

**NORTHAMPTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE
Minutes of the meeting held at 18.00 on 18th January 2022 in the Godwin Room of
Northampton Guildhall**

PRESENT: Cllrs Marriott (Chair), Alwahabi, Birch, Connolly, Hibbert, Holland-Delamere, Purser, Stevens, Tarasiewicz.

Also in attendance: Cllr Joyce

Officers in attendance: Mr S Carter (Town Clerk) and Catherine Maclellan (Finance Officer)

35. Apologies

Apologies had been submitted by Councillor G Eales, T Eales, Russell and Kilbride.

36. Declarations of Interest

None.

37. Minutes of the last meeting including updates as to the progress of any items

Circulated with the agenda were the minutes of the meeting held 16th November 2021.

RESOLVED: That they be accepted as a true and accurate record of the meeting and that the Chair be authorised to sign the minutes.

38. Minutes of the Accounts Sub-Committee meetings for information, held on the dates below were circulated with the agenda:

- (a) 13th December 2021 (attached at appendix A)
- (b) 12th January 2022 (attached at appendix B)

Questions on getting a discounted rate for room hire at the Guildhall were highlighted. Members agreed that WNC should offer a discounted rate to the Town Council and that this should be pursued both by officers and councillors.

The minutes were **NOTED**.

39. To receive and review the minutes of the Civic Matters Sub-Committee held 15th December 2021

With reference to minute regarding Mayoral succession, the Chair (Cllr Marriott) stated that this was to be considered at a meeting in January/February and that any councillors with a view on how this could be done should contact him.

RESOLVED: To approve the recommendations as set out in the minutes (attached at appendix C).

40. 2022/23 Draft Budget and Precept of Recommendation to the Council

Circulated with the agenda was a draft budget that had been drafted following input by each committee. The proposed budget was very similar to the previous years and had been formulated on the principle that there would be no increase in the Band D equivalent.

The Chair went through the report paragraph by paragraph in order to get the views of committee members.

Regarding the Environmental Services Committee budget, it was noted that the Policy and Finance committee had been asked to reduce the budget noting that there had been no expenditure from the Climate Emergency heading. The Chair of the Environmental Services Committee explained that plans were beginning on Climate Emergency and that projects would be coming forward in the coming months. It was agreed to retain the Climate Emergency Budget as is.

Moving onto the Community Services Committee it was noted they had asked that £100,000 be reallocated from Community Needs Analysis to Community Grants. A proposed amendment was made to this, that £50,000 of this reallocation go to a new budget heading for Covid Projects. This amendment was agreed.

Regarding the budget for events, it was noted that funding for the coming year was proposed as follows:

WNC Transfer Income	£215,000
Additionally from budget	£47,800
<u>General Service Reserve</u>	<u>£107,000</u>
Total	£369,800

In response to a question about city status and a celebration if successful, it was highlighted that there is a contingency of £17,800 in the events budget.

Moving onto Planning and the additional £10,000 it was commented that the committee had ambitions to develop Neighbourhood Plans and funding would be required to start this. It was also highlighted that as the council progresses it may want to procure professional advice and assistance on issues such as HMOs.

In summary it was explained this proposed budget increased the precept by £17,800 to £1,793,300, but did not increase the Band D average due to the increased tax base.

Budget	£2,115,300
(-)WNC Transfer	£215,000
<u>(-) General Service Reserve</u>	<u>£107,000</u>
Precept	£1,793,300

It was explained that the Council Tax Base for the current financial year (2021/22) was 36,401.44. The confirmed Tax Base as advised by WNC for 2022/23 had slightly increased to 36,763.52 basically meaning that there were more homes paying council tax in Northampton Parish. The increased tax base gives the Council an additional £17,800 (added to events in the budget). Therefore, the precept is increased by £17,800 but it did not increase the amount the average Band D would pay. The Band D equivalent would remain £48.78 with this budget.

RESOLVED: That the budget as detailed at appendix D resulting in a precept of £1,793,300 be recommended to Council. It was noted that the budget would be considered by the council as an agenda item.

The Clerk and his team were thanked for the complex work they had undertaken in preparing the budget, answering questions and presenting it.

41. Council support for Assistant Town Clerk to undertake CiLCA

A report was circulated explaining that the Assistant Town Clerk was due to begin the CiLCA qualification. CiLCA was a nationally recognised qualification for town clerks or people working in the sector. It was explained that it would require the Assistant Town Clerk to undertake some study within working hours and that the Town Council needed to understand this.

RESOLVED: That the Town Council will support the Assistant Town Clerk to undertake CiLCA and:

- Support the employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council

42. Review of Standing Orders, Financial Regulations and Asset Register

RESOLVED: That Cllr Marriott, Connolly and Holland-Delamere review the Standing Orders, Financial Regulations and Asset Register and report back to Council.

43. Approval of Person Specification and Job Description of Events and Projects Officer and re-advertising of Democratic Services officer role

Members considered the proposed job description and person specification for the projects and events officer role. It was agreed to take out the desirable qualification of degree in order to not deter others from applying.

RESOLVED: That with the amendment as detailed above, the job description, person specification and pay scale (SCP 26 £30,451 – SCP 30 £33,782) be agreed.

Considering the Democratic Services Officer role, it was noted that there had been only 1 applicant when advertised in the lead up to Christmas. The committee agreed that an increase in the pay scale should be applied.

RESOLVED: That the Democratic Services Officer role be advertised and that the pay scale be increased to £24,982 - £27,041).

RESOLVED: That Cllrs Marriott, Birch and Hibbert be delegated to manage the recruitment process, shortlisting, interviewing and appointment.

The Finance Officer highlighted that the Chair of the Accounts Sub-Committee had been invited to review NTC internal control finance processes, choosing the 'Invoice Procedures'. The outcome resulted in positive feedback. The Finance Officer then opened the invitation to all councillors.

There being no more business the meeting concluded at 19.23 hours.

Signed.....Chair

Appendix A to Policy and Finance Committee Minutes 18 January 2022

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 13th December 2021 at 11.00
in Room 5 of the Town Council Offices at Northampton Guildhall**

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

In attendance: Officers: Mrs J Thorneycroft (deputising for Town Clerk) and Mrs C Maclellan (Finance Officer).

28. APOLOGIES

S Carter (Town Clerk)

29. DECLARATIONS OF INTEREST

Cllrs Birch and Marriott declared a non-pecuniary action in the payments pertaining to the Councillor Grant Applications that had been supported by them.

30. MINUTES OF THE LAST MEETING

The minutes of the meeting held 15th November 2021 were circulated with the agenda.

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

31. REVENUE BUDGET 2021/22

The Assistant Town Clerk and Finance Officer presented the Budget control report for months 8 & 9, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 30 November 2021, all of which were noted and signed by all Cllrs. present.

The Accounts Assistant highlighted the following movement month 7 of the previous month's budget:

Post at 74.5%

Elections at 140.4%

Service Charge 74.6%

Repairs & maintenance (Allotments) 5.4%

Community Grant Scheme 36.4%

Budget for Climate change fund moved from Community Services to Environmental Services.

The request to change the budget heading Guildhall Reserve to Accommodation Reserve was noted.

In response to the question relating to what work had been done regarding Climate Emergency Budget, it was advised Climate Café were keen to work with NTC to promote / be involved, links on the NTC web-site should be made available to both NCALC and any other Environmental Organisation also the Environment Services Committee had proposed an organise / arrange an Event that would bring various 'Environmental' organisations together so that actions and ideas could be collated.

In response to why the Allotments budget was £26k it was explained that it covered the water cost for the Allotments as well as maintenance and other utility costs.

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

32. PAYMENT OF ACCOUNTS

An additional table of Grant Payments was included in the payment list and was shared at the meeting via a printed email from Stuart Carter, dated 9th December 2021 09:51 this table was not included in the original payment list, but was requested that it should be reviewed at the meeting and approval considered.

In response to what service Microshade provide, it was advised that they 'host' the system / security and applications used by NTC Officers i.e. Outlook, Rialtas, Word etc.

In response to the Mayor's transport costs, which now include Fuel in addition to the driver, it was noted again, that alternative options were to be considered, for example employing a driver. This was to be considered by the Civic Matters Sub-Committee in the near future. It was also noted that a fuel control process should be in place prior to the next meeting and as a minimum a breakdown of costs should be provided.

In response to the value paid to WNC it was noted that there was concern over the cost of room hire and that no special rates or concessions are available to NTC or any other 'charity based' organisations and this should be explored further. It was also noted that NTC had to pay for the hire of the museum for the Mayor's Gala Dinner which was disappointing as it was a charity event. It was noted that this would not have been the case had NTC taken ownership of the whole Guildhall as originally planned then the Great Hall could have been used which would have incurred no charge. As the agreement was to rent a proportion of building it was noted that NTC have no alternative but to pay the same commercial costs as everyone else.

In response to the West Northants Legal charge for the licence for the Guildhall the Finance Officer confirmed the charge was for the period April to Dec not Sep as quoted on the payment list.

It was noted that further investigation was required regarding Parish Councils being 'handed' assets from the District Council before the change.

In response to the question relating to the financial benefit realised from the Mayor's Gala, it was advised that a reconciliation will be carried out and will be communicated when complete.

It was noted that the Grants policy needs further clarification and more detail should be provided in the Grant Application / Payment Request table. Also feedback must be sought from organisations benefiting from Grant and Community funding. Details of how these organisations were benefiting should be recorded and promoted and wherever possible the NTC logo should be used to demonstrate the support NTC had provided.

It was suggested that an afternoon of presentations should be considered where organisations would be invited to present how they have benefited for funds received from NTC.

RESOLVED: That the accounts as detailed below be approved for payment including those tabled in the email below.

Supplier Invoices Approved by Officers

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
24/11/2021	1860	AR Media Productions Limited	£ 5,670.00	£ 1,134.00	£ 6,804.00
08/12/2021	MAYORS EXPENSES DECE	Mayor Rufia Ashraf (Expenses)	£ 30.16	£ -	£ 30.16
08/12/2021	INV-0036	Classic Carriages of Northampton	£ 1,540.00	£ -	£ 1,540.00
12/11/2021	261929	Colemans Warehouse Shop	-£ 8.33	-£ 1.67	-£ 10.00
09/12/2021	241	Council for Voluntary Service North	£ 132.00	£ 26.40	£ 158.40
30/11/2021	INV-1792	Hope Enterprises (Northampton) C	£ 69.50	£ 13.90	£ 83.40
30/11/2021	EXPENSES NOV21	Julie Thorneycroft (Expense Claims)	£ 19.67	£ -	£ 19.67
20/11/2021	68114	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40
30/11/2021	68195	Mayfair Cars (Northampton) Ltd	£ 22.00	£ 4.40	£ 26.40
30/11/2021	15323	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00
06/12/2021	15393	Microshade Business Consultants L	£ 470.74	£ 94.15	£ 564.89
30/12/2021	15456	Microshade Business Consultants L	£ 295.00	£ 59.00	£ 354.00
08/10/2021	CN30647	Rialtas Business Solutions Ltd	-£ 399.00	-£ 79.80	-£ 478.80
29/11/2021	NOVEMBER EXPENSES 20	Stuart Carter (Expense Claims)	£ 186.74	£ -	£ 186.74
16/11/2021	5850	Tangerine Red Ltd	£ 165.00	£ 33.00	£ 198.00
23/11/2021	5868	Tangerine Red Ltd	£ 415.00	£ 83.00	£ 498.00
25/11/2021	OP/1596753	Veolia ES (UK) Ltd	£ 177.83	£ 35.57	£ 213.40
02/12/2021	OP/1597457	Veolia ES (UK) Ltd	£ 102.95	£ 20.59	£ 123.54
01/11/2021	9668145	Anglian Water t/a Wave Utilities	£ 19.02	£ 3.80	£ 22.82
18/11/2021	424000478137	West Northamptonshire Council	£ 837.52	£ 46.60	£ 884.12
18/11/2021	424000478166	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94
19/11/2021	424000496148	West Northamptonshire Council	£ 16,773.60	£ 2,543.47	£ 19,317.07
23/11/2021	424000505738	West Northamptonshire Council	£ 37.24	£ 7.45	£ 44.69
27/11/2021	424000508353	West Northamptonshire Council	£ 126.25	£ 6.65	£ 132.90
04/12/2021	424000523464	West Northamptonshire Council	£ 13.30	£ 2.66	£ 15.96
08/12/2021	LEGALPG/THEGUILDHALL	West Northamptonshire Council	£ 48,478.33	£ -	£ 48,478.33
11/12/2021	424000541093	West Northamptonshire Council	£ 41.23	£ 8.25	£ 49.48
01/12/2021	1ST DECEMBER 2021	Windsor Herald of Arms	£ 40.00	£ -	£ 40.00
06/12/2021	VOI0024461	Zenoffice Limited	£ 34.90	£ 6.98	£ 41.88
			£ 75,627.60	£ 4,115.79	£ 79,743.39

Pending Entry to Finance System

01/10/2021	SINV029173	Ellis Wittham			£ 188.20
01/10/2021	SINV029172	Ellis Wittham			£ 3,354.00
18/11/2021	BSC 01/21 – 18/11/21	Northampton Twinning Association			£ 700.00
01/12/2021	310112	Creative Event Services			£ 3,411.95
02/12/2021	ZA844352	GDPR/Data Protection Act 2018			£ 35.00
30/11/2021	272146272146	Colemans			£ 163.07
08/12/2021	Lizzie Hawkins - Expenses Nov-Dec	Lizzie Hawkins Expenses			£ 48.39
03/12/2021	25365004	Xerox annual VAT schedule (DD date 01.01.22)			£ 355.10

Grant Payments						
Date	Applicant:	App no:	Clr(s) & Ward	Project:	£ requested	£ recommended
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 15	Birch	Residents Environmental Project	£250	£250
			Trinity			
08/12/2021	Semilong & Trinity Neighbourhood Forum	CCF 16	Birch & Marriott	Semilong & Trinity Neighbourhood Plan	£1,000 (£500 each)	£1,000
			Trinity & Semilong			
08/12/2021	Headlands Veterans Association	CCF 18	Joyce & Miah	Christmas activities	£750	£750
			Eastfields & Headlands			
08/12/2021	Delapre Dragons FC	CCF 19	Connolly Briar Hill	Football kit and equipment	£1,500	£1,500
08/12/2021	Headlands Primary School	CCF 20	Joyce & Miah Eastfields & Headlands	Wildlife area to promote ecology and biodiversity	£2,000 (£1,000 each)	£2,000
08/12/2021	BBOB RFC	CCF 21	Marriott	Rugby equipment	£500	£500
			Semilong			
08/12/2021	Holy Trinity	CCF 22	Birch Trinity	Community event	£250	£250
08/12/2021	Northants Health Charity	CCF 23	Soan	New benches as part of new play area	£1,200	£1,200
			Rushmills			
08/12/2021	Kingsley Primary	CCF 24	Russell	New books and library software	£750	£750
			Kingsley			
08/12/2021	Alliston Gardens Community Centre	CCF 25	Marriott Semilong	Support for community group	£480	£480

Salaries / HMRC / Pension payments Dec	
Salaries (Net) for Dec including Mayoral Allowance	£ 12,242.70
Councillor Allowance	£ 7,680.20
HMRC Dec	£ 6,989.79
Pension Dec	£ 5,187.32

Additional Approval			
17/11/2021	Lisa Read	Gala Ticket Refund	£ 220.00 Dave Peach & Lisa Read and their companions were offered free tickets by the Mayor so payment is to be refunded.

Email distributed at the meeting in addition to the payments listed above.



Stuart Carter

Julie Thorneycroft; Catherine Madellan ▾

Grant payments

Grant Applications/Payment Requests

i Follow up. Completed on 10 December 2021.
You replied to this message on 09/12/2021 10:17.

Applicant:	App no:	Project:	£ requested	£ recommended	Comments:
Restore	CGF10	Advice service for clients	£6,000	£6,000	Great project that catches all
My first job	CGF11	Helping school leavers into work	£6,750	£6,750	Great project supporting young people and preventing them becoming NEETs
Performing Room	CGF13	Equipment and soundproofing	£9,572	£7,043	Great project but the soundproofing element not eligible
Care & Repair	CGF16	Giving practical help to vulnerable people in Northampton	£2,500	£2,500	Do a great job, supporting people to remain in their own homes
Family Support	CGF18	Provision of a service in Northampton	£4,500	£4,500	Great project supporting families and friends of people with addiction, looking to establish formal service in town
Spencer Community Trust Royals	CGF20	Youth football in the community	£2,535	2,535	Approved

The next meeting date arranged 12th January 2022, a calendar invite would be issued to committee members.

The meeting ended at 12.30 pm.

Signed.....Chair

Appendix B to Policy and Finance Committee 18 January 2022

**NORTHAMPTON TOWN COUNCIL
ACCOUNTS SUB COMMITTEE**

**Minutes of the meeting held on 12th January 2022 at 11.00
in Room 5 of the Town Council Offices at Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Birch, Purser

In attendance: Officers: Mrs J Thorneycroft (deputising for Town Clerk) and Mrs C Maclellan (Finance Officer).

33. APOLOGIES

Cllr. S Hibbert, S Carter (Town Clerk (isolating))

34. DECLARATIONS OF INTEREST

There were no declarations of interest.

35. MINUTES OF THE LAST MEETING

The minutes of the meeting held 13th December 2021 were circulated with the agenda.

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

36. REVENUE BUDGET 2021/22

The Assistant Town Clerk and Finance Officer presented the Budget control report for month 9, Bank Reconciliation, and Receipts and Cash Payments Documentation (attached at appendix A) for the period to 31 December 2021, and December Bank Statement, all of which were noted and signed by all Cllrs. present.

The Finance Officer highlighted the following movement in month 9 compared to the previous month's budget:

Town Twinning, code 4540, £700 spend, however no budget has been assigned to this code. It was noted that the spend is currently sitting in Policy & Finance and should be moved to Civic and Democratic. It was also noted that there should be agreed parameters for how the Mayor Allowance should be used. Concern was raised regarding funds being spent without seeking resolution from the Civic Matters Sub-Committee beforehand. This should be discussed with the Town Clerk.

Interest Received, code 1190, £145. It was noted that a request for the Town Clerk to provide an update regarding the investment of funds should be arranged.

Service Charge 74.6%

Guildhall Reserve, code 4390, The request to change the budget heading Guildhall Reserve to Accommodation Reserve was noted and proposed that it be presented at Policy and Finance Committee meeting to be held 18th Jan 2022 for resolution.

Community Grant Scheme increased to 61.9%

It was noted that the Finance officer had emailed all Cllrs to advise of the outstanding balance in their Cllr. Community Funding budget allocation. The purpose of the email is to encourage Cllrs. to explore all opportunities for ensuring the budget is used within this financial year.

It was also noted that Cllrs are concerned with the difficulty Organisations were experiencing in completing the online form and also their frustration with the Bank details process; concerns being: duplication of effort regarding the request for confirmation of bank details, the delay this will cause in payment and concern it will discourage applications. The reasoning for these concerns are many of the community funding organisations are often small organisations who do not have the resource, skills or technology to comply with what has been requested. The Finance Officer explained that Financial regulations stipulate that there must be an internal control to ensure prevention of fraud, however, acknowledged the concerns raised and will review with the Town Clerk and Assistant Town Clerk, to come to an arrangement will improve the process whilst meeting its Financial Regulations obligation.

In response to the question of which organisations had applied for grants / community funding it was agreed that the spreadsheet that captures the detail would be issued to the Cllrs present.

It was also noted that it may be useful for the Finance Officer to visit some of the organisations to see and understand how they work, but also provide an opportunity for the FO to explain the process.

It was also noted that workshops could be arranged, however Cllrs felt these may not be well attended and highlighted again that organisations should be invited in to present and showcase the benefits from the funding they had received.

In response to the Events budget question of how successful Christmas Events had been, it was noted that a Public Events Review should take place. This will be carried out by the Assistant Town Clerk and will include as a minimum, Public / Cllr / Officer feedback, Numbers in attendance, key marketing campaign measurements and if value for money had been achieved.

In response to the Recruitment budget, code 4006, it was noted only £205 had been spent so far; it was noted that the remaining fund should be used for the two current vacant roles with the suggestion of placing an advert for the Events role in the Guardian amongst other mediums.

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

32. PAYMENT OF ACCOUNTS

In response to why Landline costs were under Civic and Democratic the FO explained it was a manual error and would be changed to Central Administration.

In response to whether an officer had been given an increase in salary it was explained that for December the Officer had been paid for TOIL hours rather than time as per the contract of employment.

It was noted that there was an error with a Grant number application approved in Dec. No CCF25, this number had been used instead of CCF26 (details of the application were correct it was just the number that was wrong). It was explained that No CCF25 had been withdrawn, Cllrs again requested a detailed spreadsheet showing all applications.

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

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Total Supplier Balance to pay
01/12/2021	40948	Chelsea Hire complete Event Hire Solution	£ 240.30	£ 48.06	£ 288.36	£ 288.36
31/12/2021	273294273294	Colemans Warehouse Shop	£ 16.65	£ 3.33	£ 19.98	£ 19.98
13/12/2021	355994	Horizon Telecom Ltd	£ 502.00	£ 100.40	£ 602.40	£ 602.40
11/12/2021	68375	Mayfair Cars (Northampton) Ltd	£ 176.00	£ 35.20	£ 211.20	£ 211.20
06/01/2021	15523	Microshade Business Consultants Ltd	£ 470.74	£ 94.15	£ 564.89	£ 564.89
22/12/2021	INV-1765	Northants CALC Ltd	£ 300.00	£ -	£ 300.00	£ 300.00
22/12/2021	NTL189	Northampton Town Centre BID	£ 680.00	£ -	£ 680.00	£ 680.00
08/12/2021	B1633201	Pitney Bowes Limited	£ 200.00	£ -	£ 200.00	£ 200.00
07/01/2022	1119	Stage Right Productions	£ 6,220.00	£ 1,244.00	£ 7,464.00	£ 7,464.00
01/12/2021	5900	Tangerine Red Ltd	£ 78.00	£ -	£ 78.00	
03/12/2021	5904	Tangerine Red Ltd	£ 40.00	£ 8.00	£ 48.00	
22/12/2021	5953	Tangerine Red Ltd	£ 430.00	£ 86.00	£ 516.00	£ 642.00
07/01/2022	OP/I599120	Veolia ES (UK) Ltd	£ 52.00	£ 10.40	£ 62.40	£ 62.40
18/12/2021	424000558507	West Northamptonshire Council	£ 26.60	£ 5.32	£ 31.92	
18/12/2021	424000558510	West Northamptonshire Council	£ 19.95	£ 3.99	£ 23.94	£ 55.86
			£ 9,452.24	£ 1,638.85	£ 11,091.09	£ 11,091.09
Pending Entry to Finance System						
10/01/2022	VOI0024694	Zen Office	£ 32.99	£ 6.66	£ 39.59	£ 39.59
Salaries / HMRC / Pension payments Jan						
Salaries (Net) for Jan including Mayoral Allowance						£ 11,315.08
HMRC Jan						£ 4,746.62
Pension Jan						£ 4,866.77
Note:						
Community Fund No. CCF25 approved 13/12/21 is actually Number CCF26. Application CCF25 is Martial Arts Academy which has been withdrawn by Cllr Meredith						

It was noted, following apologies from Cllr Hibbert that we were unsure who the substitute Cllrs are or if any were in place for this committee.

Clerk's note: There are no nominated substitutes for this sub-committee.

33. INTERNAL CONTROLS CHECK

It was noted that the Finance officer had invited the Chair to review and check the internal control processes, in particular Invoice Procedures. The Review had taken place and two recommendations for change had been suggested for the following points:

Point 1: to include the word normally and remove 'with the exception of '

Point 9: To include the wording 'and to bring to the attention any risk of debt and or legal action to the Accounts Sub-committee.

The invitation was extended to other members of the Accounts Sub Committee and the Finance Officer suggested that she would email Cllrs. directly, with the invitation to Review and check all or any of the Internal Control procedures as per their preference.

It was noted that the Finance Officer presented the Bank Statement, Bank Reconciliation and Payments and Receipts report to Cllrs and highlighted that the bank reconciliation and Bank Statement were reconciled. It was noted by Cllrs that the reconciliation was to the penny.

It was noted that Cllr. Purser left early to attend a funeral.

The next meeting date hasn't been arranged, however, the Finance Officer will suggest a number of dates to Cllrs. and subsequently issue a calendar invite to committee members.

The meeting ended at 12.03 pm.

Signed.....Chair

Appendix C to Policy and Finance Committee 18th January 2022

**NORTHAMPTON TOWN COUNCIL
CIVIC MATTERS COMMITTEE**

**Minutes of the meeting held on 15th December 2021 at 12:00 noon
in the Farmer Room at Northampton Guildhall**

PRESENT: Councillors Marriott (Chair), Lane, Meredith (Deputy Mayor)

Officers: Mr S Carter (Town Clerk) Ms L Hawkins (Civic and Mayoral Officer)

Cllr Meredith announced to the Committee the unexpected death of Hereditary Freeman and local historian Mr Mike Ingram.

All present observed a minute's silence in memory of Mr Ingram.

8. APOLOGIES

Councillors Ashraf and G Eales

9. DECLARATION OF INTEREST

None

10. MINUTES OF THE LAST MEETING

RESOLVED: That the minutes be approved as an accurate record and the Chair be authorised to sign them.

11. OPERATION LONDON BRIDGE

Members were sent the NTC protocol and Town/Parish Guidance prior to the meeting.

Members were talked through the plans day by day and discussed the invite list to the Mayor's Proclamation; Members, Former Mayor's and Mayoress', Aldermen, Hereditary Freeman and Honorary Freedom of the Borough recipients.

It was mentioned that the robes need to be looked at as the velvet is thinning. The Civic and Mayoralty Officer would get a quote for full replacement and also for repair

It was advised that every incoming Mayor would have a briefing session where they would be advised in detail of the protocol and also taken through what could be the wording for the proclamation.

Overall, the committee were happy with the arrangements, though a few points needed confirming with WNC such as where flowers would be laid. It was confirmed that the Civic and Mayoralty Officer would forward the updated Town Council protocol to Simon Anthony of WNC Emergency Planning and Daniel Moody of NALC for their information and comment.

NOTED

12. PROTOCOL FOR THE ELECTION OF THE TOWN MAYOR

The Deputy Mayor advised that he would like a Civic Reception for his term. The Civic and Mayoralty Officer advised that she would report what the costings will potentially be in the next Civic Matters Committee meeting for a decision to be made then.

The Northampton Borough Council election point process for choosing Mayors was shared with committee members. Those present favoured this process for choosing the Mayor but agreed that they would need to discuss further with their respective groups.

It agreed that a final decision would be made for a Town Council process at the January, or February Civic Matters Sub-Committee meeting.

It was noted that Cllr Meredith's nomination had come from the Conservative Party.

The Civic and Mayoralty Officer would research how surrounding Councils and Parishes elect their chairs. From the Clerk's experience it was done on length of service and who wanted to take on the role.

NOTED

13. SUPPORT FOR FREEMEN AND FREEWOMEN

Members were provided with a report laying out the costs for the support of the Freeman Trustees. This equated to £1,582.00 per annum.

The Civic and Mayoralty Officer advised that Freeman Trustee support was not in her job specification and out of hours' meetings had been claimed as TOIL, though it was a role she had fulfilled when at NBC and was happy to continue.

The Committee members agreed that as the Town Council had adopted the civic traditions of the town and that the officer commitment was relatively small in terms of the support for the Freeman and Freewomen. In addition, they played an important role in the civic history and traditions and the Town Council should continue to give its support. It was noted that the costs were primarily officer hours and some printing.

RECOMMENDED: That the Council formally support the Freeman and Freewomen with administrative and meeting support.

14. MAYORAL DRIVER

The Civic and Mayoralty Officer advised that this needed to be looked at as there had been times when a driver had not been available to drive the Mayor to events. It had been suggested that the Council look to employ a driver combined with another role, she advised that it would be very difficult to source a suitable candidate if an admin role and driver role were to be incorporated due to the flexibility required for the driving work. The Clerk advised that it would also likely cost more than it currently did.

The Civic and Mayoralty officer also raised the issues of Chains being worn. The driver also acted as security and assistance to the Mayor when wearing the chain. Without a driver the chain was not usually worn. Members advised that the public wished to see the Mayor with chains and the car for prestige at their engagements.

The reason for that there was a struggle for drivers was that it was not a simple role, it did require an element of knowledge of protocol. The two most experienced drivers now had limited availability due to taking up school runs due to the lack of engagements during the pandemic. It was noted that now usually

there was no driver availability from 9:00 – 10:30 and from 14:00 – 17:30. The shortage of drivers nationally let alone locally had further compounded the problem.

It was agreed that the Civic Mayoralty Officer would contact local driving businesses to see further availability for driver's/taxi firms and that this would be looked at again at a future meeting as more detail was required. She would also continue to liaise with the two regular drivers and the employment of a driver would be looked at in greater detail.

Due to there being no other business the meeting was concluded at 13.10

The next meeting has been arranged for Monday 31st January at midday

Signed.....Chair

Appendix D to Policy and Finance Committee 18th January 2022

Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Policy and Finance</u>										
<u>101</u>	<u>Central Administration</u>									
4000	Salaries NI and Pension	0	0	316,000	167,510	276,000	0	376,000	0	0
4001	Staffing Contingency	0	0	97,000	0	0	0	15,500	0	0
4005	Covid Resp' & Set-up costs	0	0	50,000	16,447	50,000	0	0	0	0
4006	Recruitment	0	0	5,000	205	2,000	0	2,000	0	0
4010	Payroll Costs	0	0	1,500	488	700	42	1,000	0	0
4015	Travel and Subsistence	0	0	2,000	107	500	0	1,000	0	0
4027	Training and Staff Development	0	0	10,000	1,814	5,000	0	10,000	0	0
4101	Office Supplies & Photocopying	0	0	5,000	1,939	4,000	69	5,000	0	0
4110	Post	0	0	2,000	939	750	550	2,000	0	0
4120	Subscriptions	0	0	12,000	7,280	9,000	0	9,000	0	0
4125	Telephone and Internet	0	0	23,000	2,956	6,000	270	6,000	0	0
4128	Information Technology	0	0	10,000	5,708	10,000	1,114	10,000	0	0
4130	Insurance	0	0	10,000	5,020	5,020	0	10,000	0	0
4140	Advertising and Marketing	0	0	0	101	0	0	12,000	0	0
4143	Newsletter	0	0	10,000	0	10,000	0	0	0	0
4190	Equipment	0	0	20,000	2,336	20,000	540	10,000	0	0
4540	Town Twinning	0	0	0	700	0	0	0	0	0
	Overhead Expenditure	0	0	573,500	213,551	398,970	2,586	469,500	0	0
	Movement to/(from) Gen Reserve	0	0	(573,500)	(213,551)	(398,970)		(469,500)		
<u>105</u>	<u>Corporate Management</u>									

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Bank Charges	0	0	1,000	36	100	0	500	0	0
4155	Accounting Support	0	0	4,000	2,714	4,000	885	4,000	0	0
4156	Audit Fees	0	0	4,000	3,390	3,500	0	4,000	0	0
4159	Legal & Professional Fees	0	0	30,000	8,102	30,000	2,400	30,000	0	0
4160	NCALC Addl Support	0	0	12,000	9,653	12,000	0	0	0	0
4162	Health and Safety	0	0	10,000	0	4,000	0	8,000	0	0
	Overhead Expenditure	0	0	61,000	23,894	53,600	3,285	46,500	0	0
	Movement to/(from) Gen Reserve	0	0	(61,000)	(23,894)	(53,600)		(46,500)		
<u>110</u>	<u>Civic and Democratic</u>									
4200	Elections	0	0	70,000	98,301	100,000	0	40,000	0	0
4210	Mayoral Allowance	0	0	28,000	14,477	28,000	0	28,000	0	0
4211	Mayor's Transport	0	0	27,000	10,438	15,000	12,316	27,000	0	0
4212	Councillor Allowances	0	0	30,000	18,700	30,000	0	30,000	0	0
4213	Councillor Training/Conference	0	0	5,000	660	3,000	0	5,000	0	0
4214	Civic Events	0	0	12,000	7,788	12,000	0	12,000	0	0
4215	Civic Regalia	0	0	1,000	525	1,000	0	2,000	0	0
4216	Council Meetings & Room Hire	0	0	5,000	1,110	3,500	395	5,000	0	0
	Overhead Expenditure	0	0	178,000	151,999	192,500	12,711	149,000	0	0
	Movement to/(from) Gen Reserve	0	0	(178,000)	(151,999)	(192,500)		(149,000)		
<u>115</u>	<u>Other Cost and Income</u>									
1150	Grants Received	0	0	80,000	0	0	0	0	0	0
1176	Precept Received	0	0	1,775,500	1,775,500	1,775,500	0	1,793,300	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1190	Interest Received	0	0	0	145	0	0	0	0	0
	Total Income	0	0	1,855,500	1,775,645	1,775,500	0	1,793,300	0	0
4998	Service Reserve	0	0	214,500	0	214,500	0	214,500	0	0
4999	Contingency	0	0	200,000	0	0	0	200,000	0	0
	Overhead Expenditure	0	0	414,500	0	214,500	0	414,500	0	0
	Movement to/(from) Gen Reserve	0	0	1,441,000	1,775,645	1,561,000		1,378,800		
<u>201</u>	<u>The Guildhall</u>									
4216	Council Meetings & Room Hire	0	0	0	61	0	0	0	0	0
4300	Service Charge	0	0	65,000	48,479	65,000	0	70,000	0	0
4390	Accomodation Reserve	0	0	115,000	786	115,000	1,417	115,000	0	0
4999	Contingency	0	0	9,000	0	0	0	9,000	0	0
	Overhead Expenditure	0	0	189,000	49,326	180,000	1,417	194,000	0	0
	Movement to/(from) Gen Reserve	0	0	(189,000)	(49,326)	(180,000)		(194,000)		
	Policy and Finance - Income	0	0	1,855,500	1,775,645	1,775,500	0	1,793,300	0	0
	Expenditure	0	0	1,416,000	438,769	1,039,570	19,999	1,273,500	0	0
	Movement to/(from) Gen Reserve	0	0	439,500	1,336,876	735,930		519,800		

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Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Environmental Services</u>										
<u>210</u>	<u>Open Spaces & Environment</u>									
4536	Northampton In Bloom	0	0	30,000	29,663	30,000	0	50,000	0	0
4560	Climate Emergency	0	0	50,000	0	50,000	0	50,000	0	0
	Overhead Expenditure	0	0	80,000	29,663	80,000	0	100,000	0	0
	Movement to/(from) Gen Reserve	0	0	(80,000)	(29,663)	(80,000)		(100,000)		
<u>230</u>	<u>Allotments</u>									
4400	Repairs and Maintenance	0	0	26,000	951	0	449	26,000	0	0
	Overhead Expenditure	0	0	26,000	951	0	449	26,000	0	0
	Movement to/(from) Gen Reserve	0	0	(26,000)	(951)	0		(26,000)		
	Environmental Services - Income	0	0	0	0	0	0	0	0	0
	Expenditure	0	0	106,000	30,614	80,000	449	126,000	0	0
	Movement to/(from) Gen Reserve	0	0	(106,000)	(30,614)	(80,000)		(126,000)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

		<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Services</u>										
<u>301</u>	<u>Community Grants</u>									
4170	Community Grant Scheme	0	0	50,000	30,939	50,000	0	100,000	0	0
	Overhead Expenditure	0	0	50,000	30,939	50,000	0	100,000	0	0
	Movement to/(from) Gen Reserve	0	0	(50,000)	(30,939)	(50,000)		(100,000)		
<u>310</u>	<u>Community Services</u>									
4171	Councillor Community Funding	0	0	75,000	9,834	75,000	0	75,000	0	0
4221	Community Needs Analysis	0	0	150,000	0	150,000	0	50,000	0	0
4225	Covid Community Projects	0	0	0	0	0	0	50,000	0	0
4536	Northampton In Bloom	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	0	225,000	9,834	225,000	0	175,000	0	0
	Movement to/(from) Gen Reserve	0	0	(225,000)	(9,834)	(225,000)		(175,000)		
<u>315</u>	<u>Public Events</u>									
1155	WNC Transfer	0	0	0	0	0	0	215,000	0	0
	Total Income	0	0	0	0	0	0	215,000	0	0
4140	Advertising and Marketing	0	0	0	78	0	0	0	0	0
4501	Christmas Event	0	0	41,000	14,160	20,000	0	41,000	0	0
4502	Fireworks	0	0	7,500	7,440	7,500	0	10,000	0	0
4510	General Events	0	0	0	0	0	0	369,800	0	0
	Overhead Expenditure	0	0	48,500	21,678	27,500	0	420,800	0	0

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Annual Budget - By Committee (Actual YTD Month 10)

	<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(48,500)</u>	<u>(21,678)</u>	<u>(27,500)</u>		<u>(205,800)</u>		
Community Services - Income	0	0	0	0	0	0	215,000	0	0
Expenditure	0	0	323,500	62,451	302,500	0	695,800	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(323,500)</u>	<u>(62,451)</u>	<u>(302,500)</u>		<u>(480,800)</u>		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 10)

	<u>2020/2021</u>		<u>2021/2022</u>				<u>2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Planning</u>									
<u>400 Planning</u>									
4600 Local Campaigns	0	0	10,000	0	10,000	0	20,000	0	0
Overhead Expenditure	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)		(20,000)		
Planning - Income	0	0	0	0	0	0	0	0	0
Expenditure	0	0	10,000	0	10,000	0	20,000	0	0
Movement to/(from) Gen Reserve	0	0	(10,000)	0	(10,000)		(20,000)		
Total Budget Income	0	0	1,855,500	1,775,645	1,775,500	0	2,008,300	0	0
Expenditure	0	0	1,855,500	531,835	1,432,070	20,448	2,115,300	0	0
Movement to/(from) Gen Reserve	0	0	0	1,243,810	343,430		(107,000)		