



Northampton TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE MONDAY 12TH FEBRUARY 2024 – 11:00 HOURS

To all Members of the Accounts Sub-Committee:

Cllrs Marriott (Chair), Birch, Hibbert and Purser

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Monday 12th February 2024 at 11:00 hours. when the business set out below will be transacted.

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

**Stuart Carter
Town Clerk
6th February 2024**

**Guildhall
Northampton
NN1 1DE**

Cc: Electronically to all Members of the Council for information

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 15TH JANUARY 2024**

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- 4. REVENUE BUDGET 2023/4**
To receive the budgetary report for the month ending January 2024 (copy to be circulated at the meeting)
- 5. PAYMENT OF ACCOUNTS**
To approve accounts for payment (schedule of accounts to be circulated at the meeting)

6. BANK RECONCILIATION

Bank reconciliation and supporting documents to be tabled, reviewed and signed for accuracy and balancing

7. INTERNAL CONTROLS

Finance Officer to provide verbal update

8. RISK REGISTER

Clerk to give verbal update

ACCOUNTS SUB-COMMITTEE – 15TH JANUARY 2024

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 15TH JANUARY 2024 AT 11AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors 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)

66. APOLOGIES

No apologies were submitted

67. DECLARATIONS OF INTEREST

There was no declaration of interest

68. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 13TH DECEMBER 2023

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 13th December 2023 as a true and accurate record of the proceedings.

69. REVENUE BUDGET

The Finance Officer (FO) explained the highlighted budget lines as outlined within the Revenue Budget had moved 10% or more.

The following budget codes were where discussion or comments were made:

- Budget Code 4140 - Advertising and Marketing
A Councillor expressed some concern 110% had been spent and there was time before the Financial Year ended. Another Councillor queried whether benchmarking had been undertaken on printing costs. The Town Clerk explained he would undertake a benchmarking exercise of printers. The FO explained the advertising and marketing Budget had used expenditure for leaflets, town guides and branding. The FO explained in response to a question, the Communications Officer was responsible for the advertising and marketing budget.
- Budget Code 4015 - Travel and Subsistence
It was raised by a Councillor that Travel and Subsistence had continually increased and some further work was needed on this.
- Budget Code 4216 – Council Meeting and Room Hire
In response to a question, the Town Clerk explained this budget would be decreased from Financial Year 24-25 due to the low expenditure. He continued, it was the intention of the Council to host meetings in community settings hence the size of the budget however, in practice not many meetings had been held outside of the Guildhall.

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

70. PAYMENT OF ACCOUNTS

The FO circulated the Payment of Accounts and requested Councillors take their time to review and ask any queries, questions or clarify any details.

A Councillor raised that the usage of the Town Council bank card was quite high and despite it being small amounts though this does add up. The FO stated the usage of the bank card and the associated admin was time consuming and she wished to arrange a meeting with the Town Clerk to review the process. In response to a question, the FO stated the Council does not have a petty cash account and it was advised not due to the associated risk.

The FO stated that the card was on some occasions has been used for retailers that had not been set-up as a supplier. In response to a question, the FO explained that she manually posted card payments to each budget code.

A Councillor asked whether line 216 of the payment list was the description correct as it was a large sum to test the lighting. In response the Town Clerk explained that the testing included the testing of the fixtures and lighting itself. In response to a question, the Town Clerk explained that the Town Council does own the Christmas lighting and decorations. The FO clarified the invoice for Ultralighting was for bracket testing, installation and removal of Christmas lighting in various roads in the Town Centre.

A Councillor explained that Kingsthorpe Parish Council had purchased a small amount of Christmas lighting that were LED lighting and solar powered and posed whether the Town Council was considering new lighting. The Town Clerk explained it would require a large procurement exercise and partnering with another Parish Council for better bargaining power could make it more complex.

A Councillor asked if there a way to determine the volume of people who live within the Northampton Town Council area and the amount who attended events. A Councillor explained that would be difficult to determine and the Christmas Light Switch-on did attract people into the Town Centre.

The FO explained there were payments for the water charges for the associated allotment sites and that Wave Utilities estimate the usage until water readings had been submitted.

RESOLVED: The Payment of Accounts for month ending December 2023 was circulated and approved for payment.

71. BANK RECONCILIATION

RESOLVED: The FO presented the cash book balance and bank statement balances for month ending December 2023 and these were presented, reviewed and approved.

RESOLVED: The CCLA Public Sector Deposit Fund statement were presented, reviewed and approved.

72. INTERNAL CONTROLS

The FO explained that Councillors Hibbert and Soan completed the internal control checklist in January 2024.

A Councillor stated we undertook the internal controls check within two-hour and a half of hours and many of questions were posed. He continued that in future internal control checks we request to see evidence of the three quotes in relation to a requisition. The FO explained that Councillor Soan had nominated Councillor Lane to partake in the next Internal Controls in mid-march 2024.

73. RISK REGISTER

The Town Clerk circulated an updated copy of the Council's risk register that has been reformatted and updated.

The Town Clerk highlighted the following items:

Item 35, the General Power of Competence that has been reduced as the Assistant Town Clerk had completed her CILCA qualification.

Item 36 the loss of tax base which arose from the Boundary Commission for England's recommendation that Moulton Leys be transferred to Moulton Parish Council as this could pose a potential issue. The Town Clerk explained that he was advised by the Head of Democratic Services at West Northants advised the Town Council must provide evidence that Moulton Leys was part of the Town Council area to counter it. In response to a question, the Town Clerk explained ultimately West Northamptonshire Council's cabinet to make the final decision under the Local Governance Review.

The Town Clerk highlighted he had included the risk of a Parish Poll as a new item, he explained that any member of the public could request a poll if other residents agree with the motion. The Town Clerk explained the legislation was quite dated and could pose a risk due to the high volume of residents within Northampton Town Council area. A Councillor stated this would pose a large budgetary risk. The Town Clerk explained that the legislation was not very well known therefore not as a high list.

The Town Clerk stated in relation to the Loss of Staff it had been discussed about the requirement for long-term cover if required and there was an organisation that can provide locum staff.

MEETING CONCLUDED: 12:35PM

NEXT MEETING – 12th February 2024

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Policy and Finance							
101 Central Administration							
1536 Contribution to Service	0	1,500	0	(1,500)			0.0%
Central Administration :- Income	0	1,500	0	(1,500)			
4000 Salaries NI and Pension	66,071	364,690	515,000	150,310		150,310	70.8%
4006 Recruitment	0	0	2,000	2,000		2,000	0.0%
4010 Payroll Costs	216	898	1,100	202	128	74	93.3%
4015 Travel and Subsistence	6	476	700	224		224	68.0%
4027 Training and Staff Development	0	2,013	10,000	7,987	550	7,437	25.6%
4101 Office Supplies & Photocopying	230	2,576	5,000	2,424	106	2,319	53.6%
4110 Post	0	857	2,000	1,143		1,143	42.8%
4120 Subscriptions	0	8,274	9,000	726		726	91.9%
4125 Telephone and Internet	671	5,981	6,000	19		19	99.7%
4128 Information Technology	939	10,474	10,000	(474)	577	(1,051)	110.5%
4130 Insurance	0	16,312	7,770	(8,542)		(8,542)	209.9%
4140 Advertising and Marketing	125	6,057	10,000	3,943	4,945	(1,003)	110.0%
4155 Accounting Support	298	2,658	4,000	1,343	883	460	88.5%
4190 Equipment	0	35	10,000	9,965		9,965	0.3%
Central Administration :- Indirect Expenditure	68,555	421,301	592,570	171,269	7,189	164,080	72.3%
Net Income over Expenditure	(68,555)	(419,801)	(592,570)	(172,769)			
105 Corporate Management							
4150 Bank Charges	21	137	1,000	863		863	13.7%
4156 Audit Fees	0	2,520	4,000	1,480		1,480	63.0%
4159 Legal & Professional Fees	35	6,380	30,000	23,620	1,984	21,637	27.9%
4162 Health and Safety	0	44	8,000	7,956		7,956	0.5%
Corporate Management :- Indirect Expenditure	56	9,081	43,000	33,919	1,984	31,936	25.7%
Net Expenditure	(56)	(9,081)	(43,000)	(33,919)			
110 Civic and Democratic							
4130 Insurance	0	2,309	4,460	2,151		2,151	51.8%
4140 Advertising and Marketing	0	109	2,000	1,891		1,891	5.5%
4200 Elections	0	0	40,000	40,000		40,000	0.0%
4208 Mayoral Activity	96	2,643	12,000	9,357	98	9,259	22.8%
4209 Deputy Mayor	0	10	2,000	1,990		1,990	0.5%
4210 Mayoral Allowance	500	5,468	6,000	532		532	91.1%
4211 Mayor's Transport	3,198	20,692	24,770	4,078	4,355	(278)	101.1%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4212 Councillor Allowances	1,272	28,152	30,000	1,848		1,848	93.8%
4213 Councillor Training/Conference	76	204	5,000	4,796	42	4,754	4.9%
4214 Civic Events	2,821	16,395	16,000	(395)	1,422	(1,817)	111.4%
4215 Civic Regalia	0	15,073	4,500	(10,573)		(10,573)	335.0%
4216 Council Meetings & Room Hire	16	808	5,000	4,192	914	3,279	34.4%
4217 Mayor Contingency	0	0	6,000	6,000		6,000	0.0%
4523 Windrush	0	4,872	0	(4,872)	0	(4,872)	0.0%
4540 Town Twinning	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	7,979	96,734	159,730	62,996	6,831	56,164	64.8%
Net Expenditure	(7,979)	(96,734)	(159,730)	(62,996)			
<u>115 Other Cost and Income</u>							
1001 CIL	0	15,948	0	(15,948)			0.0%
1176 Precept Received	0	1,807,837	1,807,837	0			100.0%
1190 Interest Received	13,418	72,376	5,000	(67,376)			1447.5%
Other Cost and Income :- Income	13,418	1,896,161	1,812,837	(83,324)			104.6%
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%
4999 Contingency	0	0	71,437	71,437		71,437	0.0%
Other Cost and Income :- Indirect Expenditure	0	0	285,937	285,937	0	285,937	0.0%
Net Income over Expenditure	13,418	1,896,161	1,526,900	(369,261)			
<u>201 The Guildhall</u>							
4300 Service Charge	0	17,144	77,000	59,856	51,431	8,425	89.1%
4390 Accommodation Reserve	0	0	108,000	108,000		108,000	0.0%
The Guildhall :- Indirect Expenditure	0	17,144	185,000	167,856	51,431	116,425	37.1%
Net Expenditure	0	(17,144)	(185,000)	(167,856)			
Policy and Finance :- Income	13,418	1,897,661	1,812,837	(84,824)			104.7%
Expenditure	76,590	544,260	1,266,237	721,977	67,435	654,542	48.3%
Movement to/(from) Gen Reserve	(63,172)	1,353,401					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Environmental Services</u>							
<u>210 Open Spaces & Environment</u>							
1537 Northampton in Bloom Income	0	23,021	23,021	0			100.0%
Open Spaces & Environment :- Income	0	23,021	23,021	0			100.0%
4015 Travel and Subsistance	0	88	0	(88)		(88)	0.0%
4140 Advertising and Marketing	0	69	0	(69)		(69)	0.0%
4536 Northampton In Bloom	0	57,767	60,000	2,233	240	1,993	96.7%
4560 Environmental Projects	0	4,268	25,000	20,732	80	20,652	17.4%
4561 Environmental Grants	0	10,000	25,000	15,000		15,000	40.0%
Open Spaces & Environment :- Indirect Expenditure	0	72,192	110,000	37,808	320	37,488	65.9%
Net Income over Expenditure	0	(49,171)	(86,979)	(37,808)			
<u>230 Allotments</u>							
4400 Repairs and Maintenance	(235)	8,642	30,000	21,358	350	21,008	30.0%
Allotments :- Indirect Expenditure	(235)	8,642	30,000	21,358	350	21,008	30.0%
Net Expenditure	235	(8,642)	(30,000)	(21,358)			
Environmental Services :- Income	0	23,021	23,021	0			100.0%
Expenditure	(235)	80,834	140,000	59,166	670	58,496	58.2%
Movement to/(from) Gen Reserve	235	(57,813)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Services</u>							
<u>301 Community Grants</u>							
4170 Community Grant Scheme	5,000	45,968	100,000	54,032		54,032	46.0%
Community Grants :- Indirect Expenditure	5,000	45,968	100,000	54,032	0	54,032	46.0%
Net Expenditure	(5,000)	(45,968)	(100,000)	(54,032)			
<u>310 Community Services</u>							
4171 Councillor Community Funding	10,750	29,916	75,000	45,084		45,084	39.9%
4221 Community Needs Analysis	2,677	2,677	50,000	47,323		47,323	5.4%
4225 Community Projects	8	37	50,000	49,963	16	49,947	0.1%
Community Services :- Indirect Expenditure	13,435	32,630	175,000	142,370	16	142,354	18.7%
Net Expenditure	(13,435)	(32,630)	(175,000)	(142,370)			
<u>315 Public Events</u>							
1155 WNC Transfer	0	84,281	83,979	(302)			100.4%
1536 Contribution to Service	0	2,000	5,000	3,000			40.0%
Public Events :- Income	0	86,281	88,979	2,699			97.0%
4015 Travel and Subsistance	62	284	300	16		16	94.7%
4140 Advertising and Marketing	473	9,848	10,000	152		152	98.5%
4500 Diwali	0	8,320	10,000	1,680	1,404	276	97.2%
4501 Christmas Event	79,862	163,425	200,000	36,575	32,177	4,398	97.8%
4502 Fireworks	1,300	59,766	55,000	(4,766)		(4,766)	108.7%
4503 Bands in the Park	0	10,428	10,000	(428)	350	(778)	107.8%
4508 Ukraine Art Exhibition	0	281	5,000	4,719		4,719	5.6%
4509 Virtual Heritage Tour	0	5,400	7,000	1,600		1,600	77.1%
4510 General Events	157	2,363	49,800	47,437		47,437	4.7%
4511 EID	0	10,840	10,000	(840)		(840)	108.4%
4512 NMF22 / NMF23	0	15,275	10,000	(5,275)		(5,275)	152.8%
4513 Northampton Carnival	0	19,421	20,000	579		579	97.1%
4514 Party in the Park/Balloon Fest	0	5,000	5,000	0		0	100.0%
4515 Pride	0	3,698	4,000	302		302	92.5%
4516 QueensJubilee/Kings Coronation	0	14,758	15,000	242		242	98.4%
4517 Remembrance Day	2,317	2,963	10,000	7,038	4,527	2,511	74.9%
4518 Town Festival	0	5,000	5,000	0		0	100.0%
4519 Armed Forces Day	0	6,691	5,000	(1,691)		(1,691)	133.8%
4520 Beer Festival	0	5,000	5,000	0		0	100.0%
4521 Van Hire (Events)	0	0	2,000	2,000		2,000	0.0%

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4522 St Georges Day	0	5,035	0	(5,035)		(5,035)	0.0%
4524 Heritage Open /Projects	0	8,070	0	(8,070)		(8,070)	0.0%
Public Events :- Indirect Expenditure	<u>84,170</u>	<u>361,869</u>	<u>438,100</u>	<u>76,231</u>	<u>38,458</u>	<u>37,773</u>	<u>91.4%</u>
Net Income over Expenditure	<u>(84,170)</u>	<u>(275,588)</u>	<u>(349,121)</u>	<u>(73,533)</u>			
Community Services :- Income	0	86,281	88,979	2,699			97.0%
Expenditure	102,605	440,467	713,100	272,633	38,474	234,159	67.2%
Movement to/(from) Gen Reserve	<u>(102,605)</u>	<u>(354,186)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Planning							
400 Planning							
4140 Advertising and Marketing	0	125	0	(125)		(125)	0.0%
4600 Neighbourhood Planning	0	3,370	10,000	6,630		6,630	33.7%
4601 Planning Support	0	0	10,000	10,000	700	9,300	7.0%
Planning :- Indirect Expenditure	<u>0</u>	<u>3,495</u>	<u>20,000</u>	<u>16,505</u>	<u>700</u>	<u>15,805</u>	<u>21.0%</u>
Net Expenditure	<u>0</u>	<u>(3,495)</u>	<u>(20,000)</u>	<u>(16,505)</u>			
Planning :- Income	0	0	0	0			0.0%
Expenditure	0	3,495	20,000	16,505	700	15,805	21.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,495)</u>					
Grand Totals:- Income	13,418	2,006,963	1,924,837	(82,126)			104.3%
Expenditure	178,961	1,069,055	2,139,337	1,070,282	107,279	963,003	55.0%
Net Income over Expenditure	<u>(165,543)</u>	<u>937,907</u>	<u>(214,500)</u>	<u>(1,152,407)</u>			
Movement to/(from) Gen Reserve	<u>(165,543)</u>	<u>937,907</u>					

Invoices / Grants Paid / Bank Deductions - Requires Retrospective Committee Approval					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
27/11/2023	Ending 3373	Lloyds Bank Card Statement	43.45	8.70	52.15
			15.77	0	15.77
			1.59	0	1.59
			16.00	0	16
			10.82	2.16	12.98
			8.00	0	8.00
			66.78	0	66.78
			73.99	0	73.99
			21.00	0	21.00
			10.39	0	10.39
			10.48	0	10.48
			7.48	1.49	8.97
			25.62	5.13	30.75
			8.32	1.67	9.99
			05.00		
27/12/2023	Ending 3373	Lloyds Bank Card Statement	143.88		143.88
			1.59		1.59
			26.00		26.00
			81.60		81.60
			45.50		45.50
			40.20	0	40.20
			3.00		3.00
					= £341.77
01/01/2024		Unity Bank Charge	£ 18.00		£ 18.00
01/01/2024	5199 / DD Reference Nu	Xerox	£ 295.92	£ 59.18	£ 355.10

Accounts Sub-Committee Paylist for Presentation and approval 15th January 2024

03/10/2023	4642	2Commune	£ 150.00	£ 30.00	£ 180.00
08/12/2023	VOI0035514	Zenoffice Limited	£ 145.83	£ 29.17	£ 175.00
				£ 118.35	£ 728.10

Invoices posted to System pending approval and Payment					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
27/11/2023	46297	Chelsea Hire complete Event Hire Solutio	£10,085.60	£2,017.12	£12,102.72
19/12/2023	INV-7082	GM Lawrence Electrical Ltd	£3,642.00	£728.40	£4,370.40
19/12/2023	EXPENSES DEC23	Josephine Haines (Expense Claims)	£2.20	£0.00	£2.20
30/11/2023	2521	Wolf & Bee Ltd t/a Kall Kwik Northampt	£49.00	£9.80	£58.80
04/01/2024	INV-6713	K&J Hird Ltd	£1,300.00	£260.00	£1,560.00
31/12/2023	2324	Milton Keynes Brass	£200.00	£0.00	£200.00
13/11/2023	23093	Moonscape Media Ltd	£472.50	£94.50	£567.00
14/12/2023	317	Off the Streets NN	£2,677.00	£0.00	£2,677.00
17/12/2023	#0025	The StarLight Sisters	£675.00	£0.00	£675.00
29/12/2023	2392	Ultralite Ltd	£24,500.00	£4,900.00	£29,400.00
29/12/2023	2393	Ultralite Ltd	£4,596.00	£919.20	£5,515.20
29/12/2023	2394	Ultralite Ltd	£9,000.00	£1,800.00	£10,800.00
29/12/2023	2395	Ultralite Ltd	£3,250.00	£650.00	£3,900.00
29/12/2023	2396	Ultralite Ltd	£4,550.00	£910.00	£5,460.00
29/12/2023	2397	Ultralite Ltd	£3,080.00	£616.00	£3,696.00
02/01/2024	EXPENSES DEC23	Julie Thorneycroft (Expense Claims)	£10.89	£0.00	£10.89
29/12/2023	2398	Ultralite Ltd	£654.00	£130.80	£784.80
20/07/2023	12325653A984758	Anglian Water t/a Wave Utilities	-£618.40	£0.00	-£618.40
26/07/2023	12341409A984758	Anglian Water t/a Wave Utilities	£16.79	£0.00	£16.79
11/08/2023	ON ACC 0	Anglian Water t/a Wave Utilities	£0.00	£0.00	-£0.03
02/09/2023	12492718A984758	Anglian Water t/a Wave Utilities	£118.11	£0.00	£118.11
02/10/2023	12617486A984758	Anglian Water t/a Wave Utilities	£203.40	£0.00	£203.40

26/10/2023	12718133A9014401	Anglian Water t/a Wave Utilities	£29.98	£6.00	£35.98
02/11/2023	12743858A984758	Anglian Water t/a Wave Utilities	£191.12	£0.00	£191.12
12/12/2023	12906025A9021592	Anglian Water t/a Wave Utilities	-£234.68	£0.00	-£234.68
04/01/2024	12988868A984757	Anglian Water t/a Wave Utilities	£1.31	£0.00	£1.31
04/01/2024	12989345A984758	Anglian Water t/a Wave Utilities	-£250.75	£0.00	-£250.75
05/01/2024	12994473A984757	Anglian Water t/a Wave Utilities	£6.62	£0.00	£6.62
05/01/2024	12994558A984758	Anglian Water t/a Wave Utilities	£18.37	£0.00	£18.37
03/01/2024	4729	2commune Ltd	£67.00	£13.40	£80.40
08/01/2024	EXPENSES DEC23	Catherine Maclellan (Expenses)	£40.69	£0.00	£40.69
15/12/2023	INV-0103	Classic Carriages of Northampton	£3,064.39	£0.00	£3,064.39
15/12/2023	NS116774/	Compass Contract Services (UK) Limited	£1,326.50	£265.30	£1,591.80
18/12/2023	220	Council for Voluntary Service Northamp	£216.00	£0.00	£216.00
04/12/2023	ICO:00015069668	Data Protection Fees	£35.00	£0.00	£35.00
09/01/2024	48319/0691210	Horizon Telecom Ltd t/a SCG South Wes	£663.14	£132.63	£795.77
28/12/2023	18711	Microshade Business Consultants Ltd	£297.50	£59.50	£357.00
28/12/2023	18711A	Microshade Business Consultants Ltd	£295.00	£59.00	£354.00
28/12/2023	18711REVERSE	Microshade Business Consultants Ltd	-£297.50	-£59.50	-£357.00
06/01/2024	18793	Microshade Business Consultants Ltd	£787.10	£157.42	£944.52
08/12/2023	INV-3417	Northants CALC Ltd	£42.00	£8.40	£50.40
21/12/2023	231212 – FREEDOM	Stu Vincent Photography	£250.00	£0.00	£250.00
22/11/2023	4.24002E+11	West Northamptonshire Council	£1,004.64	£200.93	£1,205.57
21/12/2023	4.24002E+11	West Northamptonshire Council	£52.50	£10.50	£63.00
11/01/2024	4.24002E+11	West Northamptonshire Council	£240.00	£0.00	£240.00
08/01/2024	VOI0035796	Zenoffice Limited	£95.25	£19.05	£114.30
		Total Unpaid	£76,405.27	£13,908.45	£90,313.69

Invoices received after list produced and not posted to the system and / or Officer unapproved.					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
04/11/2023	46123	Chelsea Hire	£ 1,060.00	£ 212.00	£ 1,272.00
08/12/2023	268	Kamalini Aiyampillai	£2,624.00	£0.00	£ 2,624.00
11/01/2024	INV0040330	Veolia	£60.19	£12.04	£ 72.23
12/01/2024	1453	Stage Right	£110.00	£22.00	£ 132.00
					£ 4,100.23

Salaries / HMRC / Pension payments				Value presented
Salaries (Net) for including Mayoral Allowance				£ 32,533.00
HMRC -				£ 8,418.36
Pensions -				£ 9,400.52
Total Salaries / HMRC / Pension				£ 50,351.88

Grant / Councillor Community Fund Applications, Approved at Grants Sub-Committee on 15/01/24					
Approval date	Grant No	Organisation Name	Cllr	Ward	Value
08/01/2024	CCF224	Isaac's Litter Picking Group (Paid via Semilong & Trinity Neighbourhood)	Birch	Trinity	£220
08/01/2024	CCF225	United African Association	Alwahabi	Castle	£400
08/01/2024	CGF87	Outside In Theatre	n/a	n/a	£5,000
08/01/2024	CGF83	Niger Delta Youth	n/a	n/a	£2,500
					£8,120

ENVIRONMENTAL Grants, pending approval from Environmental Services Committee meeting xx/xx/xx: To be presented in February's

Approve fund transfer of £ (280,000) from CCLA to UNITY			
Accounts Sub Committee presentation and approval 15th Jan 2024			
Date	Description		Balance
31/12/2023	Unity Bank Balance as at 31/12/23		£ 167,210.24
	Bank Transactions between closing balance and 12/01/24		£ 4,333.08
	Balance in bank as at 12/01/24		£ 171,543.32
	Bank Transactions - pending Cllr approval	2x Grants	£ 4,449.00
	Scheduled payments not yet deducted	None	£ -
	Bank Total Calculation 12/01/24		£ 167,094.32
	Paylist invoices		
	Salaries		£ 32,533.00
	HMRC		£ 8,418.36
	Pensions		£ 9,400.52
	Unpaid Grants		£ 8,120.00
	Paylist unapproved invoices		£ 4,100.23
	Paylist invoices		£ 90,313.69
	Sales refund		£ -
	Total payments on list		£152,885.80
	Total Payments due to go out		£ 152,885.80

£152,885.80

	Difference between Bank balance & All Payments due to go out		£ 14,208.52
	Funds to remain in Unity bank	£ 150,000.00	
	Balance available / Required for transfer		-£ 135,791.48

movement proposed: £136,000