



Policy and Finance Committee Meeting – 16th January 2023 – 18:00

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), T Eales (Vice Chair), Alwahabi, Birch, Connolly, G Eales, Hallam, 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 16th January 2023 in the Town Council Committee Room at Northampton Guildhall.

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

Stuart Carter
Town Clerk
10th January 2023

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 14th November (p 3 – p 6)
- 4. To receive the minutes of the Accounts Sub-Committee meetings for information:**
 - (a) Minutes of the meeting held 15th November 2022 (p 7 – 12)
 - (b) Minutes of the meeting held 14th December 2022 (p 13 – p 17)
 - (c) Minutes of the meeting held 10th January 2023 (to be tabled)
- 5. To receive for information only the minutes of the Staffing Sub Committee meeting held 16th November 2022**
(p 19 – p 20 for Cllrs only)
- 6. Draft 2023/24 Budget for recommendation to Council**
Report attached and budget attached (p 21 – p 32)

7. Modern Gov – Paperless Agenda Management System

Quote attached for Cllrs only – covering report to be tabled

(p 33 – p 35)

8. Visit to Dunstable and Weymouth Town Councils

Report to be tabled

9. Internal Controls Statement

Statement to follow

10. Items for consideration on the next agenda



POLICY & FINANCE COMMITTEE

**MINUTES OF THE POLICY & FINANCE COMMITTEE HELD ON 14TH NOVEMBER 2022 AT 6PM
IN THE TOWN COUNCIL COMMITTEE ROOM, GUILDHALL NORTHAMPTON**

27. APOLOGIES

Apologies were submitted by Councillors Russel, Tarasiewicz and Stuart Carter (Town Clerk) who was unwell.

28. DECLARATION OF INTERESTS

No declarations of interests submitted.

29. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM

The Chair was authorised to sign the minutes of the previous meeting held on 3rd October 2022 as a true and accurate record.

30. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION

- a) Minutes of the Accounts Sub-Committee meeting held on 10th October 2022 were circulated for information and the Chair advised they were happy to answer any questions regarding items.

RESOLVED: No items from the minutes of the Accounts Sub-Committee meeting were raised by Committee Members.

31. OPTIONS ON THE REPLACEMENT OF COUNCILLOR'S ROBES

The Chair explained that it had been raised by Councillors the deterioration of the robes, therefore an audit was held and it concluded that the robes were roughly 50 years old and the majority were beyond repair and needed to be replaced. It was highlighted that the robes were originally purchased through Michael's Civic Robes and were made out of panama wool. The Chair explained that the Robes were discussed during the Civic Matters Working Group and it was requested that the Mayoral Officer source quotations from Michael's Civic Robes, The Shepard and Woodward Group, and Ede & Ravenscroft.

The Chair stated that there are a range of material options from Panama Wool, Panama Polyester, Wool and Poly Blend and in their cost however, from the report Michael's Civic Robes were the cheapest options out of the quotes sourced. It was raised by a Councillor that the Mayor's robe was recently replaced with a polyester blend and was circulated to attendees. In response to a question posed by a Councillor, it was explained there was no information at present regarding the environmental impact of the fabric options.

The Chair explained that there are payment options available to provide affordability as with Michael's Civic Robes as it would cost £12,264.75 for 23 Panama Wool Robes or £10,183.25 for 23 robes made out of Panama Polyester. In response to a question posed by a Councillor, it was explained that the robes were worn for Civic Events and processions for example, for HM King Charles III's proclamation and Remembrance Day. Furthermore, it was explained that the robes had been worn historically through the former Borough Council and provided uniformity amongst Councillors yet provided differentiation between the Mayor and Deputy Mayor as well. A Councillor reaffirmed that the robes are highlighted to him by other Councils as they are part of the history of the Council. In addition, a Councillor raised that during the procession of Remembrance Sunday the public commented positively on them. A Councillor requested whether the Civic hats be audited and quotes sourced for their replacement.

A Councillor posed whether we return to the tradition of Alderman and Freeman wearing the red robes. In response, a Councillor suggested that the red robes be maintained as they are less wore compared to the blue robes.

A Councillor suggested that the Council should pay-up-front rather than a payment plan due to the interest incurred and that the Council had the funds available within their budget.

RESOLVED: It was agreed that the Blue Civic Robes be replaced with polyester blend robes that be purchased from Michael's Civic Robes and paid in one payment.

NOTED

32. ASSESSMENT AND REVIEW OF RISK MANAGEMENT AND INTERNAL CONTROLS STATEMENT AND STRATEGIC RISK REGISTER

Circulated with the agenda were the Town Council's risk register and control statement.

The Chair explained that the Risk Management utilised a traffic light colour system that had been outlined in the Risk Scores Matrix.

A Councillor raised that some Councils itemise major risks unlikely to occur differently and were categorized amber. Moreover, it was recommended that on the Risk Scores Matrix Major number 4 be coloured amber rather than green.

The Assistant Town Clerk explained quarterly review of the Risk Register, if agreed would be undertaken by the Accounts Sub-Committee quarterly.

A Councillor explained that he believed that IT infrastructure could be subjected to cyberattack or data breach and that should be included on the Risk Register. Another Councillor highlighted that item 24 on the Risk Register was ambiguous in relation to the assets Northampton Town Council had.

It was noted that both were living documents that would be amended and added to as the year went on and that the Accounts Sub-Committee should be charged with reviewing them.

RESOLVED: That the risk register be agreed in including the above comments and amendments have been. In addition, that the Accounts Sub-Committee to review the Strategic Risk Register quarterly.

RESOLVED: That the Controls Statement be noted.

33. BUDGET PRINCIPLES

The Finance Officer explained that the budget principles for next financial year were included within the agenda and paper versions had been circulated. A Councillor raised that they would like to see and understand the amount held within reserves available as this could be used if any services or assets were acquired. The Finance Officer explained she would be happy to host a session to go-through the reserves and questions they had in detail. A Councillor suggested that financial assets be reviewed within time as the principal authority may request that we adopt some further services and had been advised that precepts may have to be increased in time. A Councillor raised that if the Council would like to adopt some services we should consider requesting services from the principal local authority.

The Finance Officer explained it was pertinent that the reserves were maintained to ensure stability due to a reduction in funding from the principle local authority, with increasing costs and the Council's decision not to raise precept. A Councillor raised that reserves were important to maintain due to the insecurity of the Northampton Town Councils current accommodation with the lease due to end 2024. It was requested by a Councillor, that the Town Clerk options be found in relation to accommodation. The Finance Officer explained a long-term strategy would be developed to draw-out options that Councillors would like to endeavour in addition accommodations options. A Councillor raised that they wanted to ensure that the Council was spending and not maintaining a large reserve due to the current climate. A Councillor highlighted the importance of the strategy meeting to be held on 16th January 2023, as it would enable this Committee to consider the principles within the report and make recommendations.

It was noted that the Council did not want there to be an increase in the Band D amount that the council tax payer in Northampton paid and that his would form the basis of the budget setting.

NOTED

34. INVESTMENT STRATEGY AND POLICY

Circulated with the agenda was a draft Investment Policy that had been drafted by the Town Clerk.

A Councillor raised that the report compiled by the Town Clerk was very comprehensive and informative.

AGREED: That the recommendations outlined within the Investment Strategy, Policy and Risk Management Report be adopted.

35. CASH INVESTMENTS

Circulated with the agenda was a report detailing a number of cash investments that the Town Clerk had found for consideration by the committee.

In response to a question, it was explained by the Assistant Town Clerk that the report was compiled within the last week therefore, the interest rates were accurate with the recent economic circumstances. In response to a question, the Finance Officer explained that she would need to check how Financial Conduct Authority cover local authority cash investments and whether it differs from personal banking protections. A Councillor explained that it would be beneficial for a presentation to be provided to explain the proposals in addition to seeking independent financial advice.

The Finance Officer raised that CCLA Fund we currently receive 2.5% interest and are in a better position compared to the previous financial year yet more work would be required to make an informed decision on additional cash investments. The Finance Officer further highlighted that funds be maintained within the Unity Bank Account to cover the day-to-day operation of the Council therefore a meeting would be needed with the Town Clerk to determine that amount. A Councillor raised that any cash investment decision would be approved via a motion to the Full Council.

DEFERRED

MEETING CONCLUDED: 19:06PM



Northampton TOWN COUNCIL

MINUTES OF THE ACCOUNT SUB-COMMITTEE MEETING HELD ON 15TH NOVEMBER 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) and Ms F Barford (Democratic Services Officer)

44. APOLOGIES

There were no apologies, all were present.

45. DECLARATIONS OF INTEREST

There were no declarations of interest.

46. MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the Chair was authorised to sign the minutes of the previous meeting held on 10th October 2022 as a true and accurate record.

47. REVENUE BUDGET 2022/23

The Budgetary Report for the month ending October 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.

In response to a question it was explained the photocopier was working well. In response to another question, it was explained that the Council's insurance does include insurance for Town Council events. Events supported by the Town Council (EiD, Carnival, Diwali etc) require their own insurance.

It was noted that the Civic Events Budget had exceeded the amount budgeted and was at 140%. It was noted that the Civic Officer had been asked to consider other venues other than the Guildhall as the majority of cost was on Guildhall hire and the town council received no discount. In response to a point raised, the Town Clerk explained that he had recommended that the Civic Budget be increased. In response to a question the Town Clerk explained he had requested Community Group discount for Room Hire within the Guildhall however, this had been declined.

It was explained that the Environmental Service Budget Code had been renamed Environmental Projects. In response to a question posed by a Cllr, the Town Clerk explained that any unspent funds would be reallocated into cash reserves.

The Finance Officer explained that the budget for Remembrance Sunday had increased from 54% to 150% this month and circulated a report on the exact expenditure. In response to a question, it was explained that Stage Right provided the dais, sound and live streaming of the service. It was noted that the amount spent on traffic management was close to £5,000. It was suggested that the budget for Remembrance Sunday should be increased.

NOTED

48. PAYMENT OF ACCOUNTS

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

The Finance Officer explained the accounts for payment had been broken down into sections and there were some items for retrospective approval. In response to a question, it was explained that Daisy Bell was being paid for compering the Fireworks event.

In response to a question the Town Clerk explained that Stage Right invoiced for providing equipment and complete health and safety checks. They also invoiced for their consultancy service but the vast majority of expenditure through them was for the hire of equipment.

With regards to card payments the Finance Officer explained that card transactions are included on the payment for accounts and the description from the bank statement included however, a Cllr requested a report that includes the item and budget codes as well.

It was noted that the NCALC invoices related to some courses from September 2021, there had been an issue with their invoicing system which caused a big delay in the invoices being raised.

In response to a question, the Finance Officer explained that the town council purchased some remembrance wreaths for community groups and were reimbursed through the new sales invoice process.

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

49. INTERNAL CONTROLS

The Finance Officer explained a meeting was held with Cllr Holland-Delamere to discuss the management of costs in relation to events. The Finance Officer had been through the records held within the finance system and regarding each event in order to show the cllr the cost of each event, the controls in place to monitor spend

NOTED

50. TRANSFER OF FUNDS TO CCLA

The FO explained the opening and closing balance of the CCLA account had been reconciled with the cash book documents provided. It was proposed to transfer £735,000 to the CCLA Cash Deposit Account leaving £150,000 in the day account.

RESOLVED: That £735,000 be transferred to the CCLA Cash Deposit Account.

51. UNITY TRUST BANK – SECOND BANK ACCOUNT

It was explained that it had been increasingly difficult to open a Mayor's Bank Account. It was suggested that an additional account with Unity Trust Bank maybe the simplest solution. It was suggested that it would need to three signatories and be monitored at this committee.

RESOLVED: That the bank account be opened for the Mayor's charities and be overseen by Mayoral Officer with three signatories (The Town Clerk and two members of the Accounts Sub-Committee.)

52. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY

The Finance Officer circulated the latest VAT return for information. This followed a question from a councillor who was not on this committee. It had prompted the Finance Officer to present the VAT return so that members saw that it was being undertaken.

NOTED

MEETING CONCLUDED: 12:50PM

Accounts Sub-Committee Paylist for presentation and approval 15th November 2022

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Committee	Due Date	Comments / Bank Transaction Number
21/10/2022	S1016341	Arena Events Services Group Ltd t/a Arena	£ 7,624.00	£ 1,524.80	£ 9,148.80	Community Services	20/11/2022	
04/11/2022	43652	Chelsea Hire complete Event Hire Solution	£ 1,299.00	£ 259.80	£ 1,558.80	Community Services	04/12/2022	99241394
09/10/2022	3061	Daisie-Belle Downer	£ 250.00	£ -	£ 250.00	Community Services	08/11/2022	
28/10/2022	EXPENSES OCT 22	Josephine Haines (Expense Claims)	£ 12.99	£ -	£ 12.99	Community Services	28/10/2022	
07/11/2022	EXPENSES NOV22	Josephine Haines (Expense Claims)	£ 3.18	£ -	£ 3.18	Community Services	07/11/2022	
07/11/2022	LP235(2ND)	Live Performers	£ 819.00	£ -	£ 819.00	Community Services	30/11/2022	
17/10/2022	NTC-05	NS-UK Group (Northern) Ltd	£ 1,621.00	£ 324.20	£ 1,945.20	Community Services	16/11/2022	
06/11/2022	NTC-06	NS-UK Group (Northern) Ltd	£ 4,980.50	£ 996.10	£ 5,976.60	Community Services	30/11/2022	
06/11/2022	NTC-07	NS-UK Group (Northern) Ltd	£ 390.00	£ 78.00	£ 468.00	Community Services	30/11/2022	
13/10/2022	INV-1047	RTC Medical Solutions Ltd	£ 440.00	£ -	£ 440.00	Community Services	23/11/2022	
24/10/2022	INV-1067	RTC Medical Solutions Ltd	£ 2,560.00	£ -	£ 2,560.00	Community Services	12/11/2022	
21/10/2022	RMB20220612	Rushden Mission Band	£ 375.00	£ -	£ 375.00	Community Services	23/11/2022	
* 24/09/2022	1240	Stage Right Productions	£ 393.00	£ 78.60	£ 471.60	Community Services	15/11/2022	approved 10/10/22 - Pending credit
24/09/2022	CR1240	Stage Right Productions	-£ 393.00	-£ 78.60	-£ 471.60	Community Services	15/11/2022	
* 06/10/2022	1252	Stage Right Productions	£ 1,424.00	£ 284.80	£ 1,708.80	Community Services	15/11/2022	approved 10/10/22
* 08/11/2022	1264	Stage Right Productions	£ 353.00	£ 70.60	£ 423.60	Community Services	15/11/2022	
29/09/2022	221013 – CMD	Stu Vincent Photography	£ 150.00	£ -	£ 150.00	Community Services	29/10/2022	
08/11/2022	OP/116894	Veolia ES (UK) Ltd	£ 1,522.00	£ 304.40	£ 1,826.40	Community Services	30/11/2022	
28/10/2022	424001145812	West Northamptonshire Council	£ 317.65	£ -	£ 317.65	Community Services	27/11/2022	
13/10/2022	6746	Tangerine Red Ltd	£ 96.00	£ -	£ 96.00	Environmental Services	12/11/2022	
21/10/2022	6764	Tangerine Red Ltd	£ 1,102.00	£ 220.40	£ 1,322.40	Environmental Services	20/11/2022	
24/10/2022	6766	Tangerine Red Ltd	£ 15.00	£ 3.00	£ 18.00	Environmental Services	23/11/2022	
09/11/2022	6812	Tangerine Red Ltd	£ 70.00	£ 14.00	£ 84.00	Environmental Services	30/11/2022	
03/09/2022	10977190(88889014401	Anglian Water t/a Wave Utilities	£ 141.99	£ 28.40	£ 170.39	Environmental Services	.10 owed	PAID
09/09/2022	11007609	Anglian Water t/a Wave Utilities	-£ 736.19	£ -	-£ 736.19	Environmental Services	As soon as Cr Bal	approved 10/10/22
02/10/2022	11097865	Anglian Water t/a Wave Utilities	£ 49.61	£ -	£ 49.61	Environmental Services	As soon as Cr Bal	approved 10/10/22
12/10/2022	11141433	Anglian Water t/a Wave Utilities	£ 173.59	£ -	£ 173.59	Environmental Services	11/11/2022	
26/10/2022	11191875	Anglian Water t/a Wave Utilities	£ 1,981.73	£ -	£ 1,981.73	Environmental Services	25/11/2022	
05/11/2022	424001161346	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Environmental Services	30/11/2022	
* 06/11/2022	INV-0070	Classic Carriages of Northampton	£ 2,251.25	£ -	£ 2,251.25	Policy & Finance	30/11/2022	
31/10/2022	169628169628	Colemans Warehouse Shop	£ 75.62	£ 15.12	£ 90.74	Policy & Finance	30/11/2022	
08/11/2022	187	Council for Voluntary Service Northampton	£ 54.00	£ 10.80	£ 64.80	Policy & Finance	22/11/2022	
03/10/2022	SINV037676	WORKNEST (Ellis Whittam)	£ 3,219.63	£ 643.93	£ 3,863.56	Policy & Finance	02/11/2022	
03/10/2022	SINV037874	WORKNEST (Ellis Whittam)	£ 152.92	£ 30.58	£ 183.50	Policy & Finance	02/11/2022	
07/11/2022	48319/0507049	Horizon Telecom Ltd	£ 572.96	£ 114.59	£ 687.55	Policy & Finance	07/12/2022	
28/10/2022	16801	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Policy & Finance	30/11/2022	
06/11/2022	16864	Microshade Business Consultants Ltd	£ 596.32	£ 119.26	£ 715.58	Policy & Finance	30/11/2022	
13/09/2022	25512557	Nisbets Plc	£ 85.96	£ -	£ 85.96	Policy & Finance	16/11/2022	
09/11/2022	1001422	Pick a Lily	£ 95.00	£ -	£ 95.00	Policy & Finance	12/11/2022	
08/11/2022	OP/1616896	Veolia ES (UK) Ltd	£ 80.44	£ 16.09	£ 96.53	Policy & Finance	30/11/2022	
01/11/2022	424001147603	West Northamptonshire Council	£ 102.00	£ -	£ 102.00	Policy & Finance	26/10/2022	
01/11/2022	424001147616	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12	Policy & Finance	30/11/2022	
27/10/2022	EXPENSES OCT22	Julie Thorneycroft (Expense Claims)	£ 41.55	£ -	£ 41.55	Policy & Finance	27/10/2022	

Accounts Sub-Committee Paylist for presentation and approval 15th November 2022

25/10/2022	6769	Tangerine Red Ltd	£	270.00	£	54.00	£	324.00	Community Services	24/11/2022
24/10/2022	2282	Ultralite Ltd	£	1,580.00	£	316.00	£	1,896.00	Community Services	23/11/2022
			£	36,592.90	£	5,504.91	£	42,097.81		

Invoices received after list produced and not posted to the system or Officer approved.										
11/11/2022	314294	Ace Plant	£				£	2,715.00		
07/11/2022	4090	2Commune	£				£	480.00		
11/11/2022	Request for Payment (*w	Mrs CL Frost (RBL)	£				£	437.50		
12/10/2022	7113	NNPulse	£				£	1,074.00		
01/11/2022	1262	Stage Right	£				£	7,908.00		
11/11/2022	VOI0029240	Zen Office	£				£	62.76		
26/10/2022	Corporate Card statement	Lloyds Bank / Unity Trust	£				£	136.20		
11/11/2022	6817	Tangerine Red	£				£	558.00		
11/11/2022	6756722	ESPO	£				£	466.01		
14/11/2022	43677	Chelsea Hire	£				£	456.00		
14/11/2022	1265	Stage Right	£				£	316.80		
14/11/2022	INV-MCR2155	Michaels Civic	£				£	849.00		
29/09/2022	INV-1546	NCALC	£				£	940.00		
06/07/2022	INV2193	NCALC	£				£	774.00		

£ 17,173.27

Salaries / HMRC / Pension payments Sept.		Value	Bank Payment Transaction Number
Salaries (Net) for Nov including Mayoral Allowance		£ 18,491.21	CM-970780698 / EH 695071443 / JT 672476585 / RT 992213493 / SC 65180806 /
HMRC Nov		£ 8,161.93	
Pensions		£ 7,437.88	

Retrospective approval for payment already made and approved by Councillors in the bank			
02/08/2022	SINV036440	Worknest (Ellis Whittam)	£ 450.00

Request to transfer Funds received from Groundworks			
11/11/2022	GWUK	Semilong & Trinity Neighbourhood Forum	£ 2,209.00

Extraordinary Grants Sub-Committee 10th November 2022			
APPLICATOINS TO COUNCILLOR COMMUNITY FUND			
Grant Application Number	Organisation	Project Name	Amount
			Balance
CCF96	Northampton Carnival	Support for Carnival	£ 1,500
CCF97	St Albans Church Food Bank	Support for Foodbank	£1,000
CCF98	Friends of Eastfield Park	Improving Access to Wildlife and Wildlife Information	£1,000
CCF99	Brookside Residents Club	Celebration for Lings and Lumbertubs	£400
CCF100	Billing United Youth Football Club	Supporting the 2022-23 Under 14's Team	£400
CCF101	St Vincent De Paul Society (England and Wales)	Christmas 2022	£800
CCF102	Cat Protection, Northampton Branch	Provision of Vouchers for Neutering Pet Cats	£800
CCF103	Community Spaces Northampton	Rectory Farm Community Garden	£2,500
			887,016
			-£ 1,579
			£ -

Approve and transfer of £735,438 from Unity Bank to CCLA for Accounts Sub Committee presentation and approval

109171.1

CCF104	Northampton Child Contact Centre	Support for Child Contact Centre 2022-23	£2,500	£	885,438
CCF105	43rd Northampton Brownies and Guides	Youth Group Christmas Activity	£250		
CCF106	65th Brownies and Guides	Light Trail	£200	£	150,000
CCF108	5 Streets Community	Coronation Party	£350	£	735,438
CCF109	Eastfield Resident Association	Broadmead Avenue Notice Board	£300		
CCF110	Bridgewater Residents Association	Information Exchange	£950		
APPLICATIONS TO BLOOM START-UP GRANTS					
CCF107	The Spring Charity	Garden Project: From Seed to	£200		



ACCOUNTS SUB-COMMITTEE

**MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 14TH DECEMBER 2022 AT 11AM
IN THE TOWN COUNCIL'S COMMITTEE ROOM, GUILDHALL NORTHAMPTON**

PRESENT: Councillors Marriott (Chair), Purser, Birch and Hibbert

OFFICERS PRESENT: Mr S Carter (Town Clerk), Mrs C Maclellan (Finance Officer) and Miss F Barford (Democratic Services Officer).

53. APOLOGIES

No apologies were submitted.

54. DECLARATIONS OF INTEREST

Councillor Birch declared a non-pecuniary interest in Grant Application CCF85 and an expense claim that was tabled during the meeting.

55. MINUTES OF THE PREVIOUS MEETING

The Chair was authorised to sign the minutes of the last Accounts Sub-Committee held on 15th November 2022 as a true and accurate record.

56. REVENUE BUDGET 2022/23

The budget with expenditure was presented to the sub-committee. The Finance Officer highlighted that budget line for Salaries including Mayoral and Councillors Allowance (Budget Code 4000) had increased as it does every month however, more so due to Councillors' allowance had been paid.

The Mayor's Transport (Budget Code 4211) was at 102% however, funds were available as PO has been committed and was yet to be invoiced for payment. The Town Clerk explained that the additional driver that was used when Classic Carriages were unavailable has been more cost effective than Mayfair Cars. In response to a question posed by a Councillor, it was explained by the Town Clerk that a review of the Mayor's transport arrangement would be reviewed in 6 months' time from when the contract was adopted.

The Finance Officer explained that Councillor Training and Conferencing (Budget Code 4213) had increased by 21.4% due to receiving invoices from the previous financial year from Northamptonshire County Association of Local Councils (NCALC). Moreover, Council Meetings & Room Hire (Budget Code 4216) had increased to 46.3%, in addition Councillor Community Fund (Budget Code 4171) CCF had increased to 63.7%.

The Finance Officer highlighted that the Christmas Events (Budget Code 4501) had increased to 75.1% and was expected to increase with invoices expected to be received in January 2023 and explained the General Events (Budget Code 4510) was used for remaining unspent funds of the West Northamptonshire Council transfer after the funds had been allocated to the events outlined within the Events Agreement.

The Finance Officer explained that Remembrance Sunday (Budget Code 4517) had risen to 165.2%, the budget was set on the funds spent the previous financial year however, the traffic management costs were higher compared to previously. In response to a question posed by a Councillor, the Finance Officer explained the Chair acquired through Chelsea Hire, Traffic Management and Sound System provided by Stage Right costed alone. The Town Clerk explained that Remembrance Sunday's logistical and practical elements were covered by the

Events Budget whereas the refreshments that were on offer were covered by the Civic Budget. A Councillor stated, the Remembrance Sunday costed £10,000 however, it was understood that it was one of the largest events held within Northampton Town.

57. PAYMENT OF ACCOUNTS

The schedule of accounts was circulated at the meeting and an expense claim and payment for approved Councillor Community Fund Application CCF85 was tabled during the meeting.

The Finance Officer highlighted that the Councillors' Allowances had been included within the payment list.

In response to a question raised by a Councillor, the Town Clerk explained a new budget line had been created for the Deputy Mayor to provide further clarity in relation to the Civic Budget.

The Finance Officer explained that a cash transfer from the Council's CCLA Fund into the Unity Bank Account to cover extra cost spent this month was included within the payment of account circulated. In addition, the funds held within the CCLA Fund Account had accrued £3,000 worth of interest since the account was opened.

RESOLVED: That the payments as detailed at appendix A be approved and paid.

The Sub-Committee members also inspected and signed the bank reconciliations and supporting information as being correct.

58. INTERNAL CONTROLS

The Finance Officer explained that due to a combination of annual leave and sick leave, no internal controls were completed with the Assistant Town Clerk and Town Clerk however, internal controls would be completed in January 2023 furthermore, no Councillors had requested an internal controls check.

59. RISK REGISTER

The Town Clerk explained that the risk register was agreed in principle and it was delegated to the Accounts Sub-Committee to review it quarterly, furthermore he highlighted that the risk register remains in flux and should be monitored to ensure it was up-to-date. The Town Clerk explained that risk registers generally were reviewed annually however, some items that are considered high risk should be reviewed quarterly especially as some items may be de-escalated when more safeguards are in place.

60. FURTHER ITEMS FOR CONSIDERATION

No items were suggested.

MEETING CONCLUDED: 12:15PM

Invoices not posted to the system or Officer approved or received after list produced

Date	Organisation	Project Name	Amount	Councillor	Decision	Bank Transaction No	Description	Ac Code	Payment Due Date	Bank Payment Transaction Number
11/11/2022	RBL	request for Payment	£ 437.50	-	£ 437.50		Honorary Poppy Appeal Organizer Northampton - wreaths for Remembrance			
08/12/2022	K&J Hird	Inv-5499	£ 11,100.00	2,220.00	£ 13,320.00		Christmas tree brackets / install / demig / batteries / change / removal of lights			
08/12/2022	Sax's Cool Band	5	£ 400.00	-	£ 400.00		Band performance 3rd & 4th Dec			
10/12/2022	Musicdunc	148	£ 360.00	-	£ 360.00		Band performance 3rd & 10th Dec			
12/12/2022	Wave Utilities	11309921	£ 294.75	-	£ 294.75		Harlestone Road Allotment Water			
28/11/2022	Lloyds Bank / Unity Trust Co	Corporate Card Statement 28/11/22	£ 632.69	-	£ 632.69		Cakes / Food / Coffee / Photocopier paper			
10/12/2022	Tangerine Red	6910	£ 796.00	159.20	£ 955.20		Christmas bandstand Heras fencing banners & install			
13/12/2022	CVS	227	£ 162.00	32.40	£ 194.40					
14/12/2022	WNC	424001205040	£ 16,644.40	-	£ 16,644.40					
07/12/2022	Ncalc	INV-2559	£ 3,030.50	-	£ 3,030.50		VAT recovery			
			£ 36,269.44							

Retrospective Approval

J Birch Expenses E44.10 Paid BT 524746024

Grants Sub-Committee 28th November 2022										
APPLICATIONS TO COUNCILLOR COMMUNITY FUND										
Grant Application Number	Organisation	Project Name	Amount	Councillor	Decision	Bank Transaction No				
CCF111	Northamptonshire Health Charity	Daisy Suite Appeal - Maternity Bereavement Suite at NGH	£1,000	Cllr Dennis Meredith and Cllr Jackie Fuchshuber	APPROVED	121063897				
CCF112	Briar Hill Primary School	Christmas Presents for All	£1,800	Cllr Raymond Connolly	APPROVED	623773213				
CCF113	Indian Hindu Welfare Organisation (IHWO)	IHWO's Westone Community Enhancements	£1,500	Cllr Michael Brown	APPROVED	341406243				
CCF114	United African Association	Christmas Family Fun event	£100	Cllr Turon Miah	APPROVED	832929139				
CCF115	Parklands Community Association	Redecoration of Parklands Community Association	£500	Cllr Mike Hallam	APPROVED	953486882				
CCF116	Community Spaces Northampton	Semilong Christmas Hub	£500	Cllr Les Marriott	APPROVED	419377617				
CCF117	Northampton Bangladeshi Association	NBA Annual Celebration Show	£250	Cllr Turon Miah	APPROVED		PENDING CONFIRMATION OF BANK DETAILS			
CCF118	Restore Northampton	Crisis Support at Christmas	£500	Cllr Jane Birch	APPROVED	829362870				
		APPLICATIONS TO COMMUNITY GRANT SCHEME								
CGF47	Northampton Town of Sanctuary	Christmas Project	£3,000	Members of Committee agreed to fund £3,000 rather than the £4150 that was requested	APPROVED		HOLD - PENDING CONFIRMATION OF BANK DETAILS and approval at Community Services Meeting 12th Dec			
			£3,250							

Salaries / HMRC / Pension payments Dec										
			Value		Description	Ac Code	Payment Due Date			
	Salaries (Net) for DEC including Mayoral Allowance and Cllr. Allowances		£ 38,663.83		Wages	520	19/12/2022			CM 267392255/ EH 452901495/ JT 599104899/ RT 114405486/ RA 816610472 / SC 264607921/ CR 710988736/ MM
	HMRC Dec		£ 17,851.55		PAYE / NI	515	30/12/2022			
	Pensions Dec		£ 12,503.56		Pensions	516	30/12/2022			

Approve fund transfer of £322,000.00 (rounded up) from CCLA to Unity Bank for Accounts Sub Committee presentation and approval 14th Dec 2022		
Date	Description	Balance
30th Nov 2022	Unity Bank Balance as at 30/11/22	£ 51,604.19
30/11/22 to 14/12/22	Bank Transactions between closing balance and today	£ 1,134.27
	Balance in bank as at 13/12/22	£ 52,738.46
30/11/22 to 14/12/22	Bank Transactions - pending Cllr approval	-£ 52,427.79
	Scheduled payments	£ -
	Paylist invoices	
	HMRC	-£ 17,851.55
	Pensions	-£ 12,503.56
	Unpaid Grants	-£ 3,250.00
	Paylist unapproved invoices	-£ 36,269.44
	Paylist invoices	-£ 102,209.35
	Total payments on list	-£ 172,083.90
	Total Payments due to go out in Dec	£ 224,511.69
	Difference between Bank balance & All Payments due to go out	-£ 171,773.23
	Funds to remain in Unity bank	£ 150,000.00
	Transfer value from CCLA to Unity	£ 321,773.23

£ 172,083.90

Northampton Town Council

Policy and Finance Committee

Draft 2023/24 Budget for recommendation to Council – report of Town Clerk

Purpose of report: To finalise the budget for consideration by full council

Recommended: That subject to any amendments, the committee recommend the budget to the full council meeting to be held on 23 January 2023.

1. Introduction

Attached to this report is a draft Town Council budget for 23/24 financial year. Setting a budget is an annual statutory requirement. It is a means of financial control although there are inevitably variances that arise during the year due to changing circumstances. Preparation of the budget is one of the most important annual tasks a Council must undertake. It is not lawful to set a precept unless a budget has been prepared and approved. This is because the precept is not a figure arbitrarily set by the council but is the balancing figure after taking into account estimated expenditure and income.

When looking at the budget the proposed amounts are in the 23/24 column under 'agreed'. Obviously, they are not yet agreed they are proposed but the software does not allow us to alter this heading.

This committee set its budget principles at the meeting on the 14th November. At that meeting the committee stated that it wanted there to be no rise in the Band D equivalent for the Council Tax Payer in Northampton.

The budget setting process asked each committee to look at their own portion of the budget and make a recommendation accordingly.

Attached to this report are two versions of the same budget. The first is in a more detailed format which gives a small narrative on any of the changes put forward. The second is more basic and does not have the narrative.

Listed below are the committees and any proposed amendments to their budget headings. Listed are the more substantial increases or decrease (£1,000 or more), along with a more detailed narrative.

2. Policy and Finance Committee

Regarding the Policy and Finance Committee the following budget heading changes are recommended:

- **101 Central Administration Cost Code**
- 4000 Salaries NI Pension increase of £139,000 to include provision of a new Community Services Officer, and Events Apprentice, as well as increase in hours for the new Communications officer and any contractual/cost of living uplifts
- 4001 Staffing Contingency reduction of £15,000 to £0 to support the increase in budget heading 4000.
- 4130 Insurance reduction of £2,230 but reallocated to a separate muniments insurance heading
- 4140 Advertising and Marketing – reduction of £2,000 but reallocated to a new marketing heading held under the Community Services committee for their events and projects.
- **110 Civic and Democratic Cost Code**
- 4130 – Creation of new insurance budget for car and muniments. Money reallocated to create budget of £4,460 for this

- 4140 Creation of new Advertising and Marketing Budget (£2,000) for Mayoral Activity. Funding taken from the Mayoral activity budget.
- 4210 Mayoral Allowance – proposed that the £12,000 be reduced to £6,000 with the £6,000 put in a holding reserve for the Mayor pending a formal review of the allowance and other benefits.
- 4214 Civic Events increase of £4,000 to £16,000 to recognise increased costs and overspend in the current year
- 4215 Civic Regalia Increase of £5,000 for the purchase of Mayor and Consort badges
- 4540 Town Twinning creation of a budget for twinning grant in the knowledge that Northampton will be hosting twin towns this coming year
- **115 Other Cost and Income Cost Code**
- 1190 Interest Received, increase in expected income from interest as council is getting around 2.5 – 3% on cash investments at present
- 4999 Contingency reduction of £131,029 as council will meet its General Reserve Target. The reduction in this budget meets the increases in other areas
- **201 Guildhall Cost Code**
- 4300 Service Charge – increase of £7,000 as the Guildhall service charge is linked to inflation. Rise offset by:
- 4390 Accommodation Reserve – decrease of £7,000 to meet the expected rise in the Guildhall Charge. Retaining the accommodation reserve is important due to the status of the licence the council has at the Guildhall.
- 4999 Accommodation contingency reduction of £9,000 to £0.

3. Environmental Services Committee

At the Environmental Services Committee meeting they considered their budget and agreed that they would request an additional £10,000 to be added to the 'In Bloom' projects. The main reasoning for this is the increase in costs caused by inflation and energy costs meaning that plants etc are more expensive. The issue of expanding the project was discussed but officers explained that the capacity to make it bigger did not yet exist. It should be noted that NTC will also get the last payment of £23,021 from WNC as part of the events agreement that covers the bloom element.

Regarding 4560 Climate Emergency (£50,000), the committee has asked that this be split and renamed. £25,000 for Environmental projects and £25,000 for Environmental Grants. The committee does not want to earmark any unspent monies in the current year. It should be noted that the committee has not spent much of their budget in this current year, however, a business plan was presented at the last meeting detailing projects and possible expenditure subject to the committee's approval.

The Committee has identified allotments as a risk, given that the financial commitment of water rates and maintenance at the 8 sites is not fully known. Bills were in for 6 of the 8 sites and so far, costs were at £18,000 without any repairs. The committee has requested a £4,000 increase to £30,000 for maintenance and utilities on allotments to negate any future repair costs and the impact this may have.

In summary:

- 4536 Northampton in Bloom increase of £10,000.
- 4400 Allotments repairs and maintenance increase of £4,000 to £30,000.
- 1537 Income – £23,021 – proportion of payment from WNC in the events agreement for bloom

4. Community Services Committee

This is almost the first year in which the committee has had full control of its budget and it has seen the full costs of the events. With this in mind several adjustments have been made to the events budget. The Needs Analysis has

stalled though the development of the strategy has progressed and dovetails into this. There is a reserve for Community Needs Analysis and therefore it has been recommended that the needs analysis budget heading be renamed Community projects.

With regards to events, the income from WNC has been added to the budget, showing as £83,979 (the other £23,021 transferred is in allocated for bloom) under 1155 WNC Transfer. It should be noted that there is a reduction of £115,000 from £230,000 in the funding that the council will get from WNC for events and bloom as per the terms of the transfer. This means that the council will use £215,000 from its service reserve which we have budgeted for to make up for this reduction.

In addition, the committee have requested an increase in budget for a number of the events, namely Remembrance Day which has seen costs rise in the traffic management and in general supplies, Kings Coronation so the council can mark this event as we did with the Jubilee in 2022. Most significantly Christmas where energy increases and increase maintenance and lighting costs have resulted in an increased budget request.

Many of the increases are offset in a reduction in the general events budget 4510, which was a legacy from the NBC days where it was put in one budget and then sent out on the events. As we have learned true costs we are able to allocate funding from the General Events to the event itself.

In summary:

- Code TBC £5000 income from the Fireworks event. This year was the first NTC had control of the income from the fireworks event, which generates currently about £5,000 in income.
- 4140 Advertising and Marketing – As mentioned previously £10,000 reallocated from the general marketing budget.
- 4500 Diwali increase of £5,000 to £10,000 inline with other community events
- 4501 Christmas increase of £14,000 to £200,000. This budget encapsulates all of Christmas from the lights' maintenance, install, electricity etc, to the events, acts, trees etc.
- 4502 Fireworks – Increase of £10,000 offset by reduction in General events
- 4503 Bands in the Park – increase of £1,000 to represent costs this year
- 4510 General Events reduction of £59,000 to offset the majority of the other increase as explained previously.
- 4513 Northampton Carnival – Increase of £10,000 to £20,000 to support this major Northampton event. This was overspent in the current financial year with increased costs in security, traffic management etc.
- 4515 Pride, increase of £2,000 to £4,000. Pride is a large event and the committee that the Council plays a bigger role in it with the provision of a film/and or event to help mark the occasion.
- 4516 Queens Platinum Jubilee to be renamed King's Coronation and £5,000 added to the budget to make it £15,000. The committee want to hold an event to mark this and tie it in with the Council's second birthday.
- 4517 Remembrance Day, increase of £5,000 to £10,000 to cover increase costs in logistics, traffic management etc.
- 4521 Van Hire – New budget of £2,000 to assist staff in facilitating events where often there is large equipment that needs to be transported.
- New code TBC Virtual Heritage Tour – £7,000. The committee have agreed to support officers in the development of a heritage tour in the town to enhance the experience of visiting the town for visitors and residents.
- New Code TBC Ukraine Art Exhibition - £5,000. The council have been approached by local Ukrainians about putting on an art exhibition of work done by Ukrainians during the war. The museum is keen to work with the town council on this but we would need to meet the cost of mounts, labels etc. This would also strengthen links between Northampton and the Ukrainian community.

5. Planning Committee

The planning Committee have requested that their allocation of £20,000 be retained. They are keen to utilise Neighbourhood Plans and also to appoint a planning consultant to assist with responses on certain planning issues for example HMOs.

The Committee over the past year have developed core responses to some of the HMO applications and professional support on this and other planning issues would require a budget.

6. Reserves

Last year the committee agreed to earmark a number of unspent items. There are further items that need to be earmarked again this coming year that will require approval.

	To earmark in current year	Total reserve if agreed
Accommodation Reserve	£123,369	£236,369
Events Reserve	£214,500	£429,000
Elections Reserve	£40,000	£40,000
<u>Covid Project</u>	<u>£49,900</u>	<u>£83,400</u>
Total	£427,769	£789,069

Existing Earmarked Reserves not to be added to:

Climate Emergency	£49,500
Community Needs Analysis	£149,900
Health and Safety	£9,900
<u>Unspent grant (asset software)</u>	<u>£3,600</u>
Total	£212,900

Total Earmarked reserves **£1,001,669**

Each earmarked reserve is earmarked for a purpose.

The Accommodation reserve was originally set up with the view to allowing the council to run the Guildhall if it were to be transferred over. With the transfer seemingly unlikely this reserve is to be used for associated costs in renting/buying different premises, almost like a deposit.

The Events reserve was set up to make up for the loss in funding as part of the tapered agreement with WNC. Whilst the reserve will be at £429,000 at the start of the next financial year, this will depreciate to make up for loss of funding which will end in the 2024/25 financial year.

The elections reserve is set up to enable the council save for elections scheduled for 2025. The cost of elections in 2021 was approximately £120,000. This reserve will deplete to zero on election year.

The covid project reserve is likely to be used in the coming financial year. Plans are at a stage where feasibility studies etc will take place. We are working with WNC on this project with regards to tendering. We do plan to seek sponsorship and grants to assist with funding this project.

The Climate Emergency reserve was earmarked last financial year and they are proposing not to add to it the committee has put together a plan that would seek the permission of the council to spend this earmarked reserve in the near future.

Community Needs Analysis reserve was set up last year and there is no proposal to add to it. Work on the analysis has stalled though the development of a strategy will identify key areas, where this reserve maybe utilised.

General Reserve

Councils are advised to have a General Reserve of around half their precept, approximately £900,000 in NTC's case. The Council has budgeted £200,000 to go into a general reserve plus any unspent unearmarked funds. At the end of last financial year General Reserves were at £560,662. This is forecasted to increase by approximately £400,000 in the current financial year, £200,000 as budgeted to build up the reserves and £200,000 in unspent monies.

7. Precept for this budget

Using this information, the budget attached has been drafted. This budget increases the precept by £14,437 to £1,807,837 (but does not increase the Band D average due to the increased tax base, see paragraph 8). The budget itself is £2,139,337

Budget	£2,139,337
(-) WNC Bloom Transfer	£23,021
(-) WNC Events Transfer	£83,979
(-) NTC generated income	£10,000
<u>(-) General Service Reserve</u>	<u>£214,500</u>
Precept	£1,807,837

8. Tax Base

The Council Tax Base is calculated annually by West Northants Council in their capacity as the precepting authority. They do this and collect council tax on behalf of town and parish councils and the police and fire services, it is their statutory responsibility.

They set the tax base by estimating the amount of average "Band D" equivalent of the properties included in the Valuation Officer's banding list. There are adjustments adjusted for voids, appeals, new properties etc., and the provision for non-collection.

The Band D equivalent is arrived at by taking the laid down proportion of each Band as compared to Band D and aggregating the total.

The Council Tax Base for the current financial year (2022/23) is 36,763.52. The estimated Tax Base as advised by WNC for 2023/24 is slightly increased to 37,061.03 basically meaning that there are more homes paying council tax in Northampton Parish.

The committee stated that they did not want the band D average to increase. The increased tax base gives the Council an additional £14,537. Therefore, the precept is increased by £14,537 but it does not increase the amount the average Band D would pay. The Band D equivalent would remain £48.78 with this budget.

Whilst Band D is often quoted as being the average Council Tax Band, this is certainly not the case in respect of this Council's area where Band D properties represent only 9.2% of the total. In Northampton 39% of properties are in Band A paying a maximum of £32.52 p.a., 23% are in Band B paying a maximum of £37.94 and 21% are in Band C paying £43.16 p.a.

This Council's precept of £48.78 at Band D compares with the national average for all town and parish councils of £74.81 and an average for all towns and parishes in West Northants of £79.21. The Council Tax for parishes within the area of the former Borough Council in the current 22/23 financial year is:

	£
Billing	65.09
Boughton	56.36
Collingtree	46.25
Duston	93.77
East Hunsbury	59.33
Far Cotton	48.21
Great Houghton	95.99
Hardingstone	46.07
Hunsbury Meadow	25.99
Kingsthorpe	31.19
West Hunsbury	15.27

The Council Tax for other Town Councils in West Northants is:

Brackley	153.93
Daventry	169.28
Towcester	116.19

8. Council Tax Capping

At the moment there is no restriction on the level of increase that the Town Council can levy and the government have intimated that this is not likely to change in the forthcoming financial year. However, members need to be aware that this is a situation that may not continue in the future. The Government has also said it is “prepared to consider” extending referendum principles to all Councils in England.

9. Some points to think about in the future

Devolution of Services

History shows that where unitary authorities are established after a few years, services and assets beginning to be passed down to town and parish councils. We are not clear what plans WNC have on this and it may be a few more years until we do, but if they do, this will have impacts on NTC’s budget. It is worth stating that the Town Council is able to be proactive and look at assets and services it would like to consider taking on and approach WNC about these. This again is something the Council should consider in the near future.

Strategy Development

The Town Council is undertaking the development of a strategy which will set priorities and targets. These will need to be considered as we move forward. The Finance Officer is looking at forecasting budgets for the next 3-5 years now that we are more established. These will be reported as go forward this year.

	2021/2022		2022/2023			2023/2024	
	Budget	Actual	Total	Actual YTD	Projected	Committed	General Reserve
Policy and Finance							
101 Central Administration							
4000 Salaries NI and Pension	£ 316,000	£ 232,412	£ 376,000	£ 247,995	£ 372,000	£ -	£ 4,000
4001 Staffing Contingency	£ 97,000	£ -	£ 15,500	£ -	£ -	£ -	£ 15,500
4005 Covid Resp & Set-up costs	£ 50,000	£ 16,447	£ -	£ -	£ -	£ -	£ -
4006 Recruitment	£ 5,000	£ 330	£ 2,000	£ -	£ 500	£ -	£ 1,500
4010 Payroll Costs	£ 1,500	£ 771	£ 1,000	£ 480	£ 1,000	£ 344	£ -
4015 Travel and Subsistence	£ 2,000	£ 190	£ 1,000	£ 155	£ 200	£ -	£ 800
4020 Sundry Expenses	£ -	£ 30	£ -	£ -	£ -	£ -	£ -
4027 Training and Staff Development	£ 10,000	£ 1,844	£ 10,000	£ 1,274	£ 2,500	£ 160	£ 7,500
4101 Office Supplies & Photocopying	£ 5,000	£ 2,514	£ 5,000	£ 5,489	£ 6,000	£ 49	£ 1,000
4110 Post	£ 2,000	£ 1,146	£ 2,000	£ 463	£ 1,500	£ -	£ 500
4120 Subscriptions	£ 12,000	£ 7,315	£ 9,000	£ 6,941	£ 9,000	£ 414	£ -
4125 Telephone and Internet	£ 23,000	£ 3,301	£ 6,000	£ 4,310	£ 6,000	£ 1,326	£ -
4128 Information Technology	£ 10,000	£ 6,702	£ 10,000	£ 7,800	£ 10,000	£ 1,919	£ -
4130 Insurance	£ 10,000	£ 8,166	£ 10,000	£ 8,510	£ 8,510	£ -	£ 1,490
4140 Advertising and Marketing	£ -	£ 101	£ 12,000	£ 954	£ 1,000	£ 150	£ 11,000
4143 Newsletter	£ 10,000	£ -	£ -	£ -	£ -	£ -	£ -
4155 Accounting Support	£ -	£ -	£ 4,000	£ 2,655	£ 4,000	£ 1,180	£ -
4159 Legal & Professional Fees	£ -	£ 603	£ -	£ -	£ -	£ -	£ -
4190 Equipment	£ 20,000	£ 2,711	£ 10,000	£ 8,508	£ 10,000	£ 1,188	£ -
Overhead Expenditure	£ 573,500	£ 284,583	£ 473,500	£ 295,534	£ 432,210	£ 6,730	£ 37,290
Movement to/(from) Gen Reserve	-£ 573,500	-£ 284,583	-£ 473,500	-£ 295,534	-£ 432,210	-£ 6,730	-£ 37,290
							469,500
105 Corporate Management							
4150 Bank Charges	£ 1,000	£ 54	£ 500	£ 145	£ 500	£ -	£ -
4155 Accounting Support	£ 4,000	£ 3,599	£ -	£ -	£ -	£ -	£ -
4156 Audit Fees	£ 4,000	£ 3,390	£ 4,000	£ 3,500	£ 3,500	£ -	£ 500
4159 Legal & Professional Fees	£ 30,000	£ 9,302	£ 30,000	£ 3,220	£ 5,000	£ 1,200	£ 25,000
4160 NCALC Addl Support	£ 12,000	£ 9,653	£ -	£ -	£ -	£ -	£ -
4162 Health and Safety	£ 10,000	£ 32	£ 8,000	£ 425	£ 425	£ -	£ 7,575
Overhead Expenditure	£ 61,000	£ 26,030	£ 42,500	£ 7,290	£ 9,425	£ 1,200	£ 33,075
Movement to/(from) Gen Reserve	(£61,000)	(£26,030)	(£42,500)	(£7,290)	(£9,425)	(£1,200)	(£33,075)
110 Civic and Democratic							
4015 Travel and Subsistence	£ -	£ 37	£ -	£ -	£ -	£ -	£ -
4130 Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -
4140 Advertising and Marketing	£ 70,000	£ 98,301	£ 40,000	£ -	£ -	£ -	£ -
4200 Elections	£ -	£ -	£ -	£ -	£ -	£ -	£ -
4208 Mayoral Allowance	£ -	£ -	£ 12,600	£ 5,531	£ 12,600	£ 841	£ -
4209 Deputy Mayor	£ -	£ -	£ 2,800	£ 1,392	£ 1,500	£ -	£ 1,300
4210 Mayoral Allowance	£ 28,000	£ 21,170	£ 12,600	£ 9,520	£ 12,600	£ -	£ -
4211 Mayor's Transport	£ 27,000	£ 15,271	£ 27,000	£ 17,454	£ 27,000	£ 10,084	£ -
4212 Councillor Allowances	£ 30,000	£ 18,700	£ 30,000	£ 10,825	£ 30,000	£ -	£ -
4213 Councillor Training/Conference	£ 5,000	£ 660	£ 5,000	£ 1,204	£ 1,500	£ -	£ 3,500
4214 Civic Events	£ 12,000	£ 11,851	£ 12,000	£ 17,928	£ 20,000	£ 2,043	£ 8,000
4215 Civic Regalia	£ 1,000	£ 674	£ 2,000	£ 7,250	£ 7,250	£ 24	£ 5,250
4216 Council Meetings & Room Hire	£ 5,000	£ 1,535	£ 5,000	£ 1,424	£ 3,000	£ 892	£ 2,000
4540 Town Twinning	£ -	£ 700	£ -	£ -	£ 700	£ -	£ 700
Overhead Expenditure	£ 178,000	£ 168,899	£ 149,000	£ 72,528	£ 116,150	£ 13,884	£ 7,150
Movement to/(from) Gen Reserve	(£178,000)	(£168,899)	(£149,000)	(£72,527)	(£116,150)	(£13,884)	(£7,150)
115 Other Cost and Income							
1150 Grants Received	£ 80,000	£ 6,000	£ -	£ -	£ -	£ -	£ -
1176 Precept Received	£ 1,775,500	£ 1,775,500	£ 1,793,300	£ 1,793,300	£ 1,793,300	£ -	£ -
1190 Interest Received	£ -	£ -	£ -	£ 3,110	£ 5,000	£ -	£ 5,000
Total Income	£ 1,855,500	£ 1,781,500	£ 1,793,300	£ 1,796,410	£ 1,798,300	£ -	£ 5,000

increase by £74,000 to £450,000 plus another £50,000 add another £15,000 decrease by £15,500 add to 4000

increase by 10% £100

decrease by £300 move to 4015/315 public events

decrease £2230 for munits and add to Insurance in C&D - create insurance code in Civic & Democratic for Mayors car £2230 (move from 4211)

Decrease by £2000 and create budget in Community Services for 4140 advertising and marketing

increase of £52 (£18x12 + £28 x12) +£448 to cover 2nd bank account for Mayors donations

create code in C&D. Move £2230 from 4211 /110 and £2230 from 4130/101

moved £2000 from Mayoral Activity

reduced to £11,200 moved £2,000 to Marketing and Advertising 4140 added £800 from Deputy Mayor

Changed name and removed 'allowance'

reduced by £800 as 10% of Mayoral Allowance compared to previous year. Also to propose reducing

Mayoral Allowance to £6,000 if agreed reduce to £6000 ad move £6,000 to reserves.

Decrease by £2230 for car insurance

increased by £4,000 (SC) but need forecast from LH

need quote from LH

create budget for Town twinning decrease Contingency under Guildhall (£9,000)

New precept number advised by S Carter 04/01/23

SUMMARISED FY23/24 PROPOSED BUDGET

2023/2024

Agreed

Policy and Finance		
101 Central Administration		
4000 Salaries NI and Pension	£	515,000
4001 Staffing Contingency	£	-
4005 Covid Resp' & Set-up costs	£	-
4006 Recruitment	£	2,000
4010 Payroll Costs	£	1,100
4015 Travel and Subsistence	£	700
4020 Sundry Expenses	£	-
4027 Training and Staff Development	£	10,000
4101 Office Supplies & Photocopying	£	5,000
4110 Post	£	2,000
4120 Subscriptions	£	9,000
4125 Telephone and Internet	£	6,000
4128 Information Technology	£	10,000
4130 Insurance	£	7,770
4140 Advertising and Marketing	£	10,000
4143 Newsletter	£	-
4155 Accounting Support	£	4,000
4159 Legal & Professional Fees	£	-
4190 Equipment	£	10,000
	Overhead Expenditure	£ 592,570
105 Corporate Management		
4150 Bank Charges	£	1,000
4155 Accounting Support	£	-
4156 Audit Fees	£	4,000
4159 Legal & Professional Fees	£	30,000
4160 NCALC Addl Support	£	-
4162 Health and Safety	£	8,000
	Overhead Expenditure	£ 43,000
110 Civic and Democratic		
4015 Travel and Subsistence	£	-
4130 Insurance	£	4,460
4140 Advertising and Marketing	£	2,000
4200 Elections	£	40,000
4208 Mayoral Activity	£	12,000
4209 Deputy Mayor	£	2,000
4210 Mayoral Allowance	£	12,000
4211 Mayor's Transport	£	24,770
4212 Councillor Allowances	£	30,000
4213 Councillor Training/Conference	£	5,000
4214 Civic Events	£	16,000
4215 Civic Regalia	£	4,500
4216 Council Meetings & Room Hire	£	5,000
4540 Town Twinning	£	2,000
	Overhead Expenditure	£ 159,730
115 Other Cost and Income		
1150 Grants Received	£	-
1176 Precept Received	£	1,807,837
1190 Interest Received	£	5,000
	Total Income	£ 1,812,837
4536 Northampton In Bloom	£	-
4560 Environmental Projects	£	-
4998 Service Reserve	£	214,500
4999 Contingency	£	71,437
	Overhead Expenditure	£ 285,937
	Movement to/(from) Gen Reserve	£ 1,526,900
201 The Guildhall		
4300 Service Charge	£	77,000
4390 Accommodation Reserve	£	108,000
4999 Contingency	£	-
	Overhead Expenditure	£ 185,000
	Movement to/(from) Gen Reserve	-£ 185,000
Policy and Finance - Income	Policy and Finance - Income	£ 1,812,837
Expenditure	Expenditure	£ 1,266,237
	Movement to/(from) Gen Reserve	£ 546,600

Environmental Services			
210 Open Spaces & Environment			
1537 Northampton in Bloom Income		£	23,021
	Total Income	£	23,021
4536 Northampton In Bloom		£	60,000
4560 Environmental Projects		£	25,000
Environmental Grants		£	25,000
	Overhead Expenditure	£	110,000
	Movement to/(from) Gen Reserve	£	-
230 Allotments			
4400 Repairs and Maintenance		£	30,000
	Overhead Expenditure	£	30,000
	Movement to/(from) Gen Reserve	£	-
Environmental Services - Income	Environmental Services - Income	£	23,021
Expenditure	Expenditure	£	140,000
Movement to/(from) Gen Reserve	Movement to/(from) Gen Reserve	-£	116,979
Community Services			
301 Community Grants			
4170 Community Grant Scheme		£	100,000
	Overhead Expenditure	£	100,000
	Movement to/(from) Gen Reserve	-£	100,000
310 Community Services			
4171 Councillor Community Funding		£	75,000
4221 Community Needs Analysis		£	50,000
4225 Covid Community Projects		£	50,000
	Overhead Expenditure	£	175,000
	Movement to/(from) Gen Reserve	-£	175,000
315 Public Events			
1155 WNC Transfer		£	83,979
Fireworks			
code TBD Sales Income		£	5,000
	Total Income	£	88,979
4015 Travel and Subsistance		£	300
4140 Advertising and Marketing		£	10,000
4500 Diwali		£	10,000
4501 Christmas Event		£	200,000
4502 Fireworks		£	55,000
4503 Bands in the Park		£	10,000
4504 Music Festival		£	-
4510 General Events		£	49,800
4511 EID		£	10,000
4512 NMF22		£	10,000
4513 Northampton Carnival		£	20,000
4514 Party in the Park		£	5,000
4515 Pride		£	4,000
4516 Queens Platinum Jubilee		£	15,000
4517 Remembrance Day		£	10,000
4518 Town Festival		£	5,000
4519 Armed Forces Day		£	5,000
4520 Beer Festival		£	5,000
4521 Van Hire (Events)		£	2,000
New Code Virtual Heritiage Tour		£	7,000
New Code Ukraine Art Exhibition		£	5,000
	Overhead Expenditure	£	438,100
	Movement to/(from) Gen Reserve	-£	438,100
Community Services - Income	Community Services - Income	£	88,979
Expenditure	Expenditure	£	713,100
Movement to/(from) Gen Reserve	Movement to/(from) Gen Reserve	-£	624,121

Planning			
400 Planning			
4600 Local Campaigns		£	20,000
	Overhead Expenditure	£	20,000
	Movement to/(from) Gen Reserve	-£	20,000
Planning - Income	Planning - Income	£	-
Expenditure	Expenditure	£	20,000
Movement to/(from) Gen Reserve	Movement to/(from) Gen Reserve	-£	20,000
Total Budget Income		£	1,924,837
Expenditure		£	2,139,337
Movement to/(from) Gen Reserve		-£	214,500