payroll.

Yours sincerely,

Mrs Tina L Charteress
 Internal Auditor to the Council
 07818 084231
 tcharteress@gmail.com

Northampton Town Council

Policy and Finance Committee – 28th February 2022

Process for selection of Deputy Mayor – Process

Purpose of Report: To advise the committee on various options for allocating the role of Deputy Mayor

Recommended: (a) The town clerk has no recommendation on this item

The Town Clerk was asked to compile a report on the different processes for electing the Deputy Mayor (who traditionally then goes on to become Mayor). The options the Clerk was asked to compile a report on are:

- Seniority
- Largest group
- A points system based on that of the Borough Council

The Clerk is keen to highlight the election of the Mayor and the process used to archive that is for the members to decide and not for the Clerk to advise on. In this report therefore, I have merely stated my experience and how a system may work based on the NBC system as requested by the Chair.

From experience at town and parish council level where political affiliation is not recognised within the legislation, the mayor has been selected on the basis of seniority or service but ultimately on the basis of who has got the most votes. Obviously in councils where there is a political grouping this would usually be controlled by the largest voting group. This is usually done through an informal meeting be that of the council or of the largest group, or some other mechanism, who then inform the clerk of the outcome.

Seniority has often been a factor in deciding whereby the most senior councillor who is deemed suitable and who also would like to take the role is nominated. However, given that NTC is only one-year-old, members may want to disregard seniority as all cllrs have served for the same time.

The Clerk has contacted other clerks and nobody is aware of any councils that have used a points system at town and parish level. All have advised that even if a process were agreed it is advisory only and could be disregarded when coming to a vote. This applies to whatever is recommended as ultimately it would come down to who would garner the most votes, there is no legal provision that enables whatever method is chosen to be more than custom. What having a process does mean is that we know who will become deputy Mayor in advance, though this would still need to be formally voted for at the Annual Council Meeting/Mayor Making.

Seniority

Seniority is often used as a factor for helping to decide the Deputy Mayor and by virtue that it is usual practise to go on and become Mayor, the Mayor. Seniority would usually be calculated by term served on the respective council. Other factors would also be considered such as suitability, desire to undertake the role etc. Ultimately, though it would require the support of the majority councillors

be that by group or any other definition of group. However, given that all members have served the same amount of time, seniority does not seem to be a factor.

Largest Group

The default position is that the largest voting group will select the Deputy Mayor. If the council does adopt a points system it will be based on a mutual agreement, which could be disregarded if the largest voting group decided not to abide by it. Obviously the largest group could decide who it wants to nominate as Deputy mayor and could, if it wanted, reach out to whoever it wanted on the Council. Legally, the Mayor, Deputy mayor have to be appointed from councillors who are elected or co-opted to Northampton Town Council.

Points System

NBC used a points system to allow a group to nominate a Deputy Mayor. The Clerk understands that it was based on a simple formula (relatively) whereby each cllrs was worth a point which was reallocated each year. The group (done along political lines at NBC), with the most points had the opportunity to nominate the Deputy mayor with an expectation that they would become Mayor the following year and on the understanding that this would not be challenged. It is understood that the group could pass the opportunity and therefore not nominate somebody should they want, and therefore not be deducted any points.

The group nominating was then subtracted the total amount of Cllr seats e.g. Total seats, group nominating as 15 points, the nomination would cost 30 points, putting them on -15, but they would get 15 points in the following year (1 per member) putting them on 0 points.

If this process were put in place for the town council and if the groupings were aligned along the current political lines, then it would be as follows. (NB Clerk is not a mathematician and is based on his working and on the grouping numbers not changing in 2025 election).

Year	Labour Points	Conservative Points	Lib Dem Points	Result
2022	16	7	2	Labour nominate Dep Mayor
2023	Deducted 25 (total council seats) (-9), then given 16 to represent numbers in their group so would have 7 total points	+7 14 total points	+2 4 total points	Conservative nominate Dep Mayor
2024	7 + 16 23 total points	14 – 25=-11 +7=-4 -4 total points	+2 6 total points	Labour nominate Dep Mayor
2025	23 – 25=-2 +16	-4 + 7	+2	Labour nominate Dep Mayor

	14 total points	3 total points	8 total points	
2026 Election would have happened in 2025 so based on current groupings	14 – 25=-11 +16 5 total points	3 + 7 10 total points	8 + 2 10 total points	Points tie Conservative or Lib Dem to nominate Dep Mayor
2027	5 + 16 21 total points	10 + 7 17 total points (unless nom Dep Mayor in previous year in which case -8 total points)	10 + 2 12 total points (unless nominating Dep Mayor in previous year in which case -15 total points)	Labour to nominate Dep Mayor
2028	21 – 25=-4 +16 12 total points	17 + 7 = 24 Or -8+7=-1	12+2+14 Or -15+2=-13	Depends on 2026

Ultimately it for members to decide who they intend to nominate as Mayor and inform the Town Clerk accordingly.

It is customary though not legally obliged, that when electing the Mayor and Deputy Mayor formally at the Annual Council meeting/Mayor Making that this is not challenged.

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Northampton Town Council

Policy and Finance Committee – 28th February 2022

Consideration to hold committee meetings in the community by utilising local community centres/venues etc

Purpose of Report: To seek the committee's views on holding select committee meetings out with the Guildhall and in the community

Recommended: (a) That the committee considers the proposal and makes a recommendation accordingly

The Committee Chair has put forward the suggestion of holding some committee meetings in the community, utilising the various community centres, halls, conference facilities etc around Northampton.

There is legislation detailed in the Local Government Act 1972 that details where meetings can be held. This includes the requirement that meetings should not take place in licensed premises unless no other suitable room is available. However, it does not dictate that meetings have to be held in the same place so it would be lawful to move meetings to different locations.

The prospect of having meetings in the communities presents a potential opportunity to engage with local residents, encourage them to attend meetings and here about the work of the town council. Where possible it would seem appropriate to tailor the agenda of the committee to include certain items pertaining to the area that the meeting is being held in, inviting a guest speaker etc. Given due to notice it could be that a planning meeting where there is a prominent application that has come in be held in that locality if possible. It should be noted that these would still be a formal meeting and would be bound by standing orders etc.

If the Council is minded to go ahead with this then there are some logistical implications, namely giving officers enough time to make the relevant arrangements. Ensuring that the meeting is publicised in the locality encouraging residents to attend. Ensuring that the venue has parking and the facilities to accommodate the meeting. If these can be achieved, then then this can be a positive move. The Clerk in a previous role with a city council (not parish) used to help facilitate meetings that were held in schools and community centres across the city with the remit of trying to engage with residents and given them the opportunity to be involved.

If members have any venues that they consider to be suitable then they are encouraged to let the Town Clerk know. Similarly, if members have any issues, speakers etc pertaining to a locality they think would be suitable for a committee meeting then they should let the Clerk know.

There will be cost implications as there will be a charge which will vary depending on the cost of each host building.

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Northampton Town Council

Policy and Finance Committee – 28th February 2022

Reallocation of the Civic Matters Sub Committee to a working party

Purpose of Report: To seek member's approval to relocate the Civic Matters Committee and give it working party status

<p>Recommended: (a) That members agree that the sub-committee be reallocated as a working party and called the Civic Matters Advisory Panel</p>
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The Town Council formed a Civic Matters Sub-Committee to deal with issues related to the Mayoralty, civic occasions etc. it was given Sub-Committee status reporting to the Policy and Finance Committee. This status means that the meetings are required to be held in public and notified accordingly. It also means that they are unable to be held online.

Given the nature of the issues to be discussed and given that the Sub-Committee does not have delegated authority so has to make recommendation to the Policy and Finance Committee it seems logical to give it working party status. A report of the meeting would be compiled and put to the committee for consideration. Giving it working party status would allow meetings to be held online, in person or a hybrid of. However, legal precedent makes clear that working parties have no delegated powers as detailed in LGA 1972 s, 101. Only committees and sub- committees can have delegated functions.

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Northampton Town Council

Policy and Finance Committee – 28th February 2022

Annual Parish Meeting

Purpose of Report: To seek member's approval to invite representatives from local organisations and offer refreshments for the Annual Town Meeting

Recommended: (a) That subject to any comments members support the proposals for the Annual Parish Meeting

Town and Parish Councils are legally required to hold a Parish Meeting annually (not to be confused with Annual Town Council Meeting/Mayor making). This is a meeting that registered electors of the parish are entitled to attend. It usually takes the form of a question and answer session with the Mayor acting as the host and Chair with support from the clerk. This meeting must be held between 1 March and 1 June every year. This is not a meeting of the Council and there is no requirement for cllrs to attend and no summons issued, though of course they are welcome to attend and sit with the Mayor. It is hosted by the Mayor and is an opportunity for parishioners to come and ask questions as to the work of the Town Council.

This year, the meeting is scheduled for the 9th May, either directly before or after the Council meeting also scheduled for that time.

Many councils make use of this meeting to invite partner organisations to address the parishioners and answer questions. In our case the Clerk is minded to invite a representative from WNC and the local policing team. Other suggestions are welcome.

The Clerk would also ask that the council authorises the provision of tea and coffee and delegates the organisation to the Clerk in consultation with the Mayor and Chair of Policy and Finance.

A possible format could be:

- Welcome and opening statement by Town Mayor
- Short report from committee Chairs on the work of their committees followed by Q & A
- Report from local police representative followed by Q & A
- Report from WNC representative followed by Q & A
- Closing of the meeting by Town Mayor

The alternative is just to have a Town Council Q & A followed by the standard council meeting.

Officers are planning to prepare an annual report for this meeting which will focus on the work of the town council in the first year and talk about upcoming plans too. Committee Chairs will be asked to contribute towards this.

If the Council are minded to do it like this, then it may be necessary to alter the date of the Council meeting so it is held on a different evening.