



**ACCOUNTS SUB-COMMITTEE**

**Tuesday 15<sup>th</sup> November 2022 – 11.30 am**

**To all Members of the Accounts Sub-Committee:**

Cllrs Marriott (Chair), Birch, Hibbert and Purser

**You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Tuesday 15<sup>th</sup> November 2022 at 11.30 a.m. when the business set out below will be transacted.**

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

**Stuart Carter**  
**Town Clerk**  
**9<sup>th</sup> November 2022**

**Guildhall**  
**Northampton**  
**NN1 1DE**

Cc: Electronically to all Members of the Council for information

**A G E N D A**

**1. Apologies**

**2. Declarations of Interest**

**3. Minutes of the Previous Meeting**

To approve as correct and give authorisation to sign the minutes of the last Accounts Sub-Committee held 10<sup>th</sup> October 2022 (p x – p xx)

**4. Revenue Budget 2022/23**

To receive the budgetary report for the month ending October 2022 (copy to be circulated at the meeting)

**5. Payment of Accounts**

To approve accounts for payment (schedule of accounts to be circulated at the meeting)

**6. Internal Controls**

Finance Officer to give a verbal update

**7. Transfer of Funds to CCLA**

Finance Officer and Clerk to give verbal update

**8. Unity Trust Bank – Second bank account**

**9. Further items for consideration for information only**



## Northampton TOWN COUNCIL

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### MINUTES OF THE ACCOUNT SUB-COMMITTEE MEETING HELD ON 10<sup>TH</sup> OCTOBER 2022 IN THE TOWN COUNCIL'S COMMITTEE ROOM AT THE NORTHAMPTON GUILDHALL

**IN ATTENDANCE:** Councillor Marriott (Chair), Birch, Hibbert and Purser

**OFFICERS IN ATTENDANCE:** Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer)

#### 36. APOLOGIES

No apologies were submitted.

#### 37. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 38. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the Chair was authorised to sign the minutes of the previous meeting as a true and accurate record.

It was noted that water bills for the allotment sites were now being received. Of the eight sites, the council had now received bills for six of them.

#### 39. REVENUE BUDGET 2022/23

The Budgetary Report for the month ending September 2022 was circulated at this meeting to all attendees.

The Finance Officer alerted the members to any major changes in the budget compared to last month.

Bank charges were highlighted as the council had had to pay a CHAPS fee to transfer the money from Unity to CCLA. It was reiterated as per previous meetings that Civic events was likely to be overspent and Civic Regalia was overspent considerably due to the cost of the Past Mayor's badges. It was noted that the last precept instalment had been received.

On events, it was noted that costs were in for Diwali and this was anticipated to be just under budget, however there had been a small overspend on bands in the park. Remembrance Day was nearing and the spend allocated to the budget had increased significantly since the last meeting as the arrangements for the day were put in place.

It was noted that the town council now had in place a charge card to make card payments. This was with the Unity Bank and the balance was automatically paid at the end of each month. IT was not known if the charge for the card was annual or a one off, this would be checked.

It was noted that the bank reconciliation was slightly more complicated with accounts at Unity and CCLA now making up the figure.

The Finance Officer and Clerk drew the committee's attention to the expected increase in pay for officers that was likely to be accepted shortly and would be backdated to 1<sup>st</sup> April 2022.

The revenue budget and bank reconciliation were signed by all committee members as being reviewed and **NOTED**.

#### 40. PAYMENT OF ACCOUNTS

The list of payments was circulated for approval and is attached at appendix A.

**RESOLVED:** The payment of accounts as detailed in appendix A be approved for payment.

**41. CCLA UPDATE**

It was reported that the first interest payment had been received following the transfer to the CCLA account. This would be recorded as an income. It was confirmed that tax was not payable on this.

**NOTED**

**42. INTERNAL CONTROLS**

The Finance Officer confirmed that no councillors had volunteered to undertake the check in the past month, though Cllr Holland Delamere was due to visit to look at certain processes. It was understood that Cllrs Birch and Marriott would undertake a internal controls check and then nominate a councillor to do the next check.

**NOTED**

**43. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

There were no items raise under this item.

**MEETING CONCLUDED: 12:15PM**

Accounts Sub-Committee Payment List for review and approval 10th October 2022

* Disputed invoice	Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Description	Account Code	Cost Centre	Account Code Description	Cost centre Description	Committee	Due Date	Comments / Bank Transaction Number
	22/09/2022	2221481	Falon Nameplates Ltd	£ 191.58	£ 38.32	£ 229.90	Covid Mem Tree Plaque	4510	315	General Events	Public Events	Community Services	22/10/2022	
*	28/09/2022	10858075	Idverde Ltd	£ 480.00	£ 96.00	£ 576.00	Tree for Multi Faith Covid Memorial	4510	315	General Events	Public Events	Community Services	30/10/2022	
	30/09/2022	EXPENSES SEPT NO.2	Louise Hannam-Jones	£ 12.99	£ -	£ 12.99	Cotton Tape for Memorial Tree	4510	315	General Events	Public Events	Community Services	30/09/2022	
	13/09/2022	13TH SEPT 2022	Northampton Sings community choir	£ 350.00	£ -	£ 350.00	Bands in Park 10/07/22	4503	315	Bands In The Park	Public Events	Community Services	13/10/2022	
*	24/09/2022	1240	Stage Right Productions	£ 393.00	£ 78.60	£ 471.60	Multifaith Memorial	4510	315	General Events	Public Events	Community Services		
*	24/09/2022	1241	Stage Right Productions	£ 2,485.00	£ 497.00	£ 2,982.00	Diwali	4500	315	Diwali	Public Events	Community Services		
*	24/09/2022	1242	Stage Right Productions	£ 2,440.00	£ 488.00	£ 2,928.00	Fireworks LED screens	4502	315	Fireworks	Public Events	Community Services		
*	06/10/2022	1251	Stage Right Productions	£ 370.00	£ 74.00	£ 444.00	Fireworks Lost Children stage	4502	315	Fireworks	Public Events	Community Services		
*	06/10/2022	1252	Stage Right Productions	£ 1,424.00	£ 284.80	£ 1,708.80	Remembrance Day	4517	315	Remembrance Day	Public Events	Community Services		
	28/09/2022	2270	Ultralite Ltd	£ 565.00	£ 113.00	£ 678.00	Fix failed wall fixings etc. for Christmas lights	4501	315	Christmas	Public Events	Community Services	28/10/2022	
	27/09/2022	INV-0806	University of Northampton	£ 100.00	£ -	£ 100.00	Student award - Covid Mem Project	4225	310	Covid Community projects	Community Services	Community Services	10/10/2022	
	05/10/2022	10859195	Idverde Ltd	£ 10,031.81	£ 2,006.36	£ 12,038.17	Planters / Baskets	4536	210	Northampton in Bloom	Open Spaces	Environmental Services	30/10/2022	
	05/10/2022	10859196	Idverde Ltd	£ 8,868.00	£ 1,773.60	£ 10,641.60	Planters / Watering	4536	210	Northampton in Bloom	Open Spaces	Environmental Services	30/10/2022	
	03/09/2022	10975295	Anglian Water t/a Wave Utilities	£ 5,212.66	£ 1,042.53	£ 6,255.19	Billing Rd 010421 -310322	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	03/09/2022	10977190(88889014401	Anglian Water t/a Wave Utilities	£ 141.99	£ 28.40	£ 170.39	Water Glebeland 010421-310322	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	05/09/2022	10985326	Anglian Water t/a Wave Utilities	-£ 5,212.67	-£ 1,042.52	-£ 6,255.19	Billing Rd 010421-310322	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	05/09/2022	10985377(88889014401	Anglian Water t/a Wave Utilities	-£ 40.90	-£ 8.19	-£ 49.09	Water Glebeland 010422-250822	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	05/09/2022	10986327	Anglian Water t/a Wave Utilities	£ 2,742.06	£ 548.41	£ 3,290.47	Billing Rd Interim	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	05/09/2022	10986642(88889014416	Anglian Water t/a Wave Utilities	£ 1,094.96	£ 218.99	£ 1,313.95	WaterHarlestonRd 010421-310322	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	05/09/2022	10986646	Anglian Water t/a Wave Utilities	£ 474.72	£ 94.94	£ 569.66	WaterHarlestonRd 010422-240822	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	09/09/2022	11007609	Anglian Water t/a Wave Utilities	-£ 736.19	£ -	-£ 736.19	Broadmead 010822-310822	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	15/09/2022	11035063	Anglian Water t/a Wave Utilities	-£ 1,144.74	-£ 548.41	-£ 1,693.15	Billing Rd 010421-300921	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	15/09/2022	11035065	Anglian Water t/a Wave Utilities	£ 5,162.32	£ -	£ 5,162.32	Billing Rd 011021-250722	4400	230	Repairs & maintenance	Allotments	Environmental Services	10/10/2022	
	21/09/2022	1020	Abington Wind Band	£ 100.00	£ -	£ 100.00	Kings Proclamation	4214	110	Civic Events	Civic and Democratic	Policy & Finance	21/10/2022	
	30/09/2022	139	All Saints Church	£ 1,000.00	£ -	£ 1,000.00	Civic Service 25/09	4214	110	Civic Events	Civic and Democratic	Policy & Finance	30/10/2022	
*	28/09/2022	682809	Creative Event Services	£ 1,400.00	£ 280.00	£ 1,680.00	Food B Sargeant Event	4214	110	Civic Events	Civic and Democratic	Policy & Finance	30/10/2022	
	20/09/2022	140	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Payroll Sept	4010	101	Payroll Costs	Central Administration	Policy & Finance	04/10/2022	
	05/10/2022	166	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Payroll Oct	4010	101	Payroll Costs	Central Administration	Policy & Finance	19/10/2022	
	22/09/2022	6675946	Eastern Shires Purchasing Organisation	£ 149.00	£ 29.80	£ 178.80	LED TV	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	22/10/2022	
	01/10/2022	1102022	Hannah Faulkner	£ 200.00	£ -	£ 200.00	Entertainment B Sargeant Event	4214	110	Civic Events	Civic and Democratic	Policy & Finance	30/10/2022	
	07/06/2022	119731	International Mailing Systems Ltd	£ 57.45	£ 11.49	£ 68.94	Toner Ink for franking machine	4101	101	Office Supplies & Photocopying	Central Administration	Policy & Finance	07/07/2022	
	05/09/2022	EXPENSES SEPT22	Clr. Dennis Meredith	£ 35.00	£ -	£ 35.00	Flowers RAF Crought Commander	4210	110	Mayoral Allowance	Civic and Democratic	Policy & Finance	05/09/2022	
	28/09/2022	16674	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Account Support Sep	4155	101	Accounting Support	Central Administration	Policy & Finance	30/10/2022	
	06/10/2022	16738	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	Hosted System Oct	4128	101	Information Technology	Central Administration	Policy & Finance	30/10/2022	
	13/09/2022	INV-MCR2119	MICHAELS CIVIC ROBES LIMITED	£ 162.50	£ 32.50	£ 195.00	Charter Gift	4215	110	Civic Regalia	Civic and Democratic	Policy & Finance	13/10/2022	
	14/09/2022	INV-2260	Northants CALC Ltd	£ 30.00	£ 6.00	£ 36.00	Training (C Mac)	4027	101	Training & Staff Development	Central Administration	Policy & Finance	14/10/2022	
	01/10/2022	1250	Stage Right Productions	£ 975.00	£ 195.00	£ 1,170.00	Kings Proclamation	4214	110	Civic Events	Civic and Democratic	Policy & Finance	01/10/2022	
	14/09/2022	424001051715	West Northamptonshire Council	£ 16,644.40	£ -	£ 16,644.40	Guildhall Service Charge	4300	201	Service Charge	The Guildhall	Policy & Finance	14/10/2022	
	22/09/2022	424001077760	West Northamptonshire Council	£ 150.00	£ 30.00	£ 180.00	Kings Proclamation	4214	110	Civic Events	Civic and Democratic	Policy & Finance	22/10/2022	
	27/09/2022	424001087624	West Northamptonshire Council	£ 508.00	£ -	£ 508.00	Civic Sunday 25/9/22	4214	110	Civic Events	Civic and Democratic	Policy & Finance	27/10/2022	
	27/09/2022	424001087637	West Northamptonshire Council	£ 56.80	£ 11.36	£ 68.16	Civic Sunday Refreshments	4214	110	Civic Events	Civic and Democratic	Policy & Finance	27/10/2022	
	29/09/2022	424001088717	West Northamptonshire Council	£ 400.00	£ -	£ 400.00	B Sargeant	4214	110	Civic Events	Civic and Democratic	Policy & Finance	29/10/2022	
	06/10/2022	424001091144	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Nigerian Flag raising refreshments	4214	110	Civic Events	Civic and Democratic	Policy & Finance	30/10/2022	
	05/10/2022	EXPENSES AUG&SEPT 22	Elisabeth Hawkins (Expense Claims)	£ 18.82	£ -	£ 18.82	Tea & Biscuits Mayors Parlour Folder for Mayors speech Marburg Cable Ties EID Notebook	4210 4101	110 101	Mayoral Allowance Office Supplies & Photocopying	Civic and Democratic Central Administration	Policy & Finance	05/10/2022	
	30/09/2022	EXPENSES SEPT 22	Julie Thorneycroft (Expense Claims)	£ 15.88	£ -	£ 15.88	Delivery of Proclamation invites & Attendance	4015 4216	101 110	Travel & Subsistence council Meetings & Room Hire	Central Administration Civic and Democratic	Policy & Finance	30/09/2022	
	27/09/2022	EXPENSES SEPT 22	Louise Hannam-Jones	£ 32.28	£ -	£ 32.28	Refreshments meeting 14/09 Fabric pens for Covid memorial Guest Book for B Sargeant	4216 4510 4214	110 315 110	Council Meetings & Room Hire General Events Civic Events	civic and Democratic Public Events Civic and Democratic	Policy & Finance Community Services Policy & Finance	27/09/2022	
	12/09/2022	6657	Tangerine Red Ltd	£ 173.00	£ 19.00	£ 192.00	Flyers reprint / leaflet artwork amends	4510 4536	315 210	General Events Bloom	Public Events Open Spaces & Environment	Community Services Environmental Services	12/10/2022	
				£ 58,555.64	£ 6,607.36	£ 65,163.00								

Salaries / HMRC / Pension payments Sept.	Value	Payment Due Date	Ac Code	Description	Bank Payment Transaction Number
Salaries (Net) for Oct including Mayoral Allowance	£ 17,478.13	20/10/2022	520	Wages	
HMRC Oct	£ 7,901.90	30/10/2022	515	PAYE / NI	

Pensions	£	6,991.02	30/10/2022	516	Pensions
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Invoices received after list produced and not posted to the system or Officer approved.

07/10/2022	INV-0068	Classic Carriages	1292.25	0	1292.25	Mayors Transport Sept						
02/10/2022	11100462	Wave Utilities	949.72	0	949.72	Southfields Rd water Sept						
02/10/2022	11097865	Wave Utilities	49.61	0	49.61	Broadmead Water Sept						
07/10/2022	VOI0028817	Zen Office	89.79	17.96	107.75	Copier Charges 30.08.22 - 03.10.22	DD					
07/10/2022	45754-48319-3C	Horizon	576.1	115.22	691.32	Mobile/Landline / lease						

**Councillor Community Fund Grants**

**Councillor Community Grants for payment October 2022**

Grant Application Number	Applicant	Amount	Councillor
CCF86	Northampton BBOB RFC	£1,500	Councillor Marriott
CCF87	Shine Development CIC	£500	Councillor Holland-Delamere
CCF88	Northampton Moldovan Association	£1,124	Councillor Ashraf
CCF89	United African Association	£1,000	Councillor Ashraf
CCF90	The County Toy Library	£1,440	Councillor T Eales
CCF91	Martial Arts Academy	£600	Councillor Meredith and Fuchshuber
CCF92	Sundries and Parking Area	£1,000	Councillor Meredith and Fuchshuber
CCF93	Food for Ukrainian Independence Day	£500	Councillor Birch and Marriott
CCF94	Primrose Garden	£370	Councillor Birch
CCF95	Wall Games Ltd	£1,720	Clr Choudary
<b>General Grants Fund</b>			
<b>CG38</b>	NLIVE Radio Christmas -	£3,000	Councillor Community Grants that were approved for payment at the

Councillor Community Grants that were approved for payment at the Community Services Committee meeting 5th October 2022

**Special Note!**

- 1 For your records/reference – Stu Vincent, the professional photographer booked for OLB - Major's Proclamation (Sun 11<sup>th</sup> Sept) and Wreath Laying (Sat 10<sup>th</sup> Sept) - offered his services FOC.
- 2 Living Street Invoice SIN003912 £64.80 Bank Transaction 200932352 - invoice received after Accs sub-comm meeting 12th Sept. Invoice dated 31/03/22 never been received previously, given age payment was made and therefore retro approval required.
- 3 Unity Bank Multipay charge fee for corporate charge card £50
- 4 Chaps Payment £28
- 5 Bank Charge £18
- 6 We have been advised of the result of the UNISON ballot on the 2022/23 pay offer as follows:  
 For acceptance 63.5%  
 For rejection 36.5%  
 Turnout was 34%  
 It will be seen from the above that UNISON members have voted to accept the offer. However, in order for this to be finalised and paid to employees, GMB and/or Unite members acceptance is necessary. They close their consultations on 14 October for Unite and 21 October for GMB. We await both results in the hope of acceptance and early implementation.  
 A reminder that the Employers final offer was:  
 A £1,925 increase for all NJC pay points from 1 April 2022;  
 An increase in annual leave of 1 day for all employees from 1 April 2023 and  
 The deletion of pay point 1 from the spine with effect from 1 April 2023.