



Northampton TOWN COUNCIL

POLICY & FINANCE COMMITTEE – 13TH MAY 2024 - 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 13th May 2024 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
7th May 2024

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 PREVIOUS MEETING HELD ON 11TH MARCH 2024 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM** (p 3 – p 6)
- 4. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:**
 - a) Minutes of the meeting held on 11 March 2024 (p 7 – p 17)
 - b) Minutes of the meeting held on 15 April 2024 (p 19 – p 33)
- 5. TO FORMALLY APPROVE THE APPOINTMENT OF THE EVENTS AND PROJECTS OFFICER (MATERNITY COVER)**

Report attached (p 35)
- 6. ANNUAL GOVERNANCE & ACCOUNTABILITY STATEMENT AND AUDIT REPORT**

Documents attached (p 37 – 45)

- 7. CCLA DEPOSIT FUND UPDATE**
Report attached (p 47)
- 8. COMMUNITY GOVERNANCE REVIEW UPDATE**
Report attached (p 49 – p 50)
- 9. APPROVAL FOR PUBLICATION OF A NEWSLETTER**
Report attached (p 51)
- 10. VOLUNTEER POLICY**
Report attached (p 53)
- 11. BRANDING UPDATE**
Verbal update to be given
- 12. TO CONSIDER THE PURCHASE OF BRANDED TOTE BAGS**
Report attached (p 55)
- 13. TO CONSIDER THE PURCHASE OF ROADSIDE BOARDS**
Report attached (p 57 – p 59)
- 13. ACCOMMODATION UPDATE**
Report to be tabled for members only

POLICY & FINANCE COMMITTEE – 11TH MARCH 2024

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 11TH MARCH 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Joyce (vice Chair), Alwahabi, Birch, Connolly, Hibbert, Holland-Delamere, Purser, Stevens and Tarasiewicz

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

44. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillors Haque, Hallam and Russell.

45. DECLARATIONS OF INTEREST

None were submitted.

46. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 15TH JANUARY 2024 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 15th January 2024 as a true and accurate record of the proceedings.

47. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:

The Chair requested any questions or queries in relation to the following minutes.

- a) Minutes of the meeting held on 15th January 2024
- b) Minutes of the meeting held on 12th February 2024
- c) Minutes of the meeting held on 11th March 2024

No questions or queries were posed.

48. TO RECEIVE AND REVIEW THE MINUTES OF THE STAFFING COMMITTEE MINUTES HELD ON 6TH MARCH 2024

The minutes of the Staffing Sub-Committee were tabled and reviewed for members information.

NOTED: The recruitment of a Events & Projects Officer (maternity cover) have been approved.

49. BUDGET 2023/24

The Responsible Finance Officer (RFO) highlighted some purchase orders had been posted however, it relates to events in the next financial year therefore, the balance would be carried forward. In response to a question, the RFO explained the Equipment budget code was generally used to purchase additional laptops and the associated hardware.

The Chair explained that Budget Working Group would meet quarterly to review the budget in more detail. He continued, the next meeting would take place the following evening on 12th March 2024. The Chair stated a Councillor had suggested that Committee Chairs be offered membership to the Accounts Sub-Committee next

year.

NOTED

50. TO DISCUSS MEMBERSHIP OF THE LOCAL GOVERNMENT ASSOCIATION (LGA), AND LOCALITY

The Town Clerk referred to the report outlined in the agenda. He explained, the Town Council could purchase an Associate Membership that would enable access to their services and resources. The Town Clerk continued, the LGA generally represents principal local authorities however, the Town Council could still benefit and would incur a slight discount due to being members of National Association of Local Councils a larger parish and considered a 'super council'.

In response to a question, the Town Clerk explained an LGA membership would benefit Councillors and Officers through the training and forums offered.

The Town Clerk continued that Locality focuses on engaging and strengthening local communities and believe it would be a great benefit to the Town Council's work. A Councillor stated the sheer size of Northampton Town Council means it straddles between the LGA and NCALC due to our size, she believes that Locality could bridge this gap and there are 80 other large parish councils who were members.

A Councillor raised that 'twin-hatter' Councillors were already members via their West Northamptonshire Council's roles whereas, those who were only members of the Town Council would gain access.

RESOLVED: The Town Council become members of the Local Government Association (LGA) and Locality.

51. CCLA DEPOSIT FUND UPDATE

The Town Clerk stated the sole investment of the Town Council was the CCLA Public Sector Deposit Fund that had provided a very good return, with an average yield of 5.1% and was a low-risk investment due to the being spread across A or A+ or higher ratings which mitigates the risks.

The Town Clerk had received advice about the potential to expand into Stocks and Shares investments however, the independent advice he'd received explained this market was still very volatile and high-risk.

NOTED

52. REVIEW OF SYSTEMS OF INTERNAL CONTROL AND AUDIT

The Town Clerk explained as part of completing AGAR and audit the town council must demonstrate good practice and transparency via the processes of internal controls and regular review of the risk register. He continued the was done on a monthly basis via the Accounts Sub-Committee and through internal controls checklist completed by councillors quarterly.

In response to a question, it was explained that IT had a large associated risk due to the lack of I.T knowledge in house.

RESOLVED: That the Council has undertaken a thorough review of the risks and internal controls.

53. INTERNAL CONTROLS UPDATE

The RFO highlighted following the internal auditors note, we have introduced a new process this year and that Internal Control checks were diarised and completed quarterly. She continued to extend thanks to Councillors Birch, Hibbert, Marriott and Soan for contributing to the Internal Controls Check.

A Councillor commented the Internal Controls was beneficial and provided a great insight into the inner workings of the financial processes, provides scrutiny and keeps Councillors engaged.

54. TWO VOLUNTEERS TO CHECK THE BANK RECONCILIATION DOCUMENTS OF THE ACCOUNTS SUB-COMMITTEE

The RFO requested two volunteers to complete a check of the bank reconciliation documents.

RESOLVED: Councillors Holland-Delamere and Tarasiewicz were presented, reviewed and approved the bank reconciliation documents.

55. COMMUNITY GOVERNANCE REVIEW UPDATE

The Town Clerk spoke to the report enclosed with the agenda, he expanded on Moulton Parish Council's request that Moulton Leys become part of their parish boundary. He continued that the town council had completed a consultation and the data gained was utilised to formulate the Town Council's response. A Councillor commented the results of the consultation were important and demonstrated the desire to remain within Northampton Town Council area. A Councillor extended gratitude to the Town Clerk in formulating the consultation and data.

In response to a question, the Town Clerk explained any approved recommendations from the Community Governance Review would be implemented in-time for the local elections. The Town Clerk explained some members of the public have raised a desire to formulate a Weston Favell Village Parish Council and the threshold has been reached and would be considered as part of stage 2 of the CGR.

The Town Clerk explained further work was required in determining how many additional councillors may be requested for the Community Governance Review. A Councillor stated there was an in-depth analysis in the Boundary Commission Review where there was a high ratio of ward residents to councillors and those areas may require an additional councillor(s). In response to a question, the Town Clerk explained if the town council wished to gain additional councillors then a strategy and proposal would need to be formed and presented during stage three of the Community Governance Review.

ACTION: The Town Clerk to gain further information to be gained on what would occur in Stage 2 and the timings of the General Community Governance Review.

NOTED

56. REQUEST TO EARMARK UNSPENT ENVIRONMENTAL SERVICES BUDGET

The Chair of the Environmental Services Committee (ESC) explained there was a discussion held during the previous Environmental Services Committee meeting on any unspent funds from the Climate Change Grant Scheme and Environmental Projects. He continued, it was recommended the remaining unspent funds be earmarked within reserves.

RESOLVED: Any remaining unspent funds from Environmental Grants and Environmental Projects be earmarked within reserves.

57. VOLUNTEER HANDBOOK

The Town Clerk provided an update on the Volunteer Handbook as the town council wished to launch a volunteer scheme however, the guidance provided from Voluntary Impact Northampton had delayed the presentation of the handbook to this committee.

ACTION: Events and Projects Officer to provide a rough deadline on when the handbook would be completed.

58. ACCOMMODATION UPDATE

The Town Clerk provided a brief update on accommodation and the accommodation offered in County Hall.

59. BRANDING UPDATE

Councillor Birch raised an agreement was required on the Town Council's new branding since its been a long-winded process, and the pertinence to our identity and publicity for future events. The Chair added the Mayor's Emblem would be retained despite the public-facing council logo being amended however, the traditional logo would be maintained on official documents.

RESOLVED: The final-decision of branding be delegated to the Town Clerk and Assistant Town Clerk in consultation with the Branding Working Group and be resolved by the end of the month.

60. CHANGE OF MEETING DATE

RESOLVED: The next Policy & Finance Committee meeting be rescheduled to 13th May 2024 at 6pm

61. ANY ITEMS FOR CONSIDERATION ON THE NEXT AGENDA

- Policy register
- Health and Safety Audit

MEETING CONCLUDED 7:35PM

ACCOUNTS SUB-COMMITTEE – 11TH MARCH 2024

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

PRESENT: Councillors Marriott (Chair), Hibbert and Purser

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

82. APOLOGIES

Councillor Birch submitted apologies.

83. DECLARATIONS OF INTEREST

No declarations were made.

84. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 12TH FEBRUARY 2024

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 12th February 2024 as a true and accurate record of the proceedings.

85. REVENUE BUDGET 2023/24

The Responsible Finance Officer (RFO) highlighted to members that some budget codes appear overspent however, expenditure had been committed via purchase orders (PO) for good/services in the following financial year (2024-25) and these would be carried forward. She added, 'Northampton in Bloom' and many of the event budget codes appeared this way.

The Responsible Financial Officer (RFO) explained the highlighted budget lines as outlined within the Revenue Budget had an increase of at least 10% or more.

The following budget codes were highlighted by the RFO and discussion or comments were made:

- Budget Code 4125 - Telephone & Internet had increased 121.8%
The RFO stated SCG South West (formerly Horizon Telecom) had increased their contracted costs and there had been an increase in the number of Officers.
- Budget Code 4128 - Information & Tech had increased to 120.7%
A PO had been raised for the purchase of Adobe licenses for financial year 2024-25, this expenditure was committed and would be carried forward.
- Budget Code 4211- Mayor's Transport had increased to 101.1%
Mayoral Transport was expected to exceed the allotted budget as there was an additional month remaining of this financial year.
- Budget Code 4214 – Civic Events had increased to 121.9%
The RFO explained the Freedom of the Town event was not foreseen when completing the budget for financial year 2023-24 therefore, resulted in the Civic Events budget being overspent. She continued that retrospectively, the Freedom of the Town event should have been costed to the Mayoral Contingency Budget Code. A Councillor posed whether the cost of the Freedom of the Town Event be journaled to the Mayoral Contingency to provide better accuracy.

RESOLVED: The RFO be authorised to journal the associated costs with the Freedom of the Town event from Budget Code '4214 Civic Events' to '4217 Mayor Contingency'.

- Budget Code 1190 – Interest Received had increased to 1,957.7%
The RFO highlighted the amount of interest received from the town council's CCLA Public Sector Deposit Fund provided.
- Budget Code 4535 – Northampton in Bloom had increased to 204.6%
The RFO identified that a PO had been raised to the sum of £64,000 for the purchase of goods to facilitate Northampton in Bloom 2024. She continued this amount would be carried forward into the new financial year 2024-25.

RESOLVED: The Revenue Budget for month ending February 2024 was reviewed and approved.

86. PAYMENT OF ACCOUNTS

The RFO highlighted within page one, a £4.99 payment was made for Amazon Prime however, this amount would be reimbursed by the Officer who made the error. She continued, the first page included a large amount of Wave Utilities Invoices that required retrospective approval.

The RFO highlighted a payment to EP Traffic Services Limited to the sum of £1 was due to completing the BACs transfer for the a £1 less than the invoiced total.

The RFO added a large payment was made to B.R. Own Property Repairs (Northampton) for the repair of a water leak at Billing Road East allotment and the works continued for an additional day as scheduled however, this was highlighted prior to the works being completed. The Town Clerk clarified the Town Council were responsible to any pipe damage or water leaks on allotments.

The RFO highlighted some Councillors had attended some courses with NCALC however, a Councillor had not attended. A Councillor posed that Councillors be made aware the Council would be charged if they did not attend.

The RFO explained goods/services had been invoiced by West Northamptonshire Council and the Wild Tribe however, the goods/services had not been provided yet.

The RFO highlighted the grants section of payment list was lengthy due to the high volume of applications received. The last section of grant payments was newly received.

RESOLVED: The Payment of Accounts for month ending February 2024 were received, reviewed and approved.

87. BANK RECONCILIATION

RESOLVED: The FO presented the cash book balance and bank statement balances for month ending February 2024 and these were presented, reviewed and approved.

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

88. INTERNAL CONTROLS

The RFO explained she has a meeting with Councillor Soan and Lane to complete the final internal controls of this Financial Year (2023-24).

89. RISK REGISTER

The Town Clerk explained the risk register would be presented to the Policy & Finance Committee later today and there would be an update on some pertinent items. He continued, the open vacancy for Spencer and Kings Heath Wards could pose financial implications if the ward residents requested an election rather than co-option.

90. ANY ITEMS FOR FUTURE CONSIDERATION

A Councillor explained there would be a Budget Working Group meeting. The RFO stated the meeting intended to familiarise and review the budget prior to being actioned in the new financial year (April 2024).

MEETING CONCLUDED 11:35AM

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|
| 4212 Councillor Allowances | 0 | 28,152 | 30,000 | 1,848 | | 1,848 | 93.8% |
| 4213 Councillor Training/Conference | 84 | 246 | 5,000 | 4,754 | | 4,754 | 4.9% |
| 4214 Civic Events | 1,175 | 17,892 | 16,000 | (1,892) | 1,611 | (3,503) | 121.9% |
| 4215 Civic Regalia | 0 | 15,073 | 4,500 | (10,573) | | (10,573) | 335.0% |
| 4216 Council Meetings & Room Hire | 0 | 951 | 5,000 | 4,049 | 699 | 3,350 | 33.0% |
| 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 | 5,211 | 103,128 | 159,730 | 56,602 | 3,244 | 53,358 | 66.6% |
| Net Expenditure | (5,211) | (103,128) | (159,730) | (56,602) | | | |
| <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 | 12,314 | 97,887 | 5,000 | (92,887) | | | 1957.7% |
| Other Cost and Income :- Income | 12,314 | 1,921,672 | 1,812,837 | (108,835) | | | 106.0% |
| 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 | 12,314 | 1,921,672 | 1,526,900 | (394,772) | | | |
| <u>201 The Guildhall</u> | | | | | | | |
| 4300 Service Charge | 0 | 68,575 | 77,000 | 8,425 | | 8,425 | 89.1% |
| 4390 Accommodation Reserve | 0 | 0 | 108,000 | 108,000 | | 108,000 | 0.0% |
| The Guildhall :- Indirect Expenditure | 0 | 68,575 | 185,000 | 116,425 | 0 | 116,425 | 37.1% |
| Net Expenditure | 0 | (68,575) | (185,000) | (116,425) | | | |
| Policy and Finance :- Income | 12,314 | 1,923,172 | 1,812,837 | (110,335) | | | 106.1% |
| Expenditure | 57,327 | 699,757 | 1,266,237 | 566,480 | 12,885 | 553,595 | 56.3% |
| Movement to/(from) Gen Reserve | (45,013) | 1,223,415 | | | | | |

| | 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 | 23 | 58,225 | 60,000 | 1,776 | 64,547 | (62,772) | 204.6% |
| 4560 Environmental Projects | 0 | 4,036 | 25,000 | 20,964 | | 20,964 | 16.1% |
| 4561 Environmental Grants | 0 | 10,000 | 25,000 | 15,000 | | 15,000 | 40.0% |
| Open Spaces & Environment :- Indirect Expenditure | 23 | 72,418 | 110,000 | 37,582 | 64,547 | (26,965) | 124.5% |
| Net Income over Expenditure | (23) | (49,397) | (86,979) | (37,582) | | | |
| <u>230 Allotments</u> | | | | | | | |
| 4400 Repairs and Maintenance | 1,996 | 11,445 | 30,000 | 18,555 | 350 | 18,205 | 39.3% |
| Allotments :- Indirect Expenditure | 1,996 | 11,445 | 30,000 | 18,555 | 350 | 18,205 | 39.3% |
| Net Expenditure | (1,996) | (11,445) | (30,000) | (18,555) | | | |
| Environmental Services :- Income | 0 | 23,021 | 23,021 | 0 | | | 100.0% |
| Expenditure | 2,018 | 83,862 | 140,000 | 56,138 | 64,897 | (8,760) | 106.3% |
| Movement to/(from) Gen Reserve | (2,018) | (60,841) | | | | | |

| | 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 | 2,500 | 64,027 | 100,000 | 35,973 | | 35,973 | 64.0% |
| Community Grants :- Indirect Expenditure | 2,500 | 64,027 | 100,000 | 35,973 | 0 | 35,973 | 64.0% |
| Net Expenditure | (2,500) | (64,027) | (100,000) | (35,973) | | | |
| <u>310 Community Services</u> | | | | | | | |
| 4171 Councillor Community Funding | 0 | 33,576 | 75,000 | 41,424 | | 41,424 | 44.8% |
| 4221 Community Needs Analysis | 0 | 2,677 | 50,000 | 47,323 | | 47,323 | 5.4% |
| 4225 Community Projects | 2,624 | 2,677 | 50,000 | 47,323 | | 47,323 | 5.4% |
| Community Services :- Indirect Expenditure | 2,624 | 38,930 | 175,000 | 136,070 | 0 | 136,070 | 22.2% |
| Net Expenditure | (2,624) | (38,930) | (175,000) | (136,070) | | | |
| <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 | 0 | 291 | 300 | 9 | | 9 | 96.8% |
| 4140 Advertising and Marketing | 250 | 10,098 | 10,000 | (98) | 546 | (643) | 106.4% |
| 4500 Diwali | 1,060 | 9,774 | 10,000 | 226 | | 226 | 97.7% |
| 4501 Christmas Event | 3,942 | 195,637 | 200,000 | 4,363 | 24,456 | (20,093) | 110.0% |
| 4502 Fireworks | 0 | 59,766 | 55,000 | (4,766) | 22,680 | (27,446) | 149.9% |
| 4503 Bands in the Park | 0 | 10,778 | 10,000 | (778) | 1,152 | (1,930) | 119.3% |
| 4508 Ukraine Art Exhibition | 0 | 281 | 5,000 | 4,719 | | 4,719 | 5.6% |
| 4509 Heritage (was Virtual) | 0 | 5,400 | 7,000 | 1,600 | 12,475 | (10,875) | 255.4% |
| 4510 General Events | 0 | 2,363 | 49,800 | 47,437 | 288 | 47,149 | 5.3% |
| 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 | 0 | 8,790 | 10,000 | 1,211 | | 1,211 | 87.9% |
| 4518 Town Festival | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% |
| 4519 Armed Forces Day | 0 | 6,691 | 5,000 | (1,691) | 500 | (2,191) | 143.8% |
| 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 08/03/2024

Month No: 11

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) | 2,509 | (7,545) | 0.0% |
| 4524 Heritage Open /Projects | 0 | 8,070 | 0 | (8,070) | | (8,070) | 0.0% |
| Public Events :- Indirect Expenditure | 5,252 | 401,968 | 438,100 | 36,132 | 64,606 | (28,474) | 106.5% |
| Net Income over Expenditure | <u>(5,252)</u> | <u>(315,687)</u> | <u>(349,121)</u> | <u>(33,434)</u> | | | |
| Community Services :- Income | 0 | 86,281 | 88,979 | 2,699 | | | 97.0% |
| Expenditure | 10,376 | 504,925 | 713,100 | 208,175 | 64,606 | 143,569 | 79.9% |
| Movement to/(from) Gen Reserve | <u>(10,376)</u> | <u>(418,644)</u> | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| Planning | | | | | | | |
| <u>400 Planning</u> | | | | | | | |
| 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 | 375 | 10,000 | 9,625 | 325 | 9,300 | 7.0% |
| Planning :- Indirect Expenditure | <u>0</u> | <u>3,870</u> | <u>20,000</u> | <u>16,130</u> | <u>325</u> | <u>15,805</u> | <u>21.0%</u> |
| Net Expenditure | <u>0</u> | <u>(3,870)</u> | <u>(20,000)</u> | <u>(16,130)</u> | | | |
| Planning :- Income | 0 | 0 | 0 | 0 | | | 0.0% |
| Expenditure | 0 | 3,870 | 20,000 | 16,130 | 325 | 15,805 | 21.0% |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(3,870)</u> | | | | | |
| Grand Totals:- Income | 12,314 | 2,032,474 | 1,924,837 | (107,637) | | | 105.6% |
| Expenditure | 69,722 | 1,292,414 | 2,139,337 | 846,923 | 142,713 | 704,210 | 67.1% |
| Net Income over Expenditure | <u>(57,408)</u> | <u>740,059</u> | <u>(214,500)</u> | <u>(954,559)</u> | | | |
| Movement to/(from) Gen Reserve | <u>(57,408)</u> | <u>740,059</u> | | | | | |

| Invoices / Grants Paid / Bank Deductions - Requires Retrospective Committee Approval | | | | | | |
|--|---|----------------------------|---|----------|--|--|
| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total | |
| 26-/02/24 | Ending 3373 | Lloyds Bank Card Statement | £1.59 £4.99 £65.78 £31.50 £3.00 | | £1.59 £4.99 £65.78 £31.50 £3.00 Total £106.86 | |
| 08/02/2024 | VOI0036351 | ZenOffice | £ 124.71 | £ 24.94 | £ 149.65 | |
| 03/11/2023 | 12748699A9014401 Giebeland 010421-251023 | Wave Utilities | £ 234.49 | £ - | £ 234.49 | |
| 03/11/2023 | 12748690A9014401 Giebeland 260723-251023 | Wave Utilities | -£ 29.98 | -£ 6.00 | -£ 35.98 | |
| 03/11/2023 | 12748691A9014401 Giebeland 260423-250723 | Wave Utilities | -£ 58.28 | -£ 11.64 | -£ 69.92 | |
| 03/11/2023 | 12748692A9014401 Giebeland 260123-250423 | Wave Utilities | -£ 18.35 | -£ 3.67 | -£ 22.02 | |
| 03/11/2023 | 12748693A9014401 Giebeland 261022-250123 | Wave Utilities | -£ 17.05 | -£ 3.42 | -£ 20.47 | |
| 03/11/2023 | 12748694A9014401 Giebeland 260822-251022 | Wave Utilities | -£ 9.69 | -£ 1.94 | -£ 11.63 | |
| 03/11/2023 | 12748695A9014401 Giebeland 010422-250822 | Wave Utilities | £ 40.09 | £ 8.19 | £ 49.09 | |
| 03/11/2023 | 12748697A9014401 Giebeland 010421-310322 | Wave Utilities | -£ 141.99 | -£ 28.40 | -£ 170.39 | |
| | | | £ 123.95 | -£ 21.94 | £ 102.82 | |

| Grant / Councillor Community Fund Applications, Approved at CS Sub-Committee on 14/02/24 | | | | | | |
|--|----------|--|--|----------------|-------------------|--|
| Approval date | Grant No | Organisation Name | Cllr | Ward | Value | |
| 14/02/2024 | CCF226 | Emmanuel Church Group | Cllr K Holland-Dela | Rectory Farm | £ 700.00 | |
| 14/02/2024 | CCF227 | Northants United Academy | Cllr T Miah | Headlands ward | £ 350.00 | |
| 14/02/2024 | CCF228 | Friends of Abington Library (FOAL) | Cllr T Miah | Headlands ward | £ 500.00 | |
| 14/02/2024 | CCF229 | The County Toy Library | Cllr T Eales | Kings Heath | £ 2,000.00 | |
| 14/02/2024 | CCF230 | Pearls of Peace | Cllr R Ashraf | St James | £ 1,000.00 | |
| 14/02/2024 | CCF231 | Thorplands Club 81 FC | Cllr D Meredith & J Fuchshuber | Talavera | £ 492.00 | |
| 14/02/2024 | CCF232 | Broadmead Community Church | Cllr T Miah | Headlands ward | £ 200.00 | |
| 14/02/2024 | CCF233 | Broadmead Community Church | Cllr P Joyce | Eastfield | £ 600.00 | |
| 14/02/2024 | CCF234 | Northampton Leisure Trust | Cllr N Choudary | Brookside | £ 500.00 | |
| 14/02/2024 | CCF235 | Weston Favell Village Residents Association | Cllr A Kilbride | Park | £ 1,000.00 | |
| 14/02/2024 | CCF236 | Bridgewater Residents Association | Cllr A Kilbride | Park | £ 1,000.00 | |
| 14/02/2024 | CCF237 | St Alban's Church | Cllr P Joyce | Eastfield | £ 1,000.00 | |
| 14/02/2024 | CCF238 | Deafconnect | Cllr R Ashraf | St James | £ 700.00 | |
| 14/02/2024 | CCF239 | Shop Zero | Cllr T Miah | Headlands ward | £ 700.00 | |
| 14/02/2024 | CCF240 | Headlands Primary School | Cllr T Miah | Headlands ward | £ 700.00 | |
| 14/02/2024 | CCF242 | Community Spaces Northampton | Cllr R Connolly | Briar Hill | £ 1,500.00 | |
| 14/02/2024 | CCF243 | Parklands Tigers FC | Cllr M Hallam | Parklands | £ 550.00 | |
| 14/02/2024 | CCF244 | 70th Northampton Brownies and Rainbows (Parklands) | Cllr M Hallam | Parklands | £ 400.00 | |
| 14/02/2024 | CCF245 | Community Spaces Northampton | Cllr J Fuchshuber and D Meredith | Talavera | £ 700.00 | |
| 14/02/2024 | CCF246 | Cat Protections Northampton Branch | Cllr Jackie Fuchshuber and Dennis Meredith (£350 each) | Talavera Ward | £ 700.00 | |
| Grants, | | | | | | |
| 14/02/2024 | CGF88 | Northampton Contemporary Art (NNCA) | | | £ 5,000.00 | |
| 14/02/2024 | CGF89 | Northampton Corporation Transport Archiving Project | | | £ 4,000.00 | |
| 14/02/2024 | CGF91 | Down Syndrome Group Northamptonshire | | | £ 4,787.00 | |
| 14/02/2024 | CGF92 | Wagonik Integracyjny | | | £ 2,010.00 | |
| | | | | | £15,797.00 | |
| CCF Grants, | | | | | | |
| 06/03/2024 | CCF247 | Black Women's Domestic Abuse group Northampton | Holland-Delamere | Rectory Farm | £ 200.00 | |
| 06/03/2024 | CCF248 | Rectory Farm Pocket Park | Holland-Delamere | Rectory Farm | £ 500.00 | |
| 06/03/2024 | CCF249 | Christ Church, Northampton | Purser | Abington | £ 2,000.00 | |
| 06/03/2024 | CCF250 | 66 th Northampton Guides and 1 st Weston Rangers | Kilbride | Park | £ 500.00 | |
| 06/03/2024 | CCF251 | 1 st Northampton Boys Brigade and Associate Girls | Alwahabi | Castle | £ 600.00 | |
| 06/03/2024 | CCF252 | 78 Derrigate | Choudary | Brookside | £ 1,450.00 | |
| | | | | | £5,250.00 | |

ACCOUNTS SUB-COMMITTEE – 15TH APRIL 2024

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 15TH APRIL 2024 AT 10AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Birch and Hibbert.

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

91. APOLOGIES

Apologies were submitted by Councillor Purser.

92. DECLARATIONS OF INTEREST

Councillor Hibbert declared a pecuniary interest in the payment of accounts due to an expense claim itemized. Councillor Birch declared a pecuniary interest in the payment of accounts due to an expenses claim was itemized in the payment of accounts presented for approval.

93. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 11TH MARCH 2024

RESOLVED: The Chair was authorised to sign the minutes of the Accounts Sub-Committee meeting held on 11th March 2024 as a true and accurate record of the proceedings.

94. REVENUE BUDGET 2023/24

The Revenue Budget was circulated date ending 31st March 2024. The Responsible Finance Officer (RFO) explained she had highlighted the budget codes percentages higher than 100%, the actual year-to-date and the committed expenditure column.

The Chair asked whether any of these budgets had been increased to reflect the new budget requirement in the new financial year 2024-25. The RFO explained some budgets had changed and others had not and this was agreed during the Budget Setting. As an example, the RFO explained Northampton in Bloom was not in reality overspent for financial 2023-24 however, appear so as expenditure had been committed (purchase order committed) for financial year 2024-25. The RFO explained Fireworks had been increased due to the increase in costs. The RFO explained St Georges day now had a budget, as in the previous financial year as it was funded via the General Events Budget code.

A Councillor noticed from the resolution from the previous minutes to journal the associated costs from the Freedom of the Town Event be journaled from '4214 Civic Events' to '4217 Mayor Contingency' had not been actioned. The RFO apologised this had been missed and due to the year-end being completed she was unable to adjust this.

A Councillor highlighted Travel & Subsistence had been well spent across the variety of committees and posed whether this could be a sole budget code. The RFO explained travel and subsistence was a sole budget code and sits within each of the Committees cost centre to demonstrate what each committee had spent. In response to a question, the Town Clerk

explained Officers can claim mileage subtracting their general commute and additional amount can be claimed per passenger. The Town Clerk added, Officers could claim up-to £5 for subsistence which was outlined in the Staff Handbook.

ACTION: Town Clerk to request copies of Officers car insurance certificates.

RESOLVED: The Revenue Budget for month ending 31st March 2024 was circulated, presented and reviewed.

95. PAYMENT OF ACCOUNTS

The Payment of Accounts (paylist) due was circulated. The RFO requested Councillors take their time, to review each of the payments on the list and pose any queries. The RFO explained the first table was payments that required retrospective approval. She continued the second table was officer approved invoices pending Councillor review and approval. And, the third table was invoices received that required Officer and Councillor approval. The fourth table included invoices received after the paylist was created and the fifth box was HMRC and pension. And, the final table was Grant applications for approval.

A Councillor highlighted two invoices were included in the paylist from Stage Right, she raised concerns how the representative charges per meeting attendance and how the meetings with them should be efficient and decision based.

A Councillor stated there were many invoices in relation to Wave Utilities. The RFO explained there was a credit balance on the account, which meant the invoices shown would remain there until the balance had been cleared and there were ongoing issues with allotment sites in general. The Town Clerk explained that Kingsthorpe South allotment was within the Town Council's remit and had received an invoice in the incorrect name and therefore could not be paid. He continued that Studland Avenue was also within the Town Council ownership. The RFO explained she was yet to received invoices in relation to the Parklands or the Studland Avenue allotments.

A Councillor queried the catering invoice for Oak Apple Day and whether this related to this year's event. In response the RFO explained the invoice for the Oak Apple Day's catering was for last year's event and an Officer had to chase the supplier to issue this hence the late inclusion on the payment of accounts.

A Councillor queried why the description of their expense claims was repeated and asked should it have stated food instead. The RFO checked and both claims did indeed relate to attendance tickets and highlighted an expense claim for food had not been received.

A Councillor enquired whether there was a way to reduce the volume of printed paper in future meetings. The RFO explained the revenue budget and payment that no not require signature could be presented on the screen with the payment of accounts being printed and other papers that required signatures.

RESOLVED: The Payment of Accounts were presented, circulated and authorised for payment.

RESOLVED: At future meetings the Revenue Budget, Bank Reconciliation and any other supplementary documents would be presented electronically on screen and one pack be produced for signatory purposes.

ACTION: Town Clerk to communicate to the Events & Projects Team the cost of Stage Right attendance to meetings and the time-consuming nature and should be short, concise and decision-based.

ACTION: Councillor to submit their expense claim in relation to food.

96. BANK RECONCILIATION

The RFO presented the cashbook and bank account statements for review confirming bank reconciliation.

RESOLVED: The bank reconciliation and supporting documents were tabled, reviewed and signed by Councillors confirming accuracy and balancing.

97. END OF YEAR ACCOUNTS

The RFO explained financial year 2023-2024 had been closed, the internal auditor had been provided the requested information and we await the outcomes and feedback. She continued, once completed we could submit the Town Council's Annual Governance Return.

In response to the Oak Apple Day catering invoice, a Councillor asked why it was received so late, the RFO explained the officer chased the supplier for invoice as the goods and services had been received, if no invoice was received we would have to accrue the cost for the service received.

The Town Clerk explained the pre-election period (also known as Purdah) would not affect the day-to-day business however, no publicity could be issued for example.

The RFO provided a copies of the Council's Value Added Tax (VAT) return for Quarter 4 of Financial year 2023-24.

ACTION: In relation to making payments & finance issues due to next year's election, it was suggested that Councillors Birch and Marriott's authority to authorise bank payments be extended during the election period to ensure business continuity.

98. INTERNAL CONTROLS

The RFO explained she had met with Councillors Soan and Lane who completed the Internal Controls check for where they selected the month of May 2023. The RFO commented the Internal Controls Checklist went well and was signed-off by both Councillor Soan and Lane.

RESOLVED: Councillor Lane nominated Councillor Russell alongside himself to complete the next quarters internal controls.

RESOLVED: The Internal Controls Checklist for quarter four of financial year 2023-24 were completed.

99. RISK REGISTER

The Town Clerk stated a meeting should be held to review the actions for the risk register for this financial year 2024-25. The Town Clerk added that 'lone-working' had been included within the risk register as the Community Engagement Officer and Events and Project Officers in particular have worked alone. He added, that Officers were advised to keep in-touch with their line manager and further advice has been sought from the Health and Safety advisor.

A Councillor highlighted the following items relating to the accommodation should be increased in risk.

RESOLVED: The Risk Register was presented and reviewed by the Committee.

MEETING CONCLUDED: 11:12AM

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>Policy and Finance</u> | | | | | | | | |
| <u>101 Central Administration</u> | | | | | | | | |
| 4000 Salaries NI and Pension | 42,753 | 498,439 | 515,000 | 16,561 | | 16,561 | 96.8% | |
| 4006 Recruitment | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4010 Payroll Costs | 139 | 1,195 | 1,100 | (95) | | (95) | 108.7% | |
| 4015 Travel and Subsistence | 223 | 806 | 700 | (106) | | (106) | 115.1% | |
| 4027 Training and Staff Development | 140 | 2,410 | 10,000 | 7,590 | 90 | 7,500 | 25.0% | |
| 4101 Office Supplies & Photocopying | 1,492 | 4,909 | 5,000 | 91 | | 91 | 98.2% | |
| 4110 Post | 352 | 1,208 | 2,000 | 792 | | 792 | 60.4% | |
| 4120 Subscriptions | 0 | 8,978 | 9,000 | 22 | | 22 | 99.8% | |
| 4125 Telephone and Internet | 1,372 | 8,682 | 6,000 | (2,682) | | (2,682) | 144.7% | |
| 4128 Information Technology | 847 | 11,204 | 10,000 | (1,204) | 1,630 | (2,834) | 128.3% | |
| 4130 Insurance | 0 | 16,312 | 7,770 | (8,542) | | (8,542) | 209.9% | |
| 4140 Advertising and Marketing | 2,259 | 8,316 | 10,000 | 1,684 | 267 | 1,417 | 85.8% | |
| 4155 Accounting Support | 295 | 3,540 | 4,000 | 460 | | 460 | 88.5% | |
| 4190 Equipment | 2,322 | 4,638 | 10,000 | 5,362 | | 5,362 | 46.4% | |
| Central Administration :- Indirect Expenditure | 52,194 | 570,638 | 592,570 | 21,932 | 1,987 | 19,945 | 96.6% | 0 |
| Net Expenditure | (52,194) | (570,638) | (592,570) | (21,932) | | | | |
| <u>105 Corporate Management</u> | | | | | | | | |
| 4150 Bank Charges | 23 | 166 | 1,000 | 834 | | 834 | 16.6% | |
| 4156 Audit Fees | 0 | 2,520 | 4,000 | 1,480 | | 1,480 | 63.0% | |
| 4159 Legal & Professional Fees | 285 | 7,108 | 30,000 | 22,892 | 4,000 | 18,892 | 37.0% | |
| 4162 Health and Safety | 80 | 203 | 8,000 | 7,797 | | 7,797 | 2.5% | |
| Corporate Management :- Indirect Expenditure | 387 | 9,997 | 43,000 | 33,003 | 4,000 | 29,003 | 32.6% | 0 |
| Net Expenditure | (387) | (9,997) | (43,000) | (33,003) | | | | |
| <u>110 Civic and Democratic</u> | | | | | | | | |
| 4130 Insurance | 0 | 2,309 | 4,460 | 2,151 | | 2,151 | 51.8% | |
| 4140 Advertising and Marketing | 68 | 177 | 2,000 | 1,823 | | 1,823 | 8.8% | |
| 4200 Elections | 0 | 0 | 40,000 | 40,000 | | 40,000 | 0.0% | |
| 4208 Mayoral Activity | 1,964 | 4,791 | 12,000 | 7,209 | | 7,209 | 39.9% | |
| 4209 Deputy Mayor | 651 | 751 | 2,000 | 1,249 | | 1,249 | 37.6% | |
| 4210 Mayoral Allowance | 500 | 6,968 | 6,000 | (968) | | (968) | 116.1% | |
| 4211 Mayor's Transport | 4,567 | 28,756 | 24,770 | (3,986) | | (3,986) | 116.1% | |
| 4212 Councillor Allowances | 0 | 28,152 | 30,000 | 1,848 | | 1,848 | 93.8% | |
| 4213 Councillor Training/Conference | 42 | 288 | 5,000 | 4,712 | | 4,712 | 5.8% | |
| 4214 Civic Events (Contingency) | 2,371 | 20,262 | 16,000 | (4,262) | 122 | (4,384) | 127.4% | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4215 Civic Regalia | 0 | 15,073 | 4,500 | (10,573) | 4,198 | (14,771) | 428.2% | |
| 4216 Council Meetings & Room Hire | 170 | 1,121 | 5,000 | 3,879 | 337 | 3,542 | 29.2% | |
| 4217 Civic Contingency | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4523 Windrush | 0 | 4,872 | 0 | (4,872) | | (4,872) | 0.0% | |
| 4540 Town Twinning | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Civic and Democratic :- Indirect Expenditure | 10,332 | 113,520 | 159,730 | 46,210 | 4,657 | 41,553 | 74.0% | 0 |
| Net Expenditure | (10,332) | (113,520) | (159,730) | (46,210) | | | | |
| 115 Other Cost and Income | | | | | | | | |
| 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 | 22,601 | 120,488 | 5,000 | (115,488) | | | 2409.8% | |
| Other Cost and Income :- Income | 22,601 | 1,944,273 | 1,812,837 | (131,436) | | | 107.3% | 0 |
| 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% | 0 |
| Net Income over Expenditure | 22,601 | 1,944,273 | 1,526,900 | (417,373) | | | | |
| 201 The Guildhall | | | | | | | | |
| 4300 Service Charge | 0 | 68,575 | 77,000 | 8,425 | | 8,425 | 89.1% | |
| 4390 Accommodation Reserve | 0 | 0 | 108,000 | 108,000 | | 108,000 | 0.0% | |
| The Guildhall :- Indirect Expenditure | 0 | 68,575 | 185,000 | 116,425 | 0 | 116,425 | 37.1% | 0 |
| Net Expenditure | 0 | (68,575) | (185,000) | (116,425) | | | | |
| Policy and Finance :- Income | 22,601 | 1,944,273 | 1,812,837 | (131,436) | | | 107.3% | |
| Expenditure | 62,913 | 762,730 | 1,266,237 | 503,507 | 10,643 | 492,864 | 61.1% | |
| Movement to/(from) Gen Reserve | (40,312) | 1,181,543 | | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <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% | 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 | (250) | 57,975 | 60,000 | 2,026 | 29,565 | (27,540) | 145.9% | |
| 4560 Environmental Projects | 0 | 4,036 | 25,000 | 20,964 | | 20,964 | 16.1% | |
| 4561 Environmental Grants | 0 | 10,000 | 25,000 | 15,000 | | 15,000 | 40.0% | |
| Open Spaces & Environment :- Indirect Expenditure | (250) | 72,168 | 110,000 | 37,832 | 29,565 | 8,267 | 92.5% | 0 |
| Net Income over Expenditure | 250 | (49,147) | (86,979) | (37,832) | | | | |
| <u>230 Allotments</u> | | | | | | | | |
| 4400 Repairs and Maintenance | 4,754 | 16,199 | 30,000 | 13,801 | 350 | 13,451 | 55.2% | |
| Allotments :- Indirect Expenditure | 4,754 | 16,199 | 30,000 | 13,801 | 350 | 13,451 | 55.2% | 0 |
| Net Expenditure | (4,754) | (16,199) | (30,000) | (13,801) | | | | |
| Environmental Services :- Income | 0 | 23,021 | 23,021 | 0 | | | 100.0% | |
| Expenditure | 4,504 | 88,366 | 140,000 | 51,634 | 29,915 | 21,718 | 84.5% | |
| Movement to/(from) Gen Reserve | (4,504) | (65,345) | | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Community Services | | | | | | | | |
| 301 Community Grants | | | | | | | | |
| 4170 Community Grant Scheme | 15,797 | 79,824 | 100,000 | 20,176 | | 20,176 | 79.8% | |
| Community Grants :- Indirect Expenditure | 15,797 | 79,824 | 100,000 | 20,176 | 0 | 20,176 | 79.8% | 0 |
| Net Expenditure | (15,797) | (79,824) | (100,000) | (20,176) | | | | |
| 310 Community Services | | | | | | | | |
| 4171 Councillor Community Funding | 20,742 | 54,318 | 75,000 | 20,682 | | 20,682 | 72.4% | |
| 4221 Community Needs Analysis | 0 | 2,722 | 50,000 | 47,278 | | 47,278 | 5.4% | |
| 4225 Community Projects | 0 | 2,632 | 50,000 | 47,368 | | 47,368 | 5.3% | |
| Community Services :- Indirect Expenditure | 20,742 | 59,672 | 175,000 | 115,328 | 0 | 115,328 | 34.1% | 0 |
| Net Expenditure | (20,742) | (59,672) | (175,000) | (115,328) | | | | |
| 315 Public Events | | | | | | | | |
| 1155 WNC Transfer | 0 | 84,281 | 83,979 | (302) | | | 100.4% | |
| 1536 Contribution to Service | 1,650 | 5,150 | 5,000 | (150) | | | 103.0% | |
| Public Events :- Income | 1,650 | 89,431 | 88,979 | (452) | | | 100.5% | 0 |
| 4015 Travel and Subsistance | 14 | 305 | 300 | (5) | | (5) | 101.5% | |
| 4140 Advertising and Marketing | 299 | 12,507 | 10,000 | (2,507) | 283 | (2,790) | 127.9% | |
| 4500 Diwali | 0 | 9,774 | 10,000 | 226 | | 226 | 97.7% | |
| 4501 Christmas Event | 1,790 | 195,315 | 200,000 | 4,685 | 20,170 | (15,485) | 107.7% | |
| 4502 Fireworks | 0 | 59,766 | 55,000 | (4,766) | 22,680 | (27,446) | 149.9% | |
| 4503 Bands in the Park | 0 | 10,778 | 10,000 | (778) | 1,152 | (1,930) | 119.3% | |
| 4508 Ukraine Art Exhibition | 0 | 281 | 5,000 | 4,719 | | 4,719 | 5.6% | |
| 4509 Heritage (was Virtual) | 1,590 | 6,990 | 7,000 | 10 | 10,885 | (10,875) | 255.4% | |
| 4510 General Events | 2,676 | 4,980 | 49,800 | 44,820 | | 44,820 | 10.0% | |
| 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 | 10,000 | (10,000) | 300.0% | |
| 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 | 0 | 8,790 | 10,000 | 1,211 | | 1,211 | 87.9% | |
| 4518 Town Festival | 0 | 5,000 | 5,000 | 0 | | 0 | 100.0% | |
| 4519 Armed Forces Day | 21 | 6,712 | 5,000 | (1,712) | 500 | (2,212) | 144.2% | |
| 4520 Beer Festival | 0 | 5,000 | 5,000 | 0 | 5,000 | (5,000) | 200.0% | |
| 4521 Van Hire (Events) | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Committee Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4522 St Georges Day | 0 | 5,035 | 0 | (5,035) | 2,509 | (7,545) | 0.0% | |
| 4524 Heritage Open /Projects | 0 | 8,070 | 0 | (8,070) | | (8,070) | 0.0% | |
| Public Events :- Indirect Expenditure | 6,389 | 408,297 | 438,100 | 29,803 | 73,179 | (43,376) | 109.9% | 0 |
| Net Income over Expenditure | (4,739) | (318,867) | (349,121) | (30,254) | | | | |
| Community Services :- Income | 1,650 | 89,431 | 88,979 | (452) | | | 100.5% | |
| Expenditure | 42,928 | 547,793 | 713,100 | 165,307 | 73,179 | 92,127 | 87.1% | |
| Movement to/(from) Gen Reserve | (41,278) | (458,363) | | | | | | |

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 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 | 375 | 10,000 | 9,625 | 325 | 9,300 | 7.0% | |
| Planning :- Indirect Expenditure | <u>0</u> | <u>3,870</u> | <u>20,000</u> | <u>16,130</u> | <u>325</u> | <u>15,805</u> | <u>21.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(3,870)</u> | <u>(20,000)</u> | <u>(16,130)</u> | | | | |
| Planning :- Income | 0 | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 0 | 3,870 | 20,000 | 16,130 | 325 | 15,805 | 21.0% | |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>(3,870)</u> | | | | | | |
| Grand Totals:- Income | 24,251 | 2,056,725 | 1,924,837 | (131,888) | | | 106.9% | |
| Expenditure | 110,346 | 1,402,760 | 2,139,337 | 736,577 | 114,063 | 622,515 | 70.9% | |
| Net Income over Expenditure | <u>(86,095)</u> | <u>653,965</u> | <u>(214,500)</u> | <u>(868,465)</u> | | | | |
| Movement to/(from) Gen Reserve | <u>(86,095)</u> | <u>653,965</u> | | | | | | |

| Invoices / Grants Paid / Bank Deductions - Requires Retrospective Committee Approval | | | | | |
|--|-------------------------|----------------------------|-----------|---------|---|
| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
| 26/03/2024 | Ending 3373 | Lloyds Bank Card Statement | | | 1.59 31.62 16.99 31.15 79.50 39.19 21.00 3.00 Total £224.04 |
| 12/03/2024 | 13280100A9021592 | Wave Utilities | £ 348.04 | £ - | £ 348.04 |
| 01/04/2024 | 50065199 / DD Reference | Xerox Finance Limited | £ 295.92 | £ 59.18 | £ 355.10 |
| | | | £ 643.96 | £ 59.18 | £ 927.18 |

| Invoices posted to System pending approval and Payment | | | | | |
|--|------------------|--|------------|-----------|---------------|
| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
| 15/03/2024 | KIR194 | Kirsty Edmonds | £150.00 | £0.00 | £150.00 |
| 25/03/2024 | INV-5122 | Silbury Golf 2020 Ltd | £1,755.00 | £351.00 | £2,106.00 |
| 31/03/2024 | 2219 | AR Media Productions Limited | £1,500.00 | £300.00 | £1,800.00 |
| 01/04/2024 | INV-5556 | FTF Worldwide Event Management Limited | £11,340.00 | £2,268.00 | £13,608.00 |
| 11/04/2024 | 2428 | Milton Keynes Brass | £450.00 | £0.00 | £450.00 |
| 11/03/2024 | 23385 | Moonscape Media Ltd | £262.50 | £52.50 | £315.00 |
| 15/02/2024 | 28435936 | Nisbets Plc | £387.98 | £77.59 | £465.57 |
| 03/04/2024 | INV 018 | Northampton Film Festival Ltd | £2,385.00 | £0.00 | £2,385.00 |
| 19/03/2024 | 1467 | Stage Right Productions | £1,880.44 | £376.09 | £2,256.53 |
| 19/03/2024 | 1468 | Stage Right Productions | £507.94 | £101.59 | £609.53 |
| 25/03/2024 | MTR-08028 | Tangerine Red Ltd | £36.00 | £7.20 | £43.20 |
| 25/03/2024 | MTR-08030 | Tangerine Red Ltd | £90.00 | £18.00 | £108.00 |
| 03/04/2024 | MTR-08040 | Tangerine Red Ltd | £158.00 | £12.00 | £170.00 |
| 05/04/2024 | MTR-08049 | Tangerine Red Ltd | £495.00 | £86.00 | £581.00 |
| 20/03/2024 | 2417 | Ultralite Ltd | £4,286.00 | £857.20 | £5,143.20 |
| 27/03/2024 | 647357172 | Unity Insurance Services | £485.28 | £0.00 | £485.28 |
| 28/02/2024 | 3047 | The Wild Tribe | £550.00 | £0.00 | £550.00 |
| 27/03/2024 | EXPENSES MARCH24 | Julie Thorneycroft (Expense Claims) | £15.55 | £0.00 | £15.55 |
| 27/03/2024 | 14015430CREDIT | Plantscape Ltd | -£1,090.00 | -£218.00 | -£1,308.00 |
| 27/03/2024 | 14015431 | Plantscape Ltd | £840.00 | £168.00 | £1,008.00 |
| 03/04/2024 | 2421 | Ultralite Ltd | £4,079.25 | £815.85 | £4,895.10 |
| 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 |
| 02/11/2023 | 12743858A984758 | Anglian Water t/a Wave Utilities | £191.12 | £0.00 | £191.12 |
| 04/01/2024 | 12989345A984758 | Anglian Water t/a Wave Utilities | -£250.75 | £0.00 | -£250.75 |

| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
|--------------|---------------------|---|------------|-----------|---------------|
| 05/01/2024 | 12994558A984758 | Anglian Water t/a Wave Utilities | £18.37 | £0.00 | £18.37 |
| 02/02/2024 | 13099344A984758 | Anglian Water t/a Wave Utilities | £16.58 | £0.00 | £16.58 |
| 02/03/2024 | 13229628A984758 | Anglian Water t/a Wave Utilities | £16.20 | £0.00 | £16.20 |
| 01/04/2024 | 13376498A984758 | Anglian Water t/a Wave Utilities | £20.16 | £0.00 | £20.16 |
| 03/04/2024 | 13374861A984757 | Anglian Water t/a Wave Utilities | £8.32 | £0.00 | £8.32 |
| 16/03/2024 | 4.24002E+11 | West Northamptonshire Council | £26,119.90 | £5,223.98 | £31,343.88 |
| 16/03/2024 | 4.24002E+11 | West Northamptonshire Council | £8,610.00 | £1,722.00 | £10,332.00 |
| 16/03/2024 | 4.24002E+11 | West Northamptonshire Council | £252.00 | £50.40 | £302.40 |
| 22/03/2024 | EXPENSES MAR24 | Cllr Jane Birch | £16.67 | £3.33 | £20.00 |
| 01/04/2024 | INV-0107 | Classic Carriages of Northampton | £2,503.05 | £0.00 | £2,503.05 |
| 28/03/2024 | 532128895 | Clear Insurance Management Ltd | £2,495.20 | £0.00 | £2,495.20 |
| 28/03/2024 | 532172415 | Clear Insurance Management Ltd | £11,239.41 | £0.00 | £11,239.41 |
| 22/03/2024 | EXPENSES MARCH 24 | Connor Osborn (Employee) | £59.20 | £0.00 | £59.20 |
| 01/02/2024 | INV-0740 | Cuttlefish Multimedia Ltd | £333.00 | £66.60 | £399.60 |
| 20/03/2024 | 300 | Council for Voluntary Service Northampton | £139.20 | £0.00 | £139.20 |
| 12/03/2024 | 7262868 | Eastern Shires Purchasing Organisation | £410.00 | £82.00 | £492.00 |
| 12/03/2024 | 7262869 | Eastern Shires Purchasing Organisation | £2.10 | £0.42 | £2.52 |
| 19/03/2024 | 7270063 | Eastern Shires Purchasing Organisation | £106.80 | £21.36 | £128.16 |
| 22/03/2024 | 7273335 | Eastern Shires Purchasing Organisation | £215.00 | £43.00 | £258.00 |
| 18/03/2024 | INV-0004 | EDGE NORTHAMPTON LTD | £445.00 | £0.00 | £445.00 |
| 05/04/2024 | EXOPENSES APR24 | Elisabeth Hawkins (Expense Claims) | £14.34 | £0.00 | £14.34 |
| 25/03/2024 | INV-11796 | EP Traffic Services Limited | £322.80 | £64.56 | £387.36 |
| 15/03/2024 | 2240342 | Falon Nameplates Ltd | £166.49 | £33.30 | £199.79 |
| 31/03/2024 | 2023-24.3310 | Gravitas HR Solutions Limited | £285.00 | £57.00 | £342.00 |
| 13/03/2024 | EXPENSES MARCH 24 | Cllr Stephen Hibbert | £109.00 | £0.00 | £109.00 |
| 13/03/2024 | EXPENSES MARCH 24 2 | Cllr Stephen Hibbert | £575.00 | £0.00 | £575.00 |
| 09/04/2024 | 48319/0735290 | Horizon Telecom Ltd t/a SCG South West | £702.33 | £140.47 | £842.80 |
| 28/03/2024 | L027575 | JACKSONS MOT CENTRE | £223.78 | £44.76 | £268.54 |
| 27/03/2024 | EXPENSES MARCH 24 | Josephine Haines (Expense Claims) | £0.92 | £0.18 | £1.10 |
| 12/03/2024 | EXPENSES MARCH 24 | Cllr Paul Joyce | £483.22 | £62.38 | £545.60 |
| 27/03/2024 | 2548 | Wolf & Bee Ltd t/a Kall Kwik Northampton | £68.00 | £0.00 | £68.00 |
| 28/03/2024 | 11027 | King West Limited | £3,600.00 | £720.00 | £4,320.00 |
| 28/02/2024 | EXPENSES FEB 24 | Louise Hannam-Jones | £117.29 | £0.00 | £117.29 |
| 15/03/2024 | INV:1002136 | LUNAR PUBLISHING LTD | £150.00 | £30.00 | £180.00 |
| 28/03/2024 | 19094 | Microshade Business Consultants Ltd | £295.00 | £59.00 | £354.00 |
| 10/04/2024 | INV-MCR2463 | MICHAELS CIVIC ROBES LIMITED | £142.00 | £28.40 | £170.40 |
| 26/03/2024 | 811376 | National Association of Local Councils | £580.00 | £116.00 | £696.00 |
| 13/02/2024 | 28421075 | Nisbets Plc | £297.95 | £59.59 | £357.54 |
| 07/03/2024 | 1657762 CREDIT | Nisbets Plc | -£200.64 | -£40.12 | -£240.76 |
| 15/03/2024 | INV-3532 | Northants CALC Ltd | £42.00 | £8.40 | £50.40 |
| 26/03/2024 | LP/1 - 2024 | NS-UK Group (Northern) Ltd | £465.00 | £93.00 | £558.00 |
| 15/03/2024 | BK595338 | Pitney Bowes Limited | £351.88 | £0.00 | £351.88 |

| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
|---|------------------|--|-------------|------------|---------------|
| 01/04/2024 | SM29985 | Rialtas Business Solutions Ltd | £933.00 | £186.60 | £1,119.60 |
| 01/04/2024 | SM29986 | Rialtas Business Solutions Ltd | £110.00 | £22.00 | £132.00 |
| 27/03/2024 | 1471 | Stage Right Productions | £85.00 | £17.00 | £102.00 |
| 27/03/2024 | 2024-22 | St Peters Church, Weston Favell | £96.00 | £0.00 | £96.00 |
| 22/03/2024 | EXPENSES MARCH24 | Stuart Carter (Expense Claims) | £50.48 | £0.00 | £50.48 |
| 19/03/2024 | INV-10073 | TONY JONES FLORIST LTD | £134.17 | £26.83 | £161.00 |
| 12/03/2024 | INV0047283 | Veolia ES (UK) Ltd | £122.74 | £24.55 | £147.29 |
| 27/03/2024 | INV0049411 | Veolia ES (UK) Ltd | £80.14 | £16.03 | £96.17 |
| 20/03/2024 | 424002058746 | West Northamptonshire Council | £140.00 | £28.00 | £168.00 |
| 27/03/2024 | 424002073857 | West Northamptonshire Council | £140.25 | £28.05 | £168.30 |
| 27/03/2024 | 424002073860 | West Northamptonshire Council | £30.00 | £6.00 | £36.00 |
| 27/03/2024 | 424002074102 | West Northamptonshire Council | £596.30 | £7.50 | £603.80 |
| 27/03/2024 | 424002074115 | West Northamptonshire Council | £30.00 | £6.00 | £36.00 |
| 08/04/2024 | VOI0037207 | Zenoffice Limited | £165.73 | £33.14 | £198.87 |
| 05/11/2023 | INV-11266 | EP Traffic Services Limited | £394.20 | £78.84 | £1.00 |
| Invoices posted to the system but pending Officer approval. Invoices will not be paid until Officer has confirmed Goods / and or Service have been received. | | | | | |
| 20/04/2024 | 1466 | Stage Right Productions | £380.00 | £76.00 | £456.00 |
| 04/04/2024 | INV-3699 | Northants CALC Ltd | £9,009.94 | £272.40 | £9,282.34 |
| 06/04/2024 | 19168 | Microshade Business Consultants Ltd | £822.01 | £164.40 | £986.41 |
| 20/05/2024 | 42 | Alan Hodge | £195.00 | £0.00 | £195.00 |
| 02/04/2024 | MTR-08037 | Tangerine Red Ltd | £122.00 | £24.40 | £146.40 |
| 11/04/2024 | INV0050874 | Veolia ES (UK) Ltd | £425.00 | £85.00 | £510.00 |
| 27/03/2024 | INV2156 | Tompkins Creative Group Limited T/A THIR | £2,125.00 | £425.00 | £2,550.00 |
| | | | | | |
| | | | £108,228.69 | £15,490.77 | £123,247.39 |

| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
|--|-----------------|-----------------------------|-----------|-----|---------------------|
| 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 |
| 12/04/2024 | 13421738A990421 | Graspin 1201 Wave Utilities | £ 182.31 | £ - | £ 182.31 |
| | | | | | £ 182.31 |
| | | | | | |
| | | | | | £ 365.62 |

| Salaries / HMRC / Pension payments | | | | Value presented |
|--|--|--|--|--------------------|
| Salaries (Net) for including Mayoral Allowance | | | | £24,664.99 |
| HMRC - | | | | £9,627.31 |
| Pensions - | | | | £10,494.91 |
| | | | Total Salaries / HMRC / Pension | £ 44,787.21 |

| Grant / Councillor Community Fund Applications, Approved at CS Sub-Committee on xx/xx/xx | | | | | |
|--|----------|-------------------|------|------|-------|
| Approval date | Grant No | Organisation Name | Cllr | Ward | Value |
| | | | | | |
| | | | | | £ - |

| Grants, | | | | | |
|------------|-------|-------------------------------|---------|-----|------------|
| 04/03/2024 | CGF95 | Rockin Road Runner | £10,000 | n/a | £10,000 |
| 04/03/2024 | CGF97 | Northampton Town of Sanctuary | £10,000 | n/a | £10,000 |
| | | | | | |
| | | | | | £20,000.00 |

| ESC Grants, | | | | | |
|-------------|-------|-------------------------------|--------|--|--------|
| 12/02/2024 | CCGS5 | Northampton Town of Sanctuary | £5,000 | | £5,000 |

| Invoice Date | Invoice No | A/c Name | Net Value | VAT | Invoice Total |
|--------------|------------|----------|-----------|-----|---------------|
| | | | | | £5,000.00 |
| | | | | | £193,400.22 |

Northampton Town Council
Policy and Finance Committee – 11th March 2024

**TO FORMALLY APPROVE THE APPOINTMENT OF THE EVENTS AND PROJECTS OFFICER
(MATERNITY COVER)**

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the recruitment of the temporary Events and Projects officer

Recommended: That the committee formally approves the appointment

Background

The committee will be aware that approval was given to recruit a temporary Events and Projects Officer to cover the maternity leave of one of our officers. In line with the terms of reference, this was delegated to the staff committee to undertake.

The interview panel comprising Cllrs Marriott, Birch and Hibbert as well as the Clerk and Assistant Clerk interviewed five applicants, following 20 applications.

It was decided that Ms N Haviland be selected, having had similar experience as an events officer at a parish council in Buckinghamshire. Ms Haviland will join on the 20th May and is on a 14 month contract.

Annual Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

| | | | |
|---------------------------|--------------------------|-------------------------|--------------------------|
| Name of council: | Northampton Town Council | | |
| Name of Internal Auditor: | Mrs TL Charteress | Date of report: | 7 th May 2024 |
| Year ending: | 31 March 2024 | Date audit carried out: | 7 th May 2024 |

Internal audit is the periodic independent review of a council’s internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council’s control. Managing the council’s internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Mayor of the Council:

Thank you very much to the Town Clerk & RFO for supplying me with the information I requested to carry out this Annual Internal Audit. I have met with both officers via video call and conducted the audit remotely.

Results

The work completed is identified in the table below and action required is highlighted:

| Area of Work | Observations/Points |
|----------------------|--|
| Adoption of Policies | A review of policies was conducted at the May meeting of the Policy & Finance Committee meeting. The Minutes of which were received at full council in July 2023 and decisions adopted accordingly |
| Accounting Records | The Accounts were properly maintained during the financial year and the correct carry forward figure was rolled over. |
| Asset Register | The Asset Register was reviewed and approved at the Policy & Finance Sub-Committee meeting in October and appears to be an accurate reflection of Council owned assets |
| Bank reconciliations | Bank reconciliations were reviewed and confirmed to be done on a regular basis with due care and attention and were reported to the Accounts Sub-Committee. Bank balances were confirmed to statements as at the 31 st March 2024 |

| | |
|---------------------|--|
| Budget | The Town Council followed due process for the agreement of the Budget of £2,064,077.00 at the full Council meeting in January. Progress against the budget was regularly monitored through the Accounts Sub-Committee |
| Due process | The Council agreed to use a credit card in April 2022 to prevent using the goodwill of staff to make purchases. NOTE: Control of this process was tested and found to be very good |
| Earmarked Reserves | Earmarked reserves were reported to full council at the January meeting |
| Insurance | Insurance cover was reviewed and increased slightly due to some key factors being updated |
| Internal Control | Internal Control was found to be regular with reports being made to the Policy & Finance Committee. NOTE: It was pleasing to read that an internal payroll check had been set up by officers to ensure hours worked were paid correctly in accordance with calculations |
| Minutes of Meetings | Minutes were reviewed and were found to be in good order |
| PAYE | Payments to HMRC are being paid monthly and are following correct procedures |
| Payments | Payments followed due process and have been accounted for correctly |
| Precept | The Town Council followed the correct procedure to agree the Precept Demand of £1,811,000.00 at the January full Council meeting |
| Risk Assessments | The Town Council's Risk Register was regularly reviewed at the Policy & Finance Sub-Committee |
| VAT return | The balance as at 31 st March 2024. No errors were observed, and the balance corrected following the Interim Internal Audit; the issue just being date related |
| Website | For transparency the website needs to show Terms of Reference for committees & sub-committees and schemes of delegation. NOTE: the Clerk has advised this will be attended to as soon as possible |
| Year-end procedures | Year-end procedures were carried out in the correct manner. |

Summary

In my opinion the Council's books and records are in very good order and follow due process in all elements.

I wish the Town Council a very successful 2024/2025 and look forward to returning later in 2024 to carry out the Interim Internal Audit.

Yours sincerely,

Tina Charteress

Mrs Tina L Charteress CiLCA
Internal Auditor to the Council
07818 084231
tcharteress@gmail.com

The figures submitted in the Annual Governance and Accountability Return are:

| | Year ending 31 March 2023 | Year ending 31 March 2024 |
|--|--------------------------------------|--------------------------------------|
| 1. Balances brought forward | 1,158,435 | 2,003,626 |
| 2. Annual precept | 1,793,300 | 1,807,837 |
| 3. Total other receipts | 282,961 | 248,888 |
| 4. Staff costs | 399,863 | 498,439 |
| 5. Loan interest/capital repayments | 0 | 0 |
| 6. Total other payments | 831,207 | 904,321 |
| 7. Balances carried forward | 2,003,626 | 2,657,591 |
| 8. Total cash and investments | 1,974,639 | 2,672,941 |
| 9. Total fixed assets and long-term assets | 23,814 | 74,256 |
| 10. Total borrowings | 0 | 00 |

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2020)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/uploads/practitioners-guide-2020-2.pdf>

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | | |
| | Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting? | | |
| | Has an explanation of significant variations been published where required? | | |
| | Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

NORTHAMPTON TOWN COUNCIL

<https://www.northamptontowncouncil.gov.uk/> FILE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Yes | No* | Not covered** |
|--|-------------------------------------|-----|-------------------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year. | <input checked="" type="checkbox"/> | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | <input checked="" type="checkbox"/> | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | <input checked="" type="checkbox"/> | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | <input checked="" type="checkbox"/> | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | <input checked="" type="checkbox"/> |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | <input checked="" type="checkbox"/> | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | <input checked="" type="checkbox"/> | | |
| I. Periodic bank account reconciliations were properly carried out during the year. | <input checked="" type="checkbox"/> | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | <input checked="" type="checkbox"/> | | |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered") | | | <input checked="" type="checkbox"/> |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation. | <input checked="" type="checkbox"/> | | |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | <input checked="" type="checkbox"/> | | |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes). | <input checked="" type="checkbox"/> | | |
| O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | | | <input checked="" type="checkbox"/> |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

12/01/2024 07/05/2024

Name of person who carried out the internal audit

NORTHANTS CALC LTD
DD/MM/YYYY ENTER
INTERNAL AUDIT

MCS TL CHARTELES

Signature of person who carried out the internal audit

SIGNATURE *Charles* SIGNED Date

07/05/2024

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

NORTHAMPTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | ✓ |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.northamptontowncouncil.gov.uk/> LE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

NORTHAMPTON TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2023 £ | 31 March 2024 £ | |
| 1. Balances brought forward | 1,158,435 | 2,003,626 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 1,793,300 | 1,807,837 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 282,961 | 248,888 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs | 399,863 | 498,439 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments | 831,207 | 904,321 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 2,003,626 | 2,657,591 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 1,974,639 | 2,672,941 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 23,814 | 74,256 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

| For Local Councils Only | Yes | No | N/A | |
|--|-----|----|-----|---|
| 11a. Disclosure note re Trust funds (including charitable) | | | | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) | | | | The figures in the accounting statements above exclude any Trust transactions. |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

NORTHAMPTON TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Northampton Town Council
Policy and Finance Committee – 13th May 2024

CCLA PUBLIC SECTOR DEPOSIT FUND UPDATE

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the latest update on the CCLA Cash Deposit Fund

Recommended: That, unless the Committee wants to change the investment, that the report be noted

Members will be aware that the majority of the Council's cash deposit is invested in the CCLA [Public Sector Deposit Fund](#). The Public Sector Deposit key facts document is attached for reference.

The Council looks to retain a balance of £150,000 in its CCLA Current Account from which all transactions are paid and received. On a monthly basis at the Accounts Sub Committee meetings the RFO will indicate and get approval to transfer money from the CCLA investment to the Unity Trust Bank account to top up the amount to £150,000.

The yield amount in percentage terms has consistently been around 5.2%, at the time of writing it was reported as 5.2257%

The yield in financial terms received from the CCLA for the past 3 months are:

04/03/24 £11,195.37

03/04/24 £11,405.71

02/05/24 £10,396.69

Guidance on investments for local councils is always to prioritise security over return. This deposit fund is spread over many financial institutions that meet certain criteria, these being A credit ratings. However, there is still a risk.

The committee should advise if it wants to change this investment and/or consider any further options.

Northampton Town Council
Policy and Finance Committee – 13th May 2024

CGR Update

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the phase 2 of the Community Governance Review (CGR)

Recommended: That the committee delegate the formulation of a response to phase 2 of the CGR in consultation with the Chair and any other interest councillors (Chair suggests Cllr Birch and one of Cllr Lane or Hallam)

As reported at the recent Council meeting, the second round of the CGR has been launched. The flowing link is for the consultation <https://westnorthants.citizenspace.com/cet/community-governance-review-phase2/> . The WNC Press release is detailed below:

Residents, parishes, and businesses in West Northants are invited to participate in shaping future electoral and governance arrangements for parishes across West Northamptonshire.

West Northamptonshire Council (WNC) are launching the Stage Two consultation for the Community Governance Review that will run until from today (26 April) until Sunday, 28 July 2024. This consultation aims to seek views from residents, parishes, and stakeholders regarding the proposals that emerged from Stage One of the review process. The proposals relate to the existing parish boundaries, the number of parish councillors, and potential changes to parish names.

Before starting the consultation, the Council sought requests from parishes that wanted to make changes to their parish arrangements. The outcome of this pre-review consultation, in addition to the Local Government Boundary Review, has determined the identified parish areas for inclusion in the Stage One consultation that finished in January 2024. Proposals from the Stage One consultation have been reviewed in the light of comments received and the final proposals are now subject to comments through the Stage Two consultation.

New parish arrangements resulting from this review will take effect at the May 2025 local elections, providing parish arrangements which better meet the needs of communities and ensure an efficient and effective governance structure.

Councillor Adam Brown, the Deputy Leader of West Northamptonshire Council, said: “Your continued engagement and input are essential as we progress through the Stage Two consultation of the Community Governance Review.

“I encourage all residents to have your say through the consultation, as your input will contribute to building local parish and town council arrangements that best reflect your local community and that will stand the test of time.”

Councillors will be aware of the previous submission that the council made to phase one of the consultation. This centred around the Moulton Leys proposal and had success in that WNC changed their default position on the area in that they would now recommend the area be retained within the NTC parish boundary. However, further to this was a possible parish council for Abington Vale and Weston Favell village.

Both Moulton Leys and the Abington Vale & Weston Favell village will be consulted directly and cllrs have already seen the questions that are to be asked of these residents.

The Town Council will need to formulate its own response to phase 2 of the consultation and the recommendation details a means of doing this.

Northampton Town Council
Policy and Finance Committee – 13th May 2024

APPROVAL FOR PUBLICATION OF A TOWN COUNCIL NEWSLETTER

REPORT OF: TOWN CLERK

Purpose of report: To inform the committee of the intention to publish a town council newsletter and seek approval for the initial run.

Recommended: That the committee approve the publication of a newsletter and allocate an initial £1,200 to this.

At the recent Council meeting the Town Council asked that officers look at the publication of a newsletter. The intention is to coincide with the CGR and pay for delivery to all residents on Moulton Leys. In addition, it is planned to make additional hard copies available to resident's groups and community organisations in the Abington Vale & Weston Favell area.

The newsletter will also be made available to download from the town council's website and emailed out to those on our database who have opted in to communication. We will also hold some hardcopies for distribution at community events.

Newsletters are valuable tool of town councils to publicise information about its activities, events, consultations etc.

The intention is that the first edition of the newsletter will be a 4 page A4 document. The planned articles include:

- CGR consultation
- Grants
- Events
- NTC intro
- New Mayor
- Climate change

One published and delivered the newsletter will be reviewed and further options such as frequency, number of hard copies printed, editorial etc will need to be considered.

The costs detailed includes design, printing and delivery to all homes on Moulton Leys.

Policy and Finance Committee 13 May 2024

Volunteer Policy

Report by Louise Hannam-Jones, Events and Projects Officer

Purpose of report: To update on the Volunteer Documentation and process of inducting volunteers to Northampton Town Council

Recommended: That subject to any comments, the committee note the report. Officers will keep them informed as the volunteer documentation and process progress and the completed Volunteer Policy, Handbook and Agreement will be circulated for approval.

Volunteering with Northampton Town Council

With various events and project activities taking place at Northampton Town Council throughout the yearly calendar, it has become apparent for the need for volunteers within Northampton Town Council. Volunteers should never replace the role of staff, however having a dedicated cohort of volunteers to assist with specific activities, such as planting days, litter picks or promoting the council on the Town Council stall at various events, have been identified as beneficial for the council. In return, the council can offer the chance to learn new skills, to socialise with like-minded people and to boost wellbeing for volunteers.

The intention is to introduce volunteers into the council in 2024, but before induction processes can be implemented, the correct documentation must be established with the council's policy and procedures.

Volunteer Documentation

The following documents are currently in process and near completion:

- **Volunteer Policy**
- **Volunteer Handbook**
- **Volunteer Agreement**

Officers have worked closely with Higham Ferrers Town Council to research and finalise these documents in accordance with best practice. Officers also undertook 'Volunteers and the Law' training with Voluntary Impact Northampton (VIN) earlier this year. The documents are near completion; however, the Volunteer Policy is currently under review with VIN to ensure that all sections are written correctly, with specific focus on ending volunteering – whether that be through a disciplinary process or a more casual conversation depending on potential situations. The completed documentation will be circulated for comment in addition to this report.

Volunteer Passport and Recruitment

Once the documentation is complete, Northampton Town Council can register with General practice Alliance's (GPA) Volunteer Passport scheme: <https://volunteerpassport.co.uk>

This will allow Northampton Town Council to induct local volunteers that have been recruited and vetted (with DBS check if necessary) through GPA, thus simplifying the induction process. We have contacted GPA to find out the next steps of volunteer recruitment, following our documentation being completed.

Policy and Finance Committee 13 May 2024

Promotional Bags

Report by Josephine Haines, Events and Projects Officer

Purpose of report: To update the committee on a proposal to purchase promotional tote bags to be handed out to the public at events with leaflets inside and for when Northampton Town Council has a stall.

Recommended: That the below proposal be approved for designs to be worked on and orders processed and placed utilising the General Advertising and Marketing Budget.

Promotional Tote Bags

In 2023, the use of promotional bags at events where Northampton Town Council had a community stall proved successful. Each bag contained printed material on the services, events and projects NTC provides in the community – the perfect marketing tool to reach out to our resident’s and share information about who we are and what we do being able to take material away with them as a ‘bundle.’

At various events and projects, the bags were always popular and enticed the public over to come and talk further about the Town Council. Officers propose a repeat order for 2024.

The bags will be handed out at the below events throughout the year whenever Northampton Town Council has a promotional/community stall plus handed out at any event we attend where appropriate:

Eid, Carnival, Pride, Balloon Festival (3days – Community Marquee), Heritage Open Day, Diwali (possibly Christmas Switch On), Community Engagement Events, Youth Summit.

Design

For 2024, officers are working on a possible new design for the bags.

Creative Cactus 4Homes has kindly offered to design (at no cost) a Northampton ‘scape’ that embodies Northampton Town Council’s events, projects and services – from Bloom to Christmas, Events to The Mayor. This will be a hand drawn personalised sketch which will include buildings and landmarks from the artists catalogue that are significant to us as the Town Council. NTC will have full use of the design when complete to be used digitally or printed.

<https://www.facebook.com/creativecactus4homes/>

The design will be complete by the end of May in readiness for NTC’s stall at Northampton Carnival on 8th June.

The design will be accompanied by the new NTC logo.

Costings:

Initial quote from **Bag It Don’t Bin It: x1000 cotton tote bags**

x1 side, x1 colour print including delivery = £1470.00

x2 sides, x1 colour print including delivery = £1930.00

Policy and Finance Committee 13 May 2024

Roadside Boards

Report by Events and Projects Officers

Purpose of report: To update the committee on the current situation of roadside board usage for advertising events.

Recommended: That the below proposal to purchase and install Northampton Town Council's own roadside board infrastructure for sole use be approved Abington Park with considerations for the Town Centre location.

proposal be approved for the Abington Park location and Town Centre proposal utilising the General Advertising and Marketing Budget.

Officers have been exploring options to install NTC roadside boards at Abington Park. Following discussions with WNC Comms team, we have been denied permissions to use the boards to promote our summer activities in the park.

Quotes have been sourced to supply and install x2 Roadside boards in Abington Park from recommended companies. (The below quotes are from WNC Parks Team's preferred supplier and the most local and best value.)

Permissions and suitability have been approved by the WNC Parks Team, J&S Potter Ltd and Idverde.

The boards will advertise Bands in the Park, Wellness Walks, Fireworks and Christmas plus the option for any other events that fit in the timeline for the calendar.

Please see attached *Abington Park Roadside Boards - Location & Examples*

Abington Park approx. costs:

X2 Roadside Boards £2673.80 + £45 delivery

X2 Installation £560

Total: £3278.80

Quote also sourced for an NTC notice board within the town centre (location TBC, Market Sq, Wood Hill) to advertise all events/projects/services.

Approx. costs:

X1 Noticeboard £1181.00

X1 installation - £360

Total: £1541.00


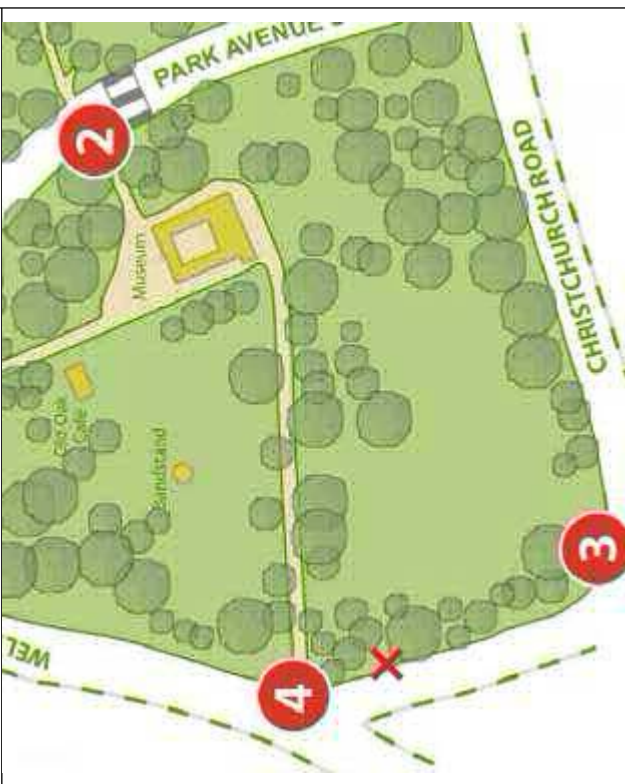
TOTAL FOR x3 BOARDS: £4819.80


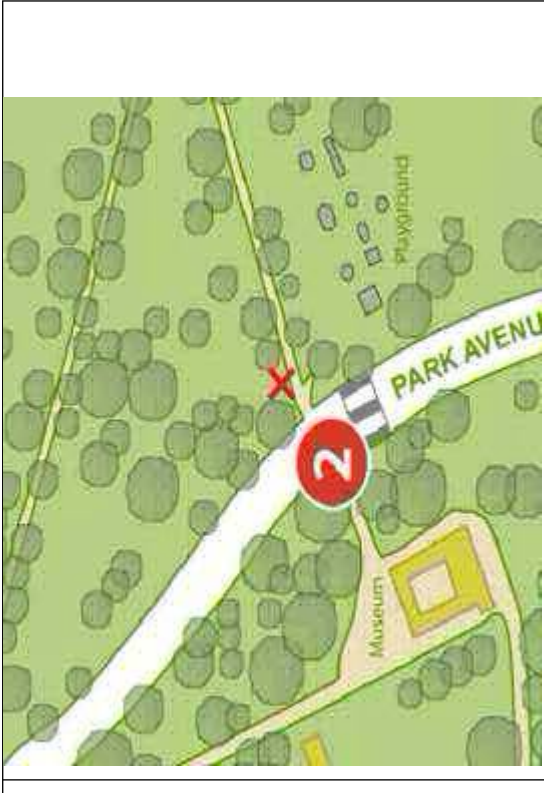

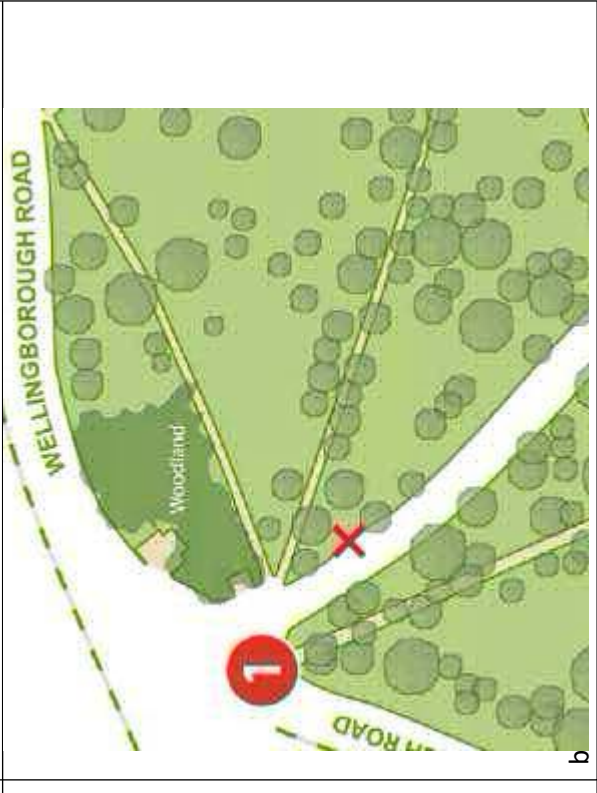
Abington Park Roadside Boards

2 x Roadside Boards:
 2440mm x 1220mm x 3mm aluminium composite sign panel (small radius corners and three rails on the back along the 2440mm width)
 Face mounted with a full colour digital print and laminated with an exterior protective film. Finished with a black 'Maxi Framé edge profile

Locations

3 options for locations approved by Tom Robinson, Park Ranger –
 A & B are top choices, option C is back up (red X marks the spot):

| Location | Description | Image | Map |
|-----------------------|-------------------------|--|--|
| A-Top of Ardington Rd | RH side of the APH gate |  |  |
| B-Park | To LH side | | |

| | | | |
|--|--|---|--|
| <p>Avenue South by East Side Walkway</p> | <p>of the Playpark behind the fixed bollards</p> |  |  |
| <p>C- Park Avenue South</p> | <p>By the Bus layby/ Cricket parking</p> |  |  |