

## ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON TUESDAY 12<sup>TH</sup> SEPTEMBER 2023 AT 11:00 AM  
IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Marriott (Chair) and Hibbert

**OFFICERS PRESENT:** S Carter (Town Clerk), C Maclellan (Finance Officer), F Barford (Democratic Services officer)

### 33. APOLOGIES

Apologies were submitted by Cllrs Hibbert and Birch.

### 34. DECLARATIONS OF INTEREST

There were no declarations of interests.

### 35. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the Chair be authorised to sign the minutes of the previous meeting held on 7<sup>th</sup> August 2023 as a true and accurate record of the proceedings.

### 36. REVENUE BUDGET 2023/24

Tabled was the revenue budget for the month ending August 2023.

The Finance Officer (FO) had highlighted a number of the budget codes as noted below.

It was noted that the telephone and internet heading was showing as over budget, however, there was an open commitment (PO) against this heading, the money had been committed but not spent. It was suggested that the IT budget be discussed during budget setting as any paperless system would have an impact on this. In response to a question the FO confirmed that any laptops purchased would be assigned to the equipment budget rather than IT.

The Sub-Committee were advised that the general Advertising and Marketing (A&M) cost heading had gone over budget noting that there was an open purchase order for the branding exercise. In response to a question the FO explained that marketing budget which came under the Policy and Finance Committee remit was for generic council marketing whereas marketing for events comes out of the advertising and marketing events budget.

The FO explained the interest received had increased with an additional dividend payment. In response to a question, the Town Clerk stated at the moment the funds would be placed into general reserves however, it would be up to the Council if they wished to do something else.

The FO explained that there had been some expenditure against A&M under Environmental Services Committee who do not currently have an assigned advertising budget code. However, the FO had used the code for transparency purposes. Consideration should be given as to whether one was needed for next year.

Travel and subsistence had increased and usually to reimburse the events and projects officer who travel. Bands in the Park budget had gone over budget due to the purchase of a trunk for chairs.

It was noted that Northampton Music Festival had gone over budget. The FO explained that additional funds of £5,000 were agreed at a Community Services meeting held 22/02/23 in addition to the £10,000 budget increasing the overall agreed expenditure to £15,000 meaning the agreed sum of £15,000 had gone over budget by £275.

A Councillor noted that a review of officer involvement in sponsored events should take place as that was a cost to the council that was not necessarily accounted for and was often in addition to any grant the Council was providing. This would give a clearer picture of the cost of these vents for the council.

**ACTION:** Officers cost for supporting sponsored events to be estimated.

### **33. PAYMENT OF ACCOUNTS**

Tabled for members was the payment list.

The FO explained that top table was for retrospective approval for payments that had been paid or deducted by direct debit. She continued that a £4.99 payment was charged to the card by accident via an Amazon Account however, the Officer had been identified and would reimburse the Council.

The FO explained one of the large payments which was the deposit for the firework display.

The FO explained that Wave utilities had been paid 0.03p too much and this would be credited to the allotment site and deducted from future consumption cost.

Moving onto grants the FO explained there are a few payments included on the payment list one which had been approved in 2022/23 but to come from the 23/24 budget.

**RESOLVED:** The payments as detailed in the Payment of Accounts and attached to these minutes be approved.

It was agreed that the funds to meet the payments be transferred from CCLA account to the Unity Trust day account.

### **34. BANK RECONCILIATION**

Tabled were the latest bank reconciliations and supporting documents. The FO explained the importance of the bank reconciliation. The council had two accounts with funds in and it was important that the committee could reconcile both accounts with what was reported on the accounts system.

The statements showed the bank statements did reconcile and the documents were signed accordingly.

**NOTED**

### **35. INTERNAL CONTROLS**

The FO explained that the internal control check had been postponed due to availability and would take place with Cllrs Purser and Hibbert in the coming week.

The FO added that a new process was to be introduced whereby the Chair of the relevant Committee's approval would be requested at the point a Requisition was required to purchase goods or service that would cause a deficit to the budget code assigned. This step would be absorbed into the existing approval process. In response to a question the FO explained the vice chair would be consulted for approval if the Chair was absent. The FO explained that the Town Clerk continued to complete a monthly payroll check.

**NOTED**

### **36. RISK REGISTER**

Tabled was the most recently reviewed council risk register. It was noted that the role of driver needed to be assessed and whether the council's insurance would be sufficient if the driver carried out more duties other than just driving.

Action: Clerk to check with insurers on what cover the council has if the driver was hurt carrying out duties other than driving.

In response to a question, item 9 engagement with the public, the Town Clerk stated that the Town Council

carried out much engagement both online and in person. The Council was also going through a branding process which would enhance this.

The risk register was reviewed and **NOTED**

### **37. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

There were no items raised.

It was agreed that the next meeting would be held on 9<sup>th</sup> October 2023 at 11:00 am

**MEETING CONCLUDED: 11:57 PM**

Accounts Sub-Committee Paylist for Presentation and approval 12th Sept 2023

<b>Invoices / Grants Paid / Bank Deductions - Requires Retrospective Committee Approval</b>					
<b>Invoice Date</b>	<b>Invoice No</b>	<b>A/c Name</b>	<b>Net Value</b>	<b>VAT</b>	<b>Invoice Total</b>
08/08/2023	VOI0033110	ZenOffice			£ 85.42
08/08/2023	48319/0616747	Horizon			£ 690.95
	Ending 3373	Lloyds Bank Card Statement			£ 631.33
					£ 1,407.70

<b>Invoices posted to System pending approval and Payment</b>					
<b>Invoice Date</b>	<b>Invoice No</b>	<b>A/c Name</b>	<b>Net Value</b>	<b>VAT</b>	<b>Invoice Total</b>
07/09/2023	1026	Abington Wind Band	£ 300.00	£ -	£ 300.00
31/08/2023	32189	Bag it Don't Bin It Ltd	£ 952.00	£ 190.40	£ 1,142.40
17/08/2023	100118	Bedford Town Band	£ 300.00	£ -	£ 300.00
01/09/2023	INV-5393	FTF Worldwide Event Management Limi	£ 13,000.00	£ 2,600.00	£ 15,600.00
23/08/2023	NNDC23	Gretton Silver band	£ 450.00	£ -	£ 450.00
25/08/2023	EXPENSES AUG23	Josephine Haines (Expense Claims)	£ 44.15	£ -	£ 44.15
15/08/2023	3842	J & S Potter Ltd	£ 965.00	£ 193.00	£ 1,158.00
04/09/2023	EXPENSES AUG 23	Julie Thorneycroft (Expense Claims)	£ 25.64	£ -	£ 25.64
31/08/2023	EXPENSES AUGUST23	Louise Hannam-Jones	£ 37.90	£ -	£ 37.90
05/08/2023	INV-0092	MO Sounds LTD	£ 13,485.00	£ 2,697.00	£ 16,182.00
05/08/2023	REVERSE INVOICE 0092	MO Sounds LTD	-£ 13,485.00	-£ 2,697.00	-£ 16,182.00
17/08/2023	MTR-07534	Tangerine Red Ltd	£ 341.00	£ 68.20	£ 409.20
30/08/2023	MTR-07559	Tangerine Red Ltd	£ 99.00	£ -	£ 99.00
21/08/2023	1	Towcester Studio Band	£ 500.00	£ -	£ 500.00
14/08/2023	MTR-07527	Tangerine Red Ltd	£ 393.00	£ -	£ 393.00
04/08/2023	040823/6	Edmonstones Garden Design & Mainten	£ 145.00	£ -	£ 145.00
25/08/2023	250823/1	Edmonstones Garden Design & Mainten	£ 80.00	£ -	£ 80.00
25/08/2023	MTR-07552	Tangerine Red Ltd	£ 40.00	£ 8.00	£ 48.00

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26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75
26/01/2023	1550149A9014408AME	Anglian Water t/a Wave Utilities	£ 1,767.75	£ -	£ 1,767.75
26/01/2023	11550149A9014408CR	Anglian Water t/a Wave Utilities	-£ 1,753.25	£ -	-£ 1,753.25
26/04/2023	11939338A9014408	Anglian Water t/a Wave Utilities	£ 616.96	£ -	£ 616.96
20/07/2023	12325653A984758	Anglian Water t/a Wave Utilities	-£ 618.40	£ -	-£ 618.40
26/07/2023	12340185A9014408	Anglian Water t/a Wave Utilities	£ 671.61	£ -	£ 671.61
26/07/2023	12341409A984758	Anglian Water t/a Wave Utilities	£ 16.79	£ -	£ 16.79
11/08/2023	ON ACC 0	Anglian Water t/a Wave Utilities	£ -	£ -	-£ 0.03
25/08/2023	12464846A9014416	Anglian Water t/a Wave Utilities	£ 299.15	£ -	£ 299.15
02/09/2023	12491491A984757	Anglian Water t/a Wave Utilities	£ 23.57	£ -	£ 23.57
02/09/2023	12492718A984758	Anglian Water t/a Wave Utilities	£ 118.11	£ -	£ 118.11
17/08/2023	MTR-07536	Tangerine Red Ltd	£ 125.00	£ 25.00	£ 150.00
08/08/2023	95	Council for Voluntary Service Northamp	£ 54.00	£ 10.80	£ 64.80
08/08/2023	127	Council for Voluntary Service Northamp	£ 64.80	£ -	£ 64.80
16/08/2023	INV:1001218	LUNAR PUBLISHING LTD	£ 150.00	£ 30.00	£ 180.00
06/08/2023	18150	Microshade Business Consultants Ltd	£ 667.10	£ 133.42	£ 800.52
28/08/2023	18203	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00
06/09/2023	18258	Microshade Business Consultants Ltd	£ 673.10	£ 134.62	£ 807.72
04/09/2023	EXPENSES AUG 23	Stuart Carter (Expense Claims)	£ 19.10	£ -	£ 19.10
31/08/2023	MTR-07561	Tangerine Red Ltd	£ 1,247.80	£ 249.56	£ 1,497.36
28/07/2023	INV2036	Tompkins Creative Group Limited T/A TH	£ 2,125.00	£ 425.00	£ 2,550.00
03/08/2023	424001611951	West Northamptonshire Council	£ 170.25	£ 6.00	£ 176.25
04/09/2023	VOI0033539	Zenoffice Limited	£ 49.85	£ 9.97	£ 59.82
		Total Unpaid	£22,688.23	£4,142.97	£26,831.17
			£22,688.23	£4,142.97	<b>£26,831.17</b>

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<b>Invoices received after list produced and not posted to the system and / or Officer unapproved.</b>					
<b>Invoice Date</b>	<b>Invoice No</b>	<b>A/c Name</b>	<b>Net Value</b>	<b>VAT</b>	<b>Invoice Total</b>
05/08/2023	INV-0092	Mo Sounds			£ 12,786.00
09/08/2023	02134	AR Media			£ 6,120.00
?	Quote	Dale Williams			£ 350.00
31/08/2023	122362	IMS (International Mail Services)			£ 133.49
11/09/2023	48319/0632435	Horizon			£ 793.74
12/09/2023	424001679689	West Northants Council			£ 1,631.23
11/09/2023	7074926	ESPO			£ 107.52
					<b>£ 21,921.98</b>

<b>Salaries / HMRC / Pension payments July</b>	<b>Value presented</b>
Salaries (Net) for Sept including Mayoral Allowance	£ 19,858.25
HMRC -	£ 9,241.32
Pensions -	£ 8,337.09
<u>Total Salaries / HMRC / Pension</u>	<u>£ 37,436.66</u>

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Grant / Councillor Community Fund Applications, Approved at Grants Sub-Committee on 27th February 2023

27/02/2023	CGF50	Northampton Youth Summit			£ 5,000.00
					£ 5,000.00

ENVIRONMENTAL  
Grants pending

11/09/2023	CCGS2	Voluntary Impact Northampton	£ 5,646.95		£5,647
					<b>£96,836.76</b>