Northampton NN1 1DE

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www.northamptontowncouncil.gov.uk

ACCOUNTS SUB-COMMITTEE

Northampton TOWN COUNCIL

Tuesday 10th January 2023 - 11.00 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 10th January 2023 at 11:00 a.m. when the business set out below will be transacted.

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

Stuart Carter
Town Clerk

5th January 2023

Guildhall Northampton NN1 1DE

Cc: Electronically to all Members of the Council for information

AGENDA

- 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 14th December 2022

4. Revenue Budget 2022/23

To receive the budgetary report for the month ending December 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. Risk Register

Clerk to give a verbal update

8. Further items for consideration for information only



Northampton Town Council The Guildhall St Giles Square

Northampton NN1 1DE

Tel No. 01604 349310

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

Salaries / HMRC / Pension payments Dec	Value	Payment	Ac	Description	Bank Payment Transaction Number		
Januares / Timber / Tension payments Dec	Value		Code	Description	Bank aymene transaction runner		
Salaries (Net) for DEC including Mayoral Allowance and Clir. Allowances	£ 38,663.83	19/12/2022	520	Wages	CM 267392255/ EH 452901495/ JT 599104899/ RT 114405486/ RA 816610472 / SC 264607921/ CR 710988736/ MM		
HMRC Dec	f 17,851.55	30/12/2022	515	PAYE / NI			
Pensions Dec	£ 12,503.56	30/12/2022	516	Pensions			

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
27/11/2022	2037	AR Media Productions Limited	£ 7,900.00	£ 1,580.00	£ 9,480.00	Christmas App	4501	315	Christmas	Public Events	Community Services	27/12/2022	2
25/11/2022	PSIB000271597	BACA Workwear & Safety	£ 31.25	£ 6.25	£ 37.50	Hats	4510	315	General Events	Public Events	Community Services	25/12/2022	2
26/10/2022	30049	Bag it Don't Bin It Ltd	£ 326.00	£ 65.20	£ 391.20	Bloom Bags	4510	315	General Events	Public Events	Community Services	25/11/2022	2
04/11/2022	43652	Chelsea Hire complete Event Hire Solution	£ 1,299.00	£ 259.80	£ 1,558.80	marquee / Changing Area Fireworks	4502	315	Fireworks	Public Events	Community Services	od	Paid 01/12 99241394
28/11/2022	43741	Chelsea Hire complete Event Hire Solution	£ 100.50	£ 20.10	£ 120.60	Christmas Event	4501		Christmas	Public Events	Community Services	28/12/2022	2
02/12/2022	43796	Chelsea Hire complete Event Hire Solution	£ 167.20	£ 33.44		40 x chairs	4501		Christmas	Public Events	Community Services	31/12/2022	
15/11/2022	INV-10163	EP Traffic Services Limited	£ 4,891.20	£ 978.24	£ 5,869.44	Remembrance day Traffic Control	4517	315	Remembrance Day	Public Events	Community Services	12/12/2022	2
29/11/2022	INV-4289	GM Lawrence Electrical Ltd	£ 25,000.00		£ 30,000.00	Christmas Lights	4501		Christmas	Public Events	Community Services		Pending Officer Approval
25/11/2022	NNDC22	Gretton Silver band	£ 450.00		£ 450.00	Bands in the park	4503		Bands In The Park	Public Events	Community Services	25/12/2022	
26/11/2022	27	The GUS Band	£ 750.00	£ -		Band performance Christmas Lights switch on	4501	_	Christmas	Public Events	Community Services	26/12/2022	
06/12/2022	29	The GUS Band	£ 250.00	£ -		Band played 03/12/22	4501		Christmas	Public Events	Community Services	31/12/2022	
26/11/2022	26112022	Hannah Faulkner	£ 790.00			Music Performances through Christmas	4501	_	Christmas	Public Events	Community Services		pending Officer approval
22/11/2022	04&017_1222_NORTHAM	ů ,	£ 1,900.00			Northampton Elves	4501	_	Christmas	Public Events	Community Services		pending Officer approval
22/11/2022	10&17_1222_NORTHAMP	0 1	£ 1,800.00			Northampton Elves	4501		Christmas	Public Events	Community Services		pending Officer approval
22/11/2022	26_1122_NORTHAMPTON	· ·	£ 1,350.00		£ 1,620.00		4501	_	Christmas	Public Events	Community Services	22/12/2022	
25/11/2022	26_1122_BALLOONS	Joogleberry Limited	£ 2,100.00		£ 2,520.00		4501	_	Christmas	Public Events	Community Services	25/12/2022	
30/11/2022	447	Fortis Hire Ltd trading as JB Event Facilities	£ 1,820.00	£ 364.00	£ 2,184.00	Fireworks - Toilets	4502		Fireworks	Public Events	Community Services	30/12/2022	
25/11/2022	INV-5426	K&J Hird Ltd	£ 1,300.00	£ 260.00	£ 1,560.00	Poppy installation	4517	315	Remembrance Day	Public Events	Community Services	25/12/2022	2
						Travel to Racecourse	4502	'	Fireworks				
						Christmas Travel / Elf / Dinner	4501	'	Christmas				
17/10/2022	EXPENSES NOV22	Louise Hannam-Jones	£ 38.41	£ -		Tinsel Youth Summit	4510		General Events	Public Events	Community Services	17/12/2022	
29/11/2022	NTC_08	NS-UK Group (Northern) Ltd	£ 428.00	£ 85.60		Security	4501	_	Christmas	Public Events	Community Services	29/12/2022	
24/11/2022	INV-1110	RTC Medical Solutions Ltd	£ 440.00	£ -		Medical Support	4501		Christmas	Public Events	Community Services	24/12/2022	
31/08/2022	1223	Stage Right Productions	£ 8,495.00				4502		Fireworks	Public Events	Community Services	31/08/2022	
01/11/2022	1262	Stage Right Productions	£ 6,590.00			Christmas light switch on	4501		Christmas	Public Events	Community Services	<u> </u>	Posted in bank pending Cllr app 72716480
05/11/2022	1269	Stage Right Productions	£ 1,025.00			Production services for Fireworks	4502	_	Fireworks	Public Events	Community Services	05/11/2022	
22/11/2022	1267	Stage Right Productions	£ 7,050.00			Bandstand	4501		Christmas	Public Events	Community Services		pending Officer approval
07/12/2022	103	Susanne Rose photography	£ 150.00		£ 150.00		4501		Christmas	Public Events	Community Services	30/12/2022	
11/11/2022	6822	Tangerine Red Ltd	£ 68.00	£ 13.60	£ 81.60	Selfie Frame	4510		General Events	Public Events	Community Services	11/12/2022	
18/11/2022	6836	Tangerine Red Ltd	£ 870.00	£ 174.00	£ 1,044.00	Christmas Boards	4501	_	Christmas	Public Events	Community Services	18/12/2022	
23/11/2022	6845	Tangerine Red Ltd	£ 1,813.80			Christmas Pens / pencils / booklets	4501		Christmas	Public Events	Community Services	23/12/2022	
25/11/2022	6852	Tangerine Red Ltd	£ 99.00			Elf Trail Leaflets	4501	_	Christmas	Public Events	Community Services	25/12/2022	
25/11/2022	6853	Tangerine Red Ltd	£ 99.00			Elf Trail	4501	_	Christmas	Public Events	Community Services	25/12/2022	
25/11/2022	6854	Tangerine Red Ltd	£ 160.00	£ 32.00		Elf Trail Correx sign	4501	_	Christmas	Public Events	Community Services	25/12/2022	
17/11/2022	2283	Ultralite Ltd	£ 2,100.00	£ 420.00	· · · · · · · · · · · · · · · · · · ·	Christmas Tree lights	4501	_	Christmas	Public Events	Community Services	17/12/2022	
03/09/2022	10977190(88889014401	Anglian Water t/a Wave Utilities	f 141.99	£ 28.40	£ 170.39	Water Glebeland 010421-310322	4400	230	Repairs & maintenance	Allotments	Environmental Servi	.10 owed	PAID 0.10p owed
								'					approved 10/10/22 but ac in neg
00/00/2022	11007500		70640		. 700.40								balance need further invoices before
09/09/2022	11007609	Anglian Water t/a Wave Utilities	-£ 736.19	<u>f</u> -		Credit balance at this site - Broadmead	4400	_	Repairs & maintenance	Allotments	Environmental Servi		
02/10/2022	11097865	Anglian Water t/a Wave Utilities	£ 49.61	<u>f</u> -	£ 49.61	Credit balance at this site - Broadmead	4400		Repairs & maintenance	Allotments			approved 10/10/22 see above
01/11/2022	11214658	Anglian Water t/a Wave Utilities	£ 4.10			Billing Lane Allotment water	4400		Repairs & maintenance	Allotments	Environmental Servi	01/12/2022	
02/11/2022	11221986	Anglian Water t/a Wave Utilities	£ 0.83		£ 0.83	Broadmead Allotment water	4400		Repairs & maintenance	Allotments	Environmental Servi	02/12/2022	
20/11/2022	1021	Abington Wind Band	£ 150.00			Performance Remembrance Sunday	4214		Civic Events	Civic and Democrat	'	20/12/2022	2
02/12/2022	ICO:00011723225	Data Protection Fees	£ 35.00			Data protection renewal to Jan 24	4120	_	subscriptions	Central Administrat	<i>'</i>	DD 25222	
25/11/2022	INV-0003	EDGE NORTHAMPTON LTD	£ 385.00	£ -		Food Civic Service	4214	_	Civic Events	Civic and Democrat	<u> </u>	25222	
16/11/2022	INV-0012	J.Golby and Son	£ 245.00	<u>£</u> 49.00		Flowers Remembrance Sunday	4214		Civic Events	Civic and Democrat		16/12/2022	
08/12/2022	EXPENSES DEC22	Cllr Stephen Hibbert	£ 50.00	<u>f</u> -	£ 50.00	Tickets Charity Dinner attended on behalf of Mayor	4209	110	Deputy Mayoral Allowanc	.e Civic and Democrat	Policy & Finance	15./12/22	
							4125	'	Talambana and internat				
07/42/2022	40340/0500000	Horizon Telecom Ltd	£ 582.43	116.40	c con 02	Telephone costs / Mobile / Landline / lease	4125	101	Telephone and internet Equipment	Central Administrat	+ Dalian Q Finance	DD	
07/12/2022	48319/0508938		£ 582.43 £ 85.00			Mayoral leaflets x 300	4190	_	Mayoral Activity	Civic and Democrat	,	31/12/2022	
05/12/2022 05/12/2022	2178 2179	Wolf & Bee Ltd t/a Kall Kwik Northampton Wolf & Bee Ltd t/a Kall Kwik Northampton	£ 85.00			Mayoral Stickers	4208 4208	_	Mayoral Activity	Civic and Democrat	+ '	31/12/2022	
						,			<u>'</u>	Central Administrat			
28/11/2022 06/12/2022	16934 17006	Microshade Business Consultants Ltd	f 295.00 f 596.32			Accounting Support Nov22 System Hosting Dec 22	4155 4128		Accounting Support Information Technology			28/12/2022	
13/09/2022	25512557	Microshade Business Consultants Ltd Nisbets Plc	£ 596.32 £ 85.96			Beverage supplies	4128		Council Meetings & Room			31/12/2022	Posted in bank pending Cllr app 51709765
25/11/2022	QL202224-1	SLCC Enterprises Ltd	£ 85.96			Cilca JT	4216		Training & Staff Developm		'	pc 25/12/2022	
15/11/2022 15/11/2022	10010	Sophie Slade Art	£ 410.00			Artist - Mayors Christmas Card	4027		Mayoral Activity	Civic and Democrat	'	25/12/2022 15/12/2022	
30/11/2022	221130 – NTC	Stu Vincent Photography	£ 100.00			Remembrance photos	4208		Civic Events	Civic and Democrat	'	30/12/2022	
23/11/2022	6846	Tangerine Red Ltd	£ 150.00			Mayors Christmas Cards	4214		Mayoral Activity	Civic and Democrat	<u> </u>	23/12/2022	
23/11/2022	424001183502	West Northamptonshire Council	£ 160.00			Refreshments 23/11/22	4208		Mayoral Activity	Civic and Democrat	'	23/12/2022	
23/11/2022	424001183502	West Northamptonshire Council	£ 40.20			Remembrance	4208		Civic Events	Civic and Democrat	'	23/12/2022	
26/11/2022	424001185759	West Northamptonshire Council	£ 50.96			Brownie Visit	4214		Mayoral Activity	Civic and Democrat	<u> </u>	26/12/2022	
26/11/2022	424001185788	West Northamptonshire Council	£ 35.50			FTM & Rem	4208	_	Mayoral Activity	Civic and Democrat		26/12/2022	
01/12/2022	424001185788	West Northamptonshire Council	£ 35.50			Mayor Photo Club Refreshments	4208		Mayoral Activity	Civic and Democrat		01/12/2022	
10/12/2022	424001187430	West Northamptonshire Council	£ 14.20 £ 28.40			Refreshments IHWO	4208		Mayoral Activity	Civic and Democrat	<u> </u>	31/12/2022	
	SINV00707838	Zenoffice Limited	£ 28.40			Various crockery / kitchen items	4208		Council Meetings & Room			31/12/2022	pending Officer approval
20/11/2022		IZENOTICE LITTIEU	1 59.08 l	19.94	T 119.02	various crockery / Kitchen Items	4210						henning ourcet approvat
30/11/2022 09/12/2022	VI0029645	Zenoffice Limited	£ 63.19	£ 12.64	f 75 00	Copier Charges Nov22	4101	101	Office Supplies & Photoco	Ar Central Administrat	Policy & Finance	DD	

	Invoices not posted to the system or Officer approved or received after list produced									
							Honorary Poppy Appeal Organizer Northampton -			
11/11/2022	RBL	request for Payment	£ 437.50	£ -	£	437.50	wreaths for Remembrance			
							Christmas tree brackets / install / derig / batteries			
08/12/2022	K&J Hird	Inv-5499	£ 11,100.00	£ 2,220.	00 £	13,320.00	/ 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 Trus	t Ca 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				
07/12/2	2022 Ncalc	INV-2559			£	3,030.50	VAT recovery VAT recovery			

£ 36,269.44

Retrospective Approval

J Birch Expenses £44.10 Paid BT 524746024

	Grants	Sub-Committee 28th November 2022							
	APPLICATI	ONS 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	· ·	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 SCHO	ME						
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	Payment	Ac	Description	Bank Payment Transaction Number			
			Code					
Salaries (Net) for DEC including Mayoral Allowance and Cllr. Allowances	£ 38,663.83	19/12/2022	520	Wages	CM 267392255/ EH 452901495/ JT 599104899/ RT 114405486/ RA 816610472 / SC 264607921/ CR 710988736/ MM			
HMRC Dec	f 17,851.55	30/12/2022	515	PAYE / NI				
Pensions Dec	£ 12,503.56	30/12/2022	516	Pensions				

• •		00 (rounded up) from CCLA to Unity Bank for sentation and approval 14th Dec 2022		
Date	Description	Balance		
	Unity Bank Balance as at			
30th Nov 2022	30/11/22	£ 51,604.19		
	Bank Transactions	, , , , ,		
	between closing balance			
30/11/22 to 14/12/22	and today	£ 1,134.27		
	Balance in bank as at			
	13/12/22	£ 52,738.46		
	Bank Transactions -			
30/11/22 to 14/12/22	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	5	-£	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 &			171 772 22
	All Payments due to go out Funds to remain in Unity ba		"E	171,773.23
	Transfer value from CCLA	150,000.00	L	
	to Unity	£		321,773.23
	to onity	I.		341,//3.23

£ 172,083.90

Confidential