



Tel: 01604 349310

Policy and Finance Committee Meeting – 23rd October 2023 – 18:00

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), Joyce (Vice Chair), Alwahabi, Birch, Connolly, Hallam, Haque, 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 23rd October 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
17th October 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 11th September 2023

Pages 3 - 5

- 4. To receive the minutes of the Accounts Sub-Committee meetings for information:**
 - (a)** Minutes of the meeting held 12th September 2023 (p 7 – 9)
 - (b)** Minutes of the meeting held 9th October 2023 (p 11 – 13)

- 5. Budget Principles**

Committee to consider budget principles for 24/25

(p 15 – p 19)

6. Cash Investments

Report attached

(p 21 – p 24)

7. Volunteer Handbook

Report attached

(p 25 – 31)

8. Project Proposal Form

Report attached

(p 33 – 34)

9. Items for consideration on the next agenda

POLICY & FINANCE COMMITTEE – 11TH SEPTEMBER 2023

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 11TH SEPTEMBER AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Alwahabi, Birch, Connolly, Hallam, Haque, Holland-Delamere, Kilbride, Purser, Stevens and Tarasiewicz

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

14. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Hibbert, Russell and Joyce

15. DECLARATIONS OF INTEREST

Councillor Hallam declared a pecuniary interest in minute 24 as a West Northamptonshire Council cabinet member he may have to vote on the matter of accommodation.

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

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 17th July 2023 as a true and accurate record of the proceedings with the following amendments;

- Councillor Stevens was included as present
- Councillor Hallam clarified his declaration of interest was due to being a portfolio holder and held oversight of writing to the Independent Panel for Remuneration.

17. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING FOR INFORMATION:

The minutes of the Accounts Sub-Committee meeting held on 7th August was circulated at the meeting.

A Councillor highlighted that the amount of interest yielded on the Council's CLA Deposit Fund had been substantial.

A Councillor requested clarification on budget code 4511 Eid, the FO explained there £10,000 within the budget and the remaining balance from last financial year has been earmarked within reserves and the true amount will be reflected at the end of the financial year.

A Councillor posed increasing the amount Councillors were provided through their Councillor Community Fund as the cost of event or activities for local community groups had increased. It was explained that this would need to be discussed at the Community Services Committee, the budget meeting was upcoming. It was also noted that the publishing of Councillor Community Funding spending would also be for the Community Services Committee to discuss.

18. BUDGET WORKING GROUP – NOTES OF THE MEETING HELD 5TH SEPTEMBER

The Budget Working Group notes were circulated at the meeting.

The Town Clerk stated actions received from the Budget Working Group:

- regarding mobile phone usage and sim-only deals;
- updated Cllr Community Grants Fund balance to be circulated to all Cllrs;

- Budget forecast undertaken by the FO and would be utilised for budget setting however, it is a hypothetical forecast.

A Councillor asked whether every officer required a mobile phone, in response the Town Clerk explained some officers require their phone more than others as they are off-site more often.

NOTED

19. BUDGET REPORT

Circulated with the agenda were the latest budgets detailing expenditure.

The FO explained between the Budgetary Report within the Account Sub-Committee minutes were very similar due to the closeness between their generation.

NOTED

20. BUDGET TIMETABLE 2024/25

Circulated with the agenda was a budget timetable.

The Town Clerk wanted to highlight the up and coming budget setting process would arrive shortly. He continued by posing that a Budget Working Group and additional Policy and Finance meeting could be held in December 2023 to enable chair to review each Committee budget prior to the budget being adopted.

AGREED: That a budget working group and Policy and Finance meeting be held in December prior to budget adoption in January 2024.

21. ASSET REGISTER REVIEW

The Town Clerk explained the report located within the agenda is a statutory requirement, was a record of any assets in excess of £150 is recorded. He continued, if an item was gifted it was generally listed as a nominal of £1 as demonstrated with the allotments within the document.

A Cllr raised there was a high number of monitors within the asset the register and currently reads as 26 monitors and posed whether there was a double entry.

A Cllr asked whether the Committee sets an amount for an item be included within the register and propose items in excess of £200 at time of purchase should be included in the asset register.

In response to a question, allotments are included as they are a fixed asset.

ACTION: To check the asset register for duplicates and presented at a future meeting,

AGREED: Items of the value in excess £200 at the time of purchase or gifting be included in the asset register.

DEFERRED

22. CCLA UPDATE

Included with the agenda was the latest information regarding the Council's cash investments with the CCLA Public Sector Deposit Fund.

The Town Clerk explained this would be a standard item and reoccurring item to ensure the committee was kept up-to-date with the return on the investment. Currently the fund was tracking at around 5%.

It was noted that information, including documents on the portfolio, returns etc on the [Public Sector Deposit Fund was available online.](#)

NOTED

23. PAPERLESS AGENDAS

The Town Clerk state he was in process of arranging a meeting with modern.gov and had discussed with WNC about having our software on dual-hatters laptops. Modern.Gov would work as it is web based however, Decisions may not be feasible to be installed on WNC issued devices and awaiting a meeting with a moder.gov representative. A cllr raised they had used convene.

Clerk's note: Meetings arranged with Convene, Decisions and Modern.gov and the working group.

24. ACCOMMODATION UPDATE

Cllr Hallam left the meeting.

The Town Clerk stated he had chased the representative at WNC however, nothing concrete had been received. In response to a question, meetings had been held with officials at WNC.

25. ITEMS FOR CONSIDERATION ON THE NEXT AGENDA

Asset register

NEXT MEETING 9th OCTOBER 2023

MEETING CONCLUDED : 6:42 PM

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ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON TUESDAY 12TH 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 7th 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 9th October 2023 at 11:00 am

MEETING CONCLUDED: 11:57 PM

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ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 9TH OCTOBER 2023 AT 11AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

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

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

38. APOLOGIES

No apologies were submitted.

39. DECLARATIONS OF INTEREST

There were no declarations of interests.

40. TO AUTHORISE THE MINUTES OF THE PREVIOUS MEETING HELD ON 12TH SEPTEMBER 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on the 12th September 2023 as a true and accurate record of the proceedings.

41. REVENUE BUDGET

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

The Finance Officer (FO) had highlighted the following budget codes which had increased c ~~by~~ 10% or more:

- 4000 Salaries, NI and Pension had increased to 43.2%
The FO explained that this was as expected with each payroll.
- 4015 Travel and Subsistence had increased to 62.8%
In response to a question posed, the FO stated that once approved Travel and Subsistence was claimed via expenses for any mileage incurred outside of the general commute to and from the office. A Councillor stated that he had requested that mileage claimed be costed to the committee it relates to and therefore enable better clarification.

The Town Clerk explained travel expenses were incurred when an Officer would travel for example, to the Racecourse for a meeting or event on behalf of the Town Council. A Councillor posed that a discussion should be had in relation to mileage expenses to clarify the detail.

ACTION: A meeting be scheduled to clarify the claiming of mileage.

- 4125 Telephone and internet had increased to 66.5%
The FO stated that invoices had been received from Horizon who supply the internet and telephone services.
- 1176 Precept Received had increased to 100%

The FO explained the final precept payment had been received from West Northamptonshire Council, the collecting authority.

- 1190 Interest Received had increased to 782.4%

The FO stated interest had been received from the Town Council's investment in the CCLA Public Sector Deposit fund. A Councillor commented the interest from the Public Sector Deposit Fund has been very beneficial especially as no interest was incurred on the current account.

- 4561 Environmental Grants had increased to 40%

The FO highlighted there had been expenditure from the Environmental Grant Schemes as an application was approved therefore, the change from the previous month.

- 4015 Christmas Events had increased to 55.5%

The FO explained the Christmas Events budget had expenditure as booking deposits for the entertainment.

- 4524 Heritage Open/Projects

The FO proposed that Virtual Heritage Tour and Heritage Day budget codes be combined into a general Heritage budget code. In response to a question, the FO explained that the budget code at first glance looks overspent however, further expenditure was agreed by the Community Services Committee.

RESOLVED: The Revenue Budget for month ending September 2023 was circulated and reviewed.

42. PAYMENT OF ACCOUNTS

The Payment of Accounts were circulated at the meeting.

The FO outlined on the Payment of Account the first table required retrospective approval as they were billed via Direct Debit. The FO highlighted a grant payment was made to the United Women's and Youth programme as it was time sensitive in nature. The FO requested that members take their time to review the payment list and ask any questions.

In response to a question, the Town Clerk explained he attended a NCALC Training Course centred around complaint handling and management.

In response to a question, the FO stated that Wave Utilities were estimating the allotment's water usage however, once the metre readings had been completed the costs could reduce. The Town Clerk added that he had contacted an Officer at West Northamptonshire Council who clarified that Idverde were not contracted to repair any water leaks and therefore would be the responsibility of the Town Council to resolve.

The FO stated an invoice had been received from the Wild Tribe for 50% upfront for the services provided as part of the Christmas Events Programme.

The FO explained that Councillors allowances were included within the salaries outlined in the Payment List and this included the backdated uplift.

The DCO tabled a payment of £3,495 to be paid to Semilong and Trinity Neighbourhood Plan as per the Planning Committee minutes on 21st August 2023.

RESOLVED: it was agreed that the payment of £3,495 to Semilong and Trinity Neighbourhood Plan be included in the payment of accounts.

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

43. BANK RECONCILIATION

Tabled were the latest bank reconciliation and supporting documents.

RESOLVED: The statements showed the bank statements reconciled and the documents were signed accordingly.

NOTED

44. INTERNAL CONTROLS

The FO shared the Internal Controls checklist that was completed on 25th September with Councillor Hibbert and Purser. A Councillor commented that the internal controls process went successfully and was a helpful training exercise.

RESOLVED: The Internal Controls were completed on 25th September 2023 and the documents were signed.

RESOLVED: It was agreed that Councillor Soan and Hibbert would complete the next internal controls in January 2023.

45. RISK REGISTER

The Town Clerk stated he had spoken with the Mayor's Driver on completing a risk assessment and had consulted the insurance company. He continued that a short-term temporary contract had been agreed and hired for two-days a week to cover an Officer's long-term sickness.

NOTED

46. AGAR

The Town Clerk explained the Annual Governance and Accountability Return (AGAR) had been completed and signed however, three items were flagged (1) Section 2, Boxes 11 (a) and (b) in respect of trust funds has been left blank, the smaller authority has confirmed that it does not act as sole managing trustee for trust funds, and thus the responses should have been 'No' and 'N/A' respectively. (2) weaknesses in relation to details of earmarked reserves not recorded in the minutes, the internal control process and the website requires attention for consistency and missing reports. (3) We had not provided evidence that on appointment of the internal auditor, it satisfied itself with regard to the competence of the internal auditor and that there is a signed letter of engagement in place. The Town Clerk stated in response a to question, that PKF Littlejohn were a large company who complete audits of local government on behalf of Her Majesty's Government.

NOTED

47. FORWARD BUDGET

The FO explained she had worked on a forward budget that focused on 2025 to 2029 and wished to circulate this alongside a presentation. She highlighted the forward budget was a simulation exercise dependent on variables however, could provide some insight into future budget considerations. A Councillor suggested the FO should attend group meetings to provide this presentation. In response to a question, the FO stated that she had compiled a list of the assumptions included within the forward budget.

Next meeting date agreed 13th Nov 11am

NOTED

MEETING CONCLUDED: 12:30PM

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Policy and Finance Committee

16th October 2023

Budget Principles – report of Town Clerk

Purpose of report: To invite the Committee to consider the Council's first draft budget for 2024/25 as attached

Recommended: That, the committee consider this first draft budget and the principles contained therein to take forward to the committees.

Attached is a draft budget and forward budgets. The forward budgets have been prepared by the Finance Officer (FO) and act as a simulation to show how the budget would go based on the current principles. This takes into account the current spend, predicts a forecasted spend in the current year and puts forward a recommended amount for the coming year. It also simulates the years forward based on the same assumptions. There are a number of figures that are set, staff costs, office costs etc. and there are some that are for the committees and council to make recommendations.

It is understood that the council wants no increase in the band D equivalent if possible.

The process for setting the budget is as follows:

1. Policy and Finance Committee set budget principles
2. Committees consider their elements and make recommendations
3. Policy and Finance Committee consider these and draft final budget and precept for recommendation to the Council
4. Council considers final budget and subject to any final amendments approves the final budget and precept in January
5. The precept request is sent to the WNC who are the precepting authority and collect it on behalf of town and parish councils and the police and fire authority.

Key elements not yet known are the tax base, a provisional figure should come from WNC in December. The tax base at a basic level for Council tax purposes is the amount of properties in an area eligible to pay council tax. The tax base will be affected by the number of empty properties, discounts, people on benefits, the number of new properties built, council tax collection rates. The tax base is estimated and set by WNC.

Regarding budget headings directly managed by this committee, staffing costs will be the biggest increase in terms of recruiting additional staff and also an anticipated cost of living increase, expected to be anything between 5% and 10%. Officers have also put in an increased budget for equipment based on the provision of councillor laptops.

Below are the highlights (significant increases/reductions) detailing the main increases as identified by officers for budget headings managed by this committee.

- 4000 Salaries NI Pension increase to £579,000 (TBC). Cost of living increases expected, recruitment of further staff

- 4027 Training Increase of £10,000 to £15,000 to recognise the increase in staffing and to encourage personal development and expertise
- 4120 Subscriptions – Increase by £5,000 to represent current costs. Offset by reduction in 4159 Legal
- 4128 IT – Increase as the council looks at alternate IT solutions with the possible migration to MS365 and taking on formal IT support service. From £10,000 to £18,000
- 4130 Insurance – Increase from £7,770 to £14,700. Members will recall that the current insurance jumped greatly in the current year as the original insurance was purchased on the creation of the council based on provisional services and statistics
- 4190 Equipment – Increase from £10,000 to £32,600. This is based on purchasing every councillor a laptop/iPad. Obviously this can be reduced if the council set parameters regarding who would receive a laptop/iPad.
- 4159 Legal and Professional – Reduction of £5,000 as per the explanation at 4120 above
- 4998 Service Reserve – This has been built up to compensate for the reduction in grant from WNC. This would be reallocated to the events budget with a small proportion going to the Bloom Budget.
- 1190 Interest – Increase in expected income to reflect the increase in interest rates from £5,000 to £50,000
- 4300 Guildhall – Increase to reflect the interest rates increase that the annual charge is based on. From £77,000 to £84,700

Other amendments have been made but these will be for the committees to consider.

With these points in mind, members are asked to consider them in principle and give any direction to the committees that they would like them to consider when looking at their own budget headings. Committee members should note that the budget will come back to this committee prior to it going to Council.

FY24 Budget
Forward 5 year Budget Simulation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Committee				Comments FY24	Current FY24		Comments FY25 Next	FY25		Comments FY26	FY26		Comments FY27	FY27		Comments FY28	FY28		Comments FY29	FY29
	Policy & Finance				Current Year Budget		Year Budget	Next Year		Year 2 Budget	Year 2		Year 3 Budget	Year 3		Year 4 Budget	Year 4		Year 5 Budget	Year 5	
	Policy & Finance				Policy & Finance		Policy & Finance	Policy & Finance		Policy & Finance	Policy & Finance		Policy & Finance	Policy & Finance		Policy & Finance	Policy & Finance		Policy & Finance	Policy & Finance	
	Ac	Code	Central Administration																		
	Cost Centre																				
1	101	4000	Salaries NI and Pension		Includes Apprentice, new Community Engagement officer, and 5% cost of living increase.	£ 515,000		Salary uplift 5% Staff additions (RFO and potentially Junior Finance Officer). potentially consider 1 or 2 additional staff in relation to events. C £116k not included.	£ 579,000		Apply 5% uplift on FY25 number	£ 607,950		Apply 5% uplift on FY26 number	£ 638,348		5% salary uplift of FY27 number plus Consider Allotments Officer; Operations Officer c £100k	£ 770,265		Apply 5% uplift on FY28 number	£ 808,778
4	101	4006	Recruitment		leave as £2k for all 5 years	£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000
5	101	4010	Payroll Costs		Apply 3% uplift year on year	£ 1,100			£ 1,133			£ 1,167			£ 1,202			£ 1,238			£ 1,275
6	101	4015	Travel and Subsistence		Apply 3% uplift year on year	£ 700			£ 721			£ 743			£ 766			£ 788			£ 811
7	101	4027	Training and Staff		Increase to £15k in FY25 then Apply 3% uplift year on year	£ 10,000			£ 15,000			£ 15,450			£ 15,914			£ 16,391			£ 16,883
8	101	4101	Office Supplies & Photocopying		Increase by 10% in FY27 on the basis that the current copier machine lease will expire and will need renewed and Apply 3%yoy	£ 5,000			£ 5,000			£ 5,000			£ 5,500			£ 5,665			£ 5,835
9	101	4110	Post		Apply 3% uplift year on year	£ 2,000			£ 2,060			£ 2,122			£ 2,185			£ 2,251			£ 2,319
10	101	4120	Subscriptions		Change description to include Licence and decrease legal and professional by £5,000 and add to Subscriptions. Then Apply a 3% increase year on year.	£ 9,000	£5k came from 4159 legal		£ 14,000			£ 14,420			£ 14,853			£ 15,298			£ 15,757
11	101	4125	Telephone and Internet		Increase by 10% yoy	£ 6,000			£ 6,600			£ 7,260			£ 7,986			£ 8,785			£ 9,663
12	101	4128	Information Technology		Increase by £2,000 for additional staff FY25. Also consider IT support add c £6000 then 3% uplift YOY	£ 10,000			£ 18,000			£ 18,540			£ 19,096			£ 19,669			£ 20,259
13	101	4130	Insurance		Insurance increased to £14k Post BS for FY24 so Apply 5% uplift YOY from FY25	£ 7,770			£ 14,700			£ 15,435			£ 16,207			£ 17,017			£ 17,868
14	101	4140	Advertising and Marketing		Apply 3% uplift year on year	£ 10,000			£ 10,300			£ 10,609			£ 10,927			£ 11,255			£ 11,593
15	101	4155	Accounting Support		Apply 3% uplift year on year	£ 4,000			£ 4,120			£ 4,244			£ 4,371			£ 4,502			£ 4,637
16	101	4190	Equipment		Consider Laptops/ iPads for FY24 for Cllrs E800 x25 2 x staff (1 spare) £1.6k FY24 FY25 2 x staff plus 10% uplift on FY24 final estimate yoy. Mobile phone 10x £500pp Apply in FY26 Replace existing laptops in FY26 8x£800 then Apply 10%uplift YOY	£ 10,000			£ 32,600			£ 12,100			£ 13,310			£ 14,641			£ 16,105
17				Central Administration		£ 592,570	Central Administration	£ 705,231	Central Administration	£ 717,039	Central Administration	£ 752,663	Central Administration	£ 889,765	Central Administration	£ 933,783					
18				Central Administration		(592,570)	Central Administration	-£ 705,234	Central Administration	-£ 717,039	Central Administration	-£ 752,663	Central Administration	-£ 889,765	Central Administration	-£ 933,783					
19	105	105	Corporate Management																		
20	105	4150	Bank Charges		Apply 3% uplift year on year	£ 1,000			£ 1,030			£ 1,061			£ 1,093			£ 1,126			£ 1,159
21	105	4156	Audit Fees		Apply 3% uplift year on year	£ 4,000			£ 4,120			£ 4,244			£ 4,371			£ 4,502			£ 4,637
22	105	4159	Legal & Professional Fees		reduce by £5k and move to Subscriptions.	£ 30,000			£ 25,000			£ 25,000			£ 25,000			£ 25,000			£ 25,000
23	105	4162	Health and Safety		Check if Ellis Whittham comes out of this?? Leave as is? Posted to 4159	£ 8,000	No EW comes out of this?? Legal		£ 8,000			£ 8,000			£ 8,000			£ 8,000			£ 8,000
24				Corporate Management		£ 43,000	Corporate Management	£ 38,150	Corporate Management	£ 38,305	Corporate Management	£ 38,464	Corporate Management	£ 38,628	Corporate Management	£ 38,796					
25				Corporate Management		(43,000)	Corporate Management	-£ 38,150	Corporate Management	-£ 38,305	Corporate Management	-£ 38,464	Corporate Management	-£ 38,628	Corporate Management	-£ 38,796					
26	110	110	Civic and Democratic																		
27	110	4130	Insurance		Car & Fine arts uplift 10% YOY	£ 4,460			£ 4,906			£ 5,397			£ 5,936			£ 6,530			£ 7,183
28	110	4140	Advertising and Marketing		Apply 3% uplift year on year	£ 2,000			£ 2,060			£ 2,122			£ 2,185			£ 2,251			£ 2,319
29	110	4200	Elections		Apply £40,000 every year	£ 40,000			£ 40,000			£ 40,000			£ 40,000			£ 40,000			£ 40,000
30	110	4208	Mayoral Activity		For Civic Chair discussion	£ 12,000			£ 12,000			£ 12,000			£ 12,000			£ 12,000			£ 12,000
31	110	4209	Deputy Mayor		For Civic Chair discussion	£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000
32	110	4210	Mayoral Allowance		For Civic Chair discussion	£ 6,000			£ 6,000			£ 6,000			£ 6,000			£ 6,000			£ 6,000
33	110	4211	Mayor's Transport		Apply 5% uplift YOY	£ 24,770			£ 26,009			£ 27,309			£ 28,674			£ 30,108			£ 31,613
34	110	4212	Councillor Allowances		Cllr allowance uplift agreed inline with officers award, FY24 +6% then 5% yoy thereafter	£ 30,000	sum £30000x6%+£1800=£1800+£1800 payable in FY24 then for FY25 add x5%		£ 33,390			£ 35,060			£ 36,812			£ 38,653			£ 40,586
35	110	4213	Councillor Training / Conference		Apply 3% uplift year on year	£ 5,000			£ 5,150			£ 5,305			£ 5,464			£ 5,628			£ 5,796
36	110	4214	Civic Events		For Civic Chair discussion	£ 16,000			£ 16,000			£ 16,000			£ 16,000			£ 16,000			£ 16,000
37	110	4215	Civic Regalia		For Civic Chair discussion	£ 4,500			£ 4,500			£ 4,500			£ 4,500			£ 4,500			£ 4,500
38	110	4216	Council Meetings & Room Hire		Apply 3% uplift year on year	£ 5,000			£ 5,150			£ 5,305			£ 5,464			£ 5,628			£ 5,796
39	110	4217	Mayor Contingency		For Civic Chair discussion	£ 6,000			£ 6,000			£ 6,000			£ 6,000			£ 6,000			£ 6,000
40	110	4540	Town Twinning		For Civic Chair discussion	£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000
41				Civic and Democratic		£ 159,730	Civic and Democratic	£ 165,165	Civic and Democratic	£ 168,996	Civic and Democratic	£ 173,036	Civic and Democratic	£ 177,297	Civic and Democratic	£ 181,793					
42				Civic and Democratic			Civic and Democratic		Civic and Democratic		Civic and Democratic		Civic and Democratic		Civic and Democratic						

FY24 Budget
Forward 5 year Budget Simulation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	
	Committee				Comments FY24	Current FY24		Comments FY25 Next	FY25		Comments FY26	FY26		Comments FY27	FY27		Comments FY28	FY28		Comments FY29	FY29	
				Civic and Democratic	Current Year Budget	Current FY24		Year Budget	Next Year		Year 2 Budget	Year 2		Year 3 Budget	Year 3		Year 4 Budget	Year 4		Year 5 Budget	Year 5	
43				Net Income over Expenditure		(159,730)		Civic and Democratic Net Income over Expenditure	-£ 165,165		Civic and Democratic Net Income over Expenditure	-£ 168,996		Civic and Democratic Net Income over Expenditure	-£ 173,036		Civic and Democratic Net Income over Expenditure	-£ 177,297		Civic and Democratic Net Income over Expenditure	-£ 181,793	
44	115	115	Other Cost and Income																			
45	115	1176	Precept Received				£ 1,807,837		leave as FY24 for 2 years - further discussion needed for years thereafter	£ 1,807,839		£ 1,807,839			£ 1,807,839			£ 1,807,839			£ 1,807,839	
46	115	1190	Interest Received				£ 5,000		increase to £50k from FY25	£ 50,000		£ 50,000			£ 50,000			£ 50,000			£ 50,000	
47				Total Income		£ 1,812,837			Apply 5% whilst bank holds c1m	£ 1,857,839		£ 1,857,839			£ 1,857,839			£ 1,857,839			£ 1,857,839	
48	115	4998	Service Reserve				£ 214,500		FY25 discuss with P&F Chair about reallocating this to events specifically.	£ -		£ -			£ -			£ -			£ -	
49	115	4999	Contingency				£ 71,437		do not Apply for FY25	£ -		£ -			£ -			£ -			£ -	
50				Other Cost & Income Total Overhead Expenditure		£ 285,937				£ -		£ -			£ -			£ -			£ -	
51				Net Income over Expenditure		£ 1,526,900				£ 1,857,839		£ 1,857,839			£ 1,857,839			£ 1,857,839			£ 1,857,839	
52	201	201	The Guildhall																			
53	201	4300	Service Charge				£ 77,000		Could potentially revalue lease therefore Apply 10% uplift FY25 then 3% annual uplift.	£ 84,700		£ 87,241			£ 89,858			£ 92,554			£ 95,331	
54	201	4390	Accommodation Reserve				£ 108,000		P&F discussion	£ 108,000		£ 108,000			£ 108,000			£ 108,000			£ 108,000	
55				The Guildhall Total Overhead Expenditure		£ 185,000				£ 192,700		£ 195,241			£ 197,858			£ 200,554			£ 203,331	
56				The Guildhall Net Income over Expenditure		-£ 185,000				-£ 192,700		-£ 195,241			-£ 197,858			-£ 200,554			-£ 203,331	
57	Committee: Open Spaces & Environment			Open Spaces & Environment			Open Spaces & Environment			Open Spaces & Environment			Open Spaces & Environment			Open Spaces & Environment			Open Spaces & Environment			
58	210	210	Open Spaces & Environment																			
59	210	1537	Northampton in Bloom Income				£ 23,021		Reduce to 0 for FY25 onwards	£ -		£ -			£ -			£ -			£ -	
60				Total Income		£ 23,021				£ -		£ -			£ -			£ -			£ -	
61	210	4536	Northampton In Bloom				£ 60,000		add £23,021 from income to meet budget needs then Apply 5% uplift yoy	£ 87,172		£ 91,531			£ 96,107			£ 100,913			£ 105,958	
62	210	4560	Environmental Projects				£ 25,000		leave as is	£ 25,000		£ 25,000			£ 25,000			£ 25,000			£ 25,000	
63		4561	Environmental Grants				£ 25,000		leave as is	£ 25,000		£ 25,000			£ 25,000			£ 25,000			£ 25,000	
64				Total Overhead Expenditure		£ 110,000				£ 137,172		£ 141,531			£ 146,107			£ 150,913			£ 155,958	
65				Net Income over Expenditure		-£ 86,979				-£ 137,172		-£ 141,531			-£ 146,107			-£ 150,913			-£ 155,958	
66	230	230	Allotments																			
67	230	4400	Repairs and Maintenance				£ 30,000		High Risk costs could escalate so propose to double it then Apply 3% uplift year on year	£ 60,000		£ 61,800			£ 63,654			£ 65,564			£ 67,531	
68				Total Overhead Expenditure		£ 30,000				£ 60,000		£ 61,800			£ 63,654			£ 65,564			£ 67,531	
69				Net Income over Expenditure		(30,000)				-£ 60,000		-£ 61,800			-£ 63,654			-£ 65,564			-£ 67,531	
70	Committee: Community Services			Community Services			Community Services			Community Services			Community Services			Community Services						
71	301	301	Community Grants																			
72	301	4170	Community Grant Scheme				£ 100,000		leave as is	£ 100,000		£ 100,000			£ 100,000			£ 100,000			£ 100,000	
73				Total Overhead Expenditure		£ 100,000				£ 100,000		£ 100,000			£ 100,000			£ 100,000			£ 100,000	
74				Net Income over Expenditure		(100,000)				100,000		-£ 100,000			-£ 100,000			-£ 100,000			-£ 100,000	
75	310	310	Community Services																			
76	310	4171	Councillor Community Funding				£ 75,000		leave as is	£ 75,000		£ 75,000			£ 75,000			£ 75,000			£ 75,000	
77	310	4221	Community Needs Analysis				£ 50,000		leave as is	£ 50,000		£ 50,000			£ 50,000			£ 50,000			£ 50,000	
78	310	4225	Community Projects				£ 50,000		leave as is	£ 50,000		£ 50,000			£ 50,000			£ 50,000			£ 50,000	
79				Total Overhead Expenditure		£ 175,000				£ 175,000		£ 175,000			£ 175,000			£ 175,000			£ 175,000	
80				Net Income over Expenditure		(175,000)				-£ 175,000		-£ 175,000			-£ 175,000			-£ 175,000			-£ 175,000	
81	315	315	Public Events																			
82	315	1155	WNC Transfer				£ 83,979		Reduce to 0 for FY25 onwards	£ -		£ -			£ -			£ -			£ -	
83	315	1536	Contribution to Service				£ 5,000		increase to £10k from FY25 and onwards	£ 10,000		£ 10,000			£ 10,000			£ 10,000			£ 10,000	
84				Total Income		£ 88,979				£ 10,000		£ 10,000			£ 10,000			£ 10,000			£ 10,000	
85	315	4015	Travel and Subsistence				£ 300		Increase to £500 from FY25. Create 4015 for Environment?	£ 500		£ 500			£ 500			£ 500			£ 500	
86	315	4140	Advertising and Marketing				£ 10,000		Proposed increase to £15k from FY25	£ 15,000		£ 15,000			£ 15,000			£ 15,000			£ 15,000	
87	315	4500	Diwali				£ 10,000		continue as is for future years	£ 10,000		£ 10,000			£ 10,000			£ 10,000			£ 10,000	
88	315	4501	Christmas Event				£ 200,000		Apply 3% uplift year on year NB some Christmas lights are end of life as is the light switch on button	£ 206,000		£ 212,180			£ 218,545			£ 225,102			£ 231,855	
89	315	4502	Fireworks				£ 55,000		Apply 3% uplift yoy	£ 56,650		£ 58,350			£ 60,100			£ 61,903			£ 63,760	
90	315	4503	Bands in the Park				£ 10,000		Increase to £12k from FY25 then Apply 3% uplift there on.	£ 12,000		£ 12,360			£ 12,731			£ 13,113			£ 13,506	
91	315	4508	Ukraine Art Exhibition				£ 5,000		Reduce to 0 for FY25 onwards	£ -		£ -			£ -			£ -			£ -	

FY24 Budget
Forward 5 year Budget Simulation

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
	Committee				Comments FY24 Current Year Budget	Current FY24		Comments FY25 Next Year Budget	FY25 Next Year		Comments FY26 Year 2 Budget	FY26 Year 2		Comments FY27 Year 3 Budget	FY27 Year 3		Comments FY28 Year 4 Budget	FY28 Year 4		Comments FY29 Year 5 Budget	FY29 Year 5
1	315	4509	Virtual Heritage Tour		leave as is from FY25 but change the description name to a Generic Heritage and include HOD - move 4524 Heritage Open / Projects to Virtual and change code to Heritage so we have one code for all things Heritage?	£ 7,000			£ 12,000			£ 12,000			£ 12,000			£ 12,000			£ 12,000
92	315	4510	General Events			£ 49,800		Need to offset any event spend approved post budget also change name to Events Contingency?	£ 49,800			£ 49,800			£ 49,800			£ 49,800			£ 49,800
93	315	4511	EID		continue as is for future years	£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000
94	315	4512	NMF22 / NMF23		Increase to £15k in FY25	£ 10,000			£ 15,000			£ 15,000			£ 15,000			£ 15,000			£ 15,000
95	315	4513	Northampton Carnival		continue as is for future years	£ 20,000			£ 20,000			£ 20,000			£ 20,000			£ 20,000			£ 20,000
96	315	4514	Party in the Park/Balloon Fest		continue as is for future years	£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000
97	315	4515	Pride		continue as is for future years	£ 4,000			£ 4,000			£ 4,000			£ 4,000			£ 4,000			£ 4,000
98	315	4516	Queens Jubilee/Kings		Reduce to 0 for FY25 onwards	£ 15,000			£ -			£ -			£ -			£ -			£ -
99	315	4517	Remembrance Day		Increase to £12k from FY25 then Apply 3% uplift yoy. Join this to Remembrance in Civic?	£ 10,000			£ 12,000			£ 12,360			£ 12,731			£ 13,113			£ 13,506
100	315	4518	Town Festival		continue as is for future years	£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000
101	315	4519	Armed Forces Day		Increase to £7k to cover all costs (may receive some income)	£ 5,000			£ 7,000			£ 7,000			£ 7,000			£ 7,000			£ 7,000
102	315	4520	Beer Festival		continue as is for future years	£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000
103	315	4521	Van Hire (Events)		continue as is for future years	£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000			£ 2,000
104	315	4522	St Georges day					TBD	£ 5,000			£ 5,000			£ 5,000			£ 5,000			£ 5,000
105	315	Need code?	50th Anniversary of Weston Favell					TBD	£ -												
106	315	4524	Heritage Open / Projects		Do not use for FY25 anything heritage related should go to 4209																
107				Total Overhead Expenditure		£ 438,100			£ 451,950			£ 460,550			£ 469,407			£ 478,530			£ 487,927
108				Net Income over Expenditure		-£ 349,121			-£ 441,950			-£ 450,550			-£ 459,407			-£ 468,530			-£ 477,927
109					Planning			Planning			Planning			Planning			Planning			Planning	
110	400	400	Planning																		
111	400	4600	Neighbourhood Planning		continue as is for future years	£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000
112	400	4601	Planning Support		continue as is for future years	£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000			£ 10,000
113				Total Overhead Expenditure		£ 20,000			£ 20,000			£ 20,000			£ 20,000			£ 20,000			£ 20,000
114				Net Income over Expenditure		(20,000)			-£ 20,000			-£ 20,000			-£ 20,000			-£ 20,000			-£ 20,000
115																					
116																					
117				Total Budget Income		£ 1,924,837		Total Budget Income	£ 1,867,839		Total Budget Income	£ 1,867,839		Total Budget Income	£ 1,867,839		Total Budget Income	£ 1,867,839		Total Budget Income	£ 1,867,839
118				Expenditure		£ 2,139,337		Expenditure	£ 2,045,371		Expenditure	£ 2,078,460		Expenditure	£ 2,136,189		Expenditure	£ 2,296,250		Expenditure	£ 2,364,119
119				Movement to/(from) Gen Reserve		-£ 214,500			-£ 177,532			-£ 210,621			-£ 268,350			-£ 428,411			-£ 496,280

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CCLA DEPOSIT FUND UPDATE – DEMOCRATIC SERVICES OFFICER’S REPORT

PURPOSE: To update Councillors on the Town Council’s CCLA Investment.

RECOMMENDED: That the Council note this report.

Councillor would have been aware that the Town Council currently has an investment with the CCLA’s Public Sector Deposit Fund. The fund is daily access and spreads the investment across secure cash and bond investments with A+ rated financial institutions.

The Council has a policy of maintaining £150,000 in the current account held with Unity Trust Bank and depositing the rest in the Public Sector Deposit Fund.

Attached to this report are documents from CCLA detailing the current fund size, the top 10 holdings, and the yield and price summary.

The following dividend interest payments have been received:

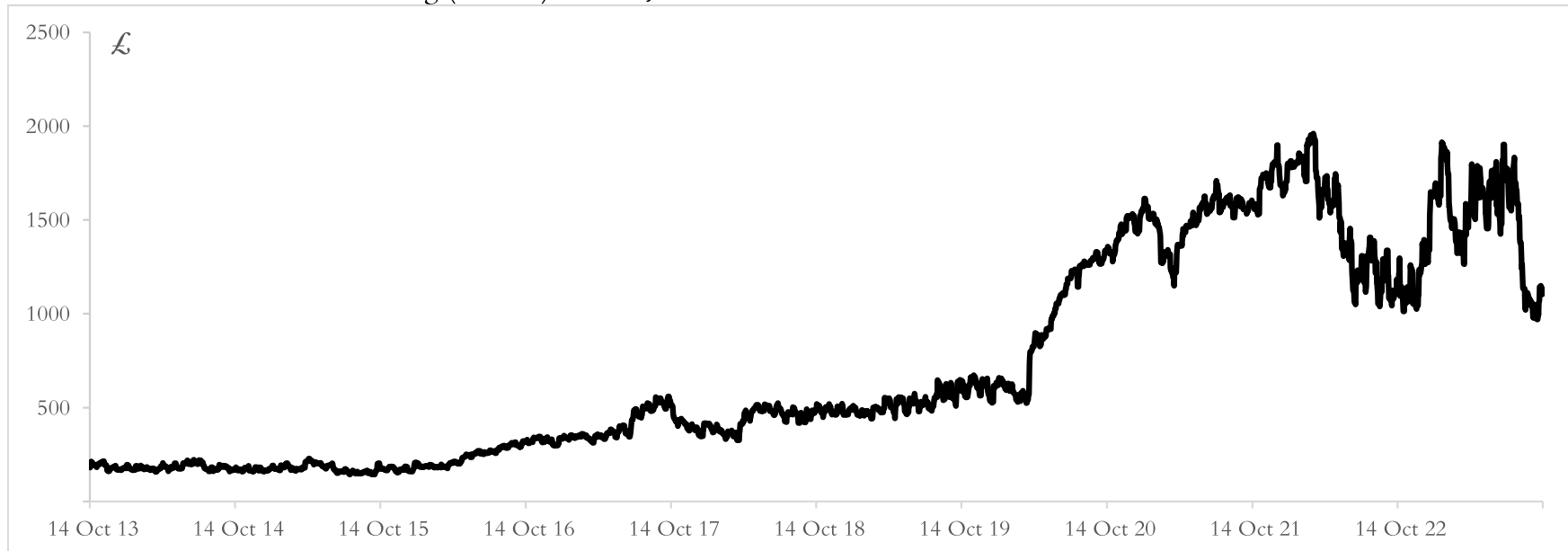
- The September 2023 dividend interest payment was £8,121.
- The October 2023 dividend interest payment was £10,348.

The Public Sector Deposit Fund

Fund Size (£ million)

Total Shares Outstanding (million): **1,112.05**

as at the close of business on 13 October 23



This document is issued for information purposes only. It does not constitute the provision of financial, investment or other professional advice. To ensure you understand whether the product is suitable, please read the key investor information document (KIID) and the prospectus. CCLA strongly recommends you seek independent professional advice prior to investing. The Public Sector Deposit Fund (PSDF) is a UK short-term Low Volatility Net Asset Value (LVNAV) Qualifying Money Market Fund. **Investors should note that investing in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment.** Although it is intended to maintain a constant net asset value, there can be no assurance that it will be maintained. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value. The risk of loss of principal is borne by the investor. Holdings are subject to change. Past performance is not a reliable indicator of future results. The value of investments and the income derived from them may fall as well as rise. Investors may not get back the amount originally invested and may lose money. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited, authorised and regulated by the Financial Conduct Authority.

The Public Sector Deposit Fund

Top Ten Holdings

13 October 2023

BORROWER and the COUNTRY of ORIGIN	Transaction Type and Maturity	Amount (£)
HM Treasury - UK	Term Deposit 16/Oct/23	100,000,000
Landesbank Baden-Wuerttemberg - GER	Term Deposit 16/Oct/23	100,000,000
National Bank of Canada - CAN	Term Deposit 16/Oct/23	100,000,000
Yorkshire Building Society - UK	Term Deposit 16/Oct/23	100,000,000
DBS Bank Limited - SIN	Term Deposit 16/Oct/23	75,000,000
Nationwide Building Society - UK	Term Deposit 16/Oct/23	65,000,000
ABN Amro Bank N.V. - NTH	Certificates of Deposit 06/Dec/23	10,000,000
ABN Amro Bank N.V. - NTH	Certificates of Deposit 02/Feb/24	10,000,000
ABN Amro Bank N.V. - NTH	Certificates of Deposit 06/Feb/24	10,000,000
BNP Paribas - FRA	Certificates of Deposit 20/Oct/23	10,000,000

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Northampton Town Council

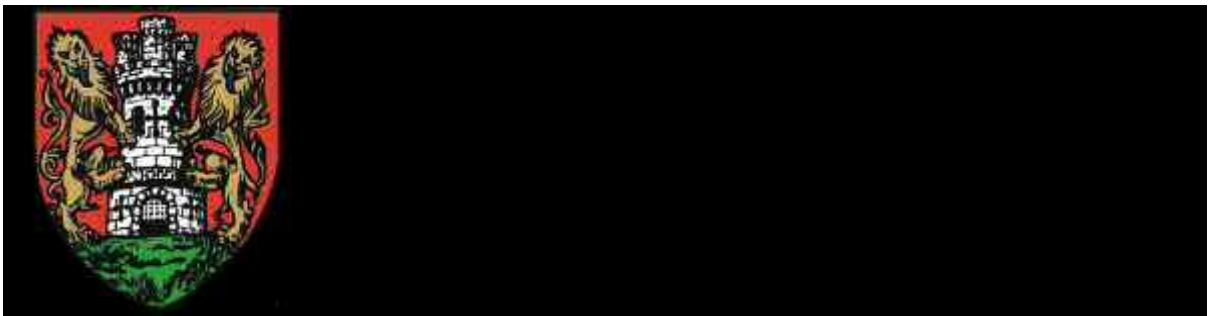
Policy and Finance Committee

23rd October 2023

Volunteer Handbook - report of the Assistant Town Clerk

Purpose of report: To present a Volunteer Handbook for Northampton Town Council

Recommended: That the committee agrees in principle Northampton Town Council's Volunteer Handbook as per the volunteer policy agreed by the Policy and Finance Committee on 3rd May 2023.



Volunteer Handbook



Who we are

At Northampton Town Council (NTC) we celebrate and support our residents, make Northampton bloom, promote a packed calendar of events, and proudly empower our people and communities.

As the largest town council in the country, from Boothville and Parklands in the north and Rushmills and Riverside in the south, to Rectory Farm in the east, St James and Kings Heath in the west, and Northampton town centre at its heart - we pride ourselves on making things happen.

We are proud custodians of an 800-year-old Mayoralty, honouring our distinctive Civic history and are committed to showcasing our local talent as well as our multi-cultural town's culture, creativity and diverse heritage with a focus on making Northampton cleaner, greener and healthier.

We organise a variety of fun, free, family focused events and projects and award more than £225,000 a year in grants to local organisations and groups with ideas and a determination to make a difference. We do all this while at the same time carefully managing our budget to ensure transparency and value for money for each and every one of our 130,000+ residents.

NTC officially formed on 1st April 2021. The town council is the first tier of local government that is closest to the community. Consisting of 25 elected councillors and a growing team of staff, we work to deliver and evolve the range of services we provide across four committees. We work closely with West Northamptonshire Council (WNC) and Northampton Business Improvement District (BID), collaborating with many partners, businesses and organisations within the town.

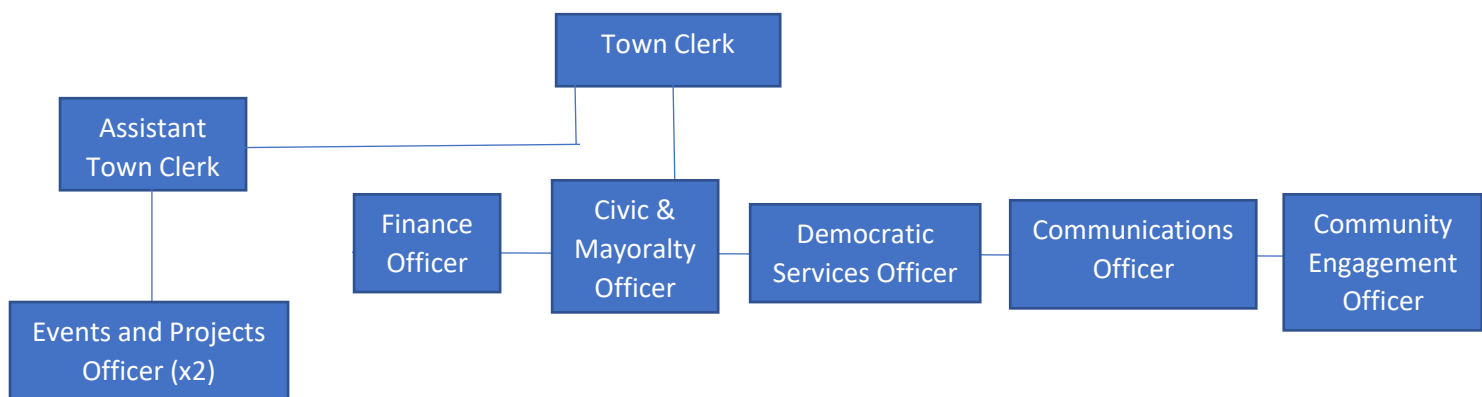
Northampton Town Council – we are here for you.

Northampton Town Council is responsible for the wellbeing of residents who live in the town's wards. The work we do falls into three main categories:

- representing the local community
- delivering services to meet local needs
- striving to improve quality of life in the town wards

Northampton Town Council involves volunteers to create a diverse organisation that includes communities and wider networks. Volunteers bring a wide range of skills, experience and knowledge which in turn, builds on the Town Council's resources to help achieve our mission and goals.

Staffing Structure



The Benefits of Volunteering

What we offer

Northampton Town Council will provide volunteer opportunities to help people connect with others, learn new skills and gain confidence. The council will not replace staff paid roles with voluntary roles, but instead offer enhancing opportunities that benefit both the volunteer and the organisation. This may include specific roles within individual events or projects or a role that covers a variety of events.

Northampton Town Council also supports applications for work placements. Individuals on these schemes are also covered by the volunteer policy.

Volunteering at Northampton Town council offers many benefits, such as:

- A chance to work in the historic Guildhall and a variety of Northampton's prime locations such as parks, the renovated Market Square and further locations with the ward's boundaries.
- To assist a range of vibrant festivals, events and projects within Northampton's wards
- To socialise and meet like-minded individuals
- To put something back into society and the community
- To regain or learn new employment skills
- To occupy your time

- Reimbursement of reasonable expenses incurred during the duration of your volunteering hours
- Refreshments free of charge

Northampton Town Council acknowledges that volunteers contribute in many ways and that your contribution is unique and that volunteering can benefit users of services, staff, local communities and the volunteers themselves. Northampton Town Council values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

What we expect in return

- A team of dedicated and enthusiastic volunteers to represent Northampton Town Council.
- To treat peers with respect and abide by the council's policies
- To communicate with your volunteer supervisor and keep them in the loop of any illness, lateness, medical appointments and holiday.
- To undertake your role to the best of your ability, in turn helping to improve services for our residents, business and visitors.

Induction and Training

All volunteers will be inducted and trained in their relevant role prior to carrying out any tasks on behalf of Northampton Town Council. This will include a tour of the building, including the fire evacuation procedure.

Portal?

[H& S – portal](#)

[Manual handling- portal](#)

Guildhall Access

On arrival, please call your volunteer supervisor for access to the building. You will then be given a MAC card and lanyard for access in and out of the Guildhall offices. On arrival and exit, you will be asked to sign in and out of the offices.

What to wear

Please wear casual, comfortable office wear and shoes when volunteering at the Guildhall, and comfortable clothing and shoes when volunteering at events.

Lateness or absence

Please call your supervisor with as much warning as possible if you are running late or cannot make your agreed volunteering day so we can make any necessary arrangements to cover the role.

Issues or complaints

Please talk to your volunteer supervisor or colleagues (see staffing structure) if you have any issues or items you need to discuss. Likewise, your supervisor may make an appointment with you if any issues arise with the work.

Mobile Phones

Volunteers are permitted to make brief local calls if there is an emergency, but they must first ask their supervisor/client. Personal mobiles should be turned off or put on silent if you are in the office and can be used during breaks throughout the day.

Volunteering Hours

Timings will be agreed with your volunteer supervisor prior to enrolment. All volunteer hours will be recorded and supervisors will ensure that volunteers take regular breaks to comply with the working time directive.

Refreshments

Filtered water, tea, coffee, milk and biscuits will be provided to volunteers free of charge. Please bring your own lunch or buy lunch during your lunchbreak from nearby food vendors.

Smoking

The Council operates a smoke-free workplace. Smoking (which includes the use of e-cigarettes and personal vaporisers) is only permitted in clearly designated outside areas. Volunteers should try to keep smoking breaks to a minimum and should be aware of the amount of time they spend on smoking breaks over the course of the day

Expenses

The Council is committed to paying reasonable 'out of pocket' expenses ensuring that potential volunteers are not excluded due to financial reasons. These need to be agreed with the relevant manager before the volunteer commences their activity. Where expenses are not agreed, volunteers must be made aware of this at their first opportunity in the recruitment process.

Current mileage rates are:

Cars and vans: 45p per mile regardless of engine size. To claim back mileage undertaken during your volunteering hours, please fill in the Expense form provided by your supervisor and return by the end of each calendar month.

Please note this does not include your journey to and from the office or location of the volunteering role, but is applicable for any additional mileage in addition to your normal volunteering day.

Volunteers in Receipt of Benefits

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus or Citizens Advice Bureau.

Insurance

Northampton Town Council's liability insurance policies include the activities of volunteers and liability towards them. The Council does not insure the volunteer's personal possessions against loss or damage. Where volunteers drive as part of their voluntary activity, and use their own vehicle, they must ensure they possess the relevant class of insurance. Further guidance should be sought from the volunteer's own insurance company.

NTC Policies

Health and Safety

The Council has a duty of care to avoid exposing our volunteers to health and safety risks. All volunteers will be made aware of the Council's Health and Safety Policies and Procedures and any practical safety concerns as part of their induction. Volunteers are expected to comply with the Council's Health and Safety Procedures. All volunteer roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a pre-existing medical condition or disability, an individual risk assessment may also be necessary. If the role requires PPE, the council will provide this as they would an employee.

Safeguarding

All supervisors must ensure that volunteers are aware of, and have received the appropriate training in the [town council's Safeguarding Policy on Children and Adults](#)- [needs writing and link to saved policy](#)

Equality and Diversity

Northampton Town Council is a Disability Confident Employer, and are committed to equal opportunities and fair treatment for all. Whilst volunteers are not employees and are therefore not protected as employees under the Equality Act, it is not acceptable to discriminate against them. We will ensure that volunteering opportunities are inclusive and available to all. Volunteers still have a right not to be discriminated against, in the same way as a customer or service user has this right.

Any decisions made about a volunteer's suitability for tasks, or regarding their ongoing volunteering within the Council, will be made fairly and in line with equality legislation.

There is an expectation that all our volunteers will adhere to the Council's equality policies, ensuring that their own conduct when carrying out volunteering tasks does not discriminate against others or breach equality legislation.

[Further policies?](#)

Name and signature?

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Northampton Town Council

Policy and Finance Committee

23rd October 2023

Proposal to introduce a Project Template - report of the Assistant Town Clerk

Purpose of report: To seek the committee's approval for the introduction of a template to cover an initial 'idea' to include, scope, benefit, date and cost. The process will help determine if the 'idea' is worth pursuing or should be declined by the relevant committee. If the idea is pursued consideration be given to ensure it fits in with the annual schedule or should the proposal be referred for decision in future years.

Recommended: That the committee agrees to the introduction of a project template (as per the example) outlining the detail of a new project and the benefits for Northampton Town Council.

Currently staff are working at full capacity, there is a need going forward to provide a consistent approach in understanding and prioritising the value of each proposed project and highlighting the benefits each project will deliver to the community.

Having a standard process in place will ensure that only the most beneficial projects are taken forward and are achievable and timely.

The proposed draft template is a consistent way for capturing 'ideas' which will be recorded on a spreadsheet that will help outline officer capacity and benefits of a project/new proposal.

PROPOSAL / BENEFIT CASE		No.1
Proposal Project/ Idea Name		
Officer		Date
Scope	WHO / WHAT / WHY / Purpose	
Benefits		
Objectives	<i>OUTCOMES</i> 1. 2. 3.	
Time frame e2e	<i>Duration with Start & completion date</i>	
Timeline Conflicts?		
Estimated time to deliver	<i>NUMBER OF WORKING HOURS</i> <i>NUMBER OF OUT OF HOURS WORKING</i>	
Officer Capacity?	<i>Yes / No</i>	
Estimated cost	<i>HOURS X RATE PLUS</i> <i>ALL SUPPLIER COSTS</i>	
Approval Required	<i>COUNCILLOR(S) /COMMITTEE / OFFICER</i>	
Budget	<i>Financed within existing budget (provide coding)</i> <i>New budget needed</i>	
Risks		
Officer Recommended?		
Decision	<i>Details of Cllr / Officer and Committee & dates</i>	
Officer Signature		Date
Cllr Signature		Date