



Policy and Finance Committee Meeting – 21st October 2024 – 18:00

To: Members of the Policy and Finance Committee:

Councillors Marriott (Chair), Evans (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 21st October 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
15th October 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 last meeting and ask questions as to the progress of any item**
Minutes of the meeting held 15th July 2024 (p 3 – 5)
4. **To receive the minutes of the Accounts Sub-Committee meetings for information:**
 - (a) [Minutes of the meeting held 12th August 2024](#)
 - (b) [Minutes of the meeting held 9th September 2024](#) including appointment of internal auditor, and conclusion of external audit
 - (c) Minutes of the meeting held 14th October (to follow)
5. **Staffing Sub Committee minutes 10th July 2024**
To be tabled
6. **Budget Timetable**
Report attached (p 7)

- 7. Budget Principles**
Committee to consider budget principles for 25/26 (p 9 – p 24)
- 8. CCLA Update**
Report attached (p 25)
- 9. Proposal to undertake a review of the committee structure**
Report to follow
- 10. Internal controls**
RFO to give a verbal report
- 11. Community Governance Review – Outcome**
Report attached (p 27– p 28)
- 12. Accommodation Update**
Verbal report to be given
- 13. Items for consideration on the next agenda**

POLICY & FINANCE – 15TH JULY 2024

MINUTES OF THE POLICY & FINANCE COMMITTEE MEETING HELD ON 15TH JULY 2024 AT 6PM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott (Chair), Evans (Vice Chair), Haque, Holland-Delamere, Hibbert, Hallam, Purser and Tarasiewicz.

OFFICER PRESENT: F Barford (Democratic Services Officer)

14. APOLOGIES FOR ABSENCE

Apologies were submitted by Councillor Stevens and the Town Clerk.

15. DECLARATIONS OF INTEREST

Councillor Kilbride declared a non-pecuniary interest in minute 12 as he was the Chair of the committee at WNC that would consider the Community Governance Review.

Cllr Hallam declared a non-pecuniary interest in item 13 as WNC Cabinet member.

16. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE PREVIOUS MEETING HELD ON 13TH MAY 2024 AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM

In response to a question, the Chair of the Community Services Committee explained a design had been completed for new tote bags which had arrived however, the size of the design was different to the proof provided. The Chair of the Community Services Committee continued the relevant officer would request the design be amended with a large logo of the Town Council on the back. In response to a question, the Chair of the Community Services Committee stated in future design would be presented for approval in future.

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting held on 13th May 2024 as a true and accurate record of the proceedings.

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

The Chair referred to the following minutes and requested if there were any questions:

- a) Minutes of the meeting held on 10th June 2024
- b) Minutes of the meeting held on 8th July 2024

A Councillor commented on the purchase of Community Governance Review leaflets with Solopress. The Democratic Services Officer explained Solopress were the cheapest supplier who could provide the leaflets within the required timeframe compared to other local printers. The Councillor explained that local suppliers should be the preferred choice even if there was a cheaper supplier elsewhere.

RESOLVED: The minutes of the Account Sub-Committee meeting held on 10th June and 8th July 2024 were reviewed.

18. TO RECEIVE THE MINUTES OF THE STAFFING SUB COMMITTEE MEETING DATED 10TH JULY 2024 AND TO CONSIDER ANY RECOMMENDATIONS CONTAINED THEREIN

The Chair explained as the Town Clerk was unable to attend and present the Staffing Sub-Committee minutes, he proposed these be deferred to a future meeting.

RESOLVED: The minutes of the Staffing Sub-Committee meeting dated 10th July 2024 be deferred and presented at a future meeting.

19. CCLA DEPOSIT FUND UPDATE

The Chair referred to the CCLA Deposit Fund report. A Councillor commented on the beneficial return of interest provided from the CCLA Deposit Fund and posed whether this would be earmarked for a purpose. In response, the Chair explained the funds had not been earmarked for a purpose yet and this could be discussed during budget setting.

NOTED

20. REVIEW OF THE COUNCIL'S STANDING ORDERS

The Chair explained a review of the Standing orders was required to ensure these were in line with the Council's financial regulations and it was intended this would be completed in the coming months. A Councillor explained the current standing orders were based on an example provided by NCALC. The Chair commented it would be beneficial to review other large Town Council's standard orders for comparison.

RESOLVED: It was agreed to retain the current standing orders pending the completion of the review.

21. REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The Chair stated that NCALC had recently updated the financial regulations and had advised other councils to review and formulate in line with their Councils' practices.

RESOLVED: It was agreed to retain the current financial regulations pending the completion of the review.

22. REVIEW OF DIRECT DEBITS AND BANK STANDING ORDERS

The Chair requested members to review the list of Direct Debit and Standing orders outlined within the report. A Councillor posed what Xerox consumable charges were for. The Democratic Services Officer explained in response, consumables were toner and staple cartridges etc that were automatically shipped when low. A Councillor asked what was the amount of copies allowed each month within the contract and on average how many was used. The Democratic Services Officer explained she did not have this information and would report back at the next meeting.

RESOLVED: The Committee reviewed and approved the Direct Debits as outlined within the agenda.

RESOLVED: The Committee reviewed and approved the Standing Orders as outlined within the agenda.

23. CHANGE IN PAYROLL PROVIDER

The Chair explained the CVS the previous payroll provider was ceased their payroll services and the Town Council had six-weeks to find a new provider therefore, the Responsible Finance Officer had completed a request for quotes. The Chair continued, the contract would be reviewed after 6-months to ensure the Webb House's services were suitable. A Councillor commented that customer feedback was taken into consideration during the request for quotes. The Democratic services officer explained the online portal was easy to use and access.

DSO's Note: After the meeting the Responsible Finance Officer explained that Webb House's payroll services costs were an increase of £168 compared to CVS, the Town Council's former pay roll provider.

11. REVIEW OF SUBSCRIPTIONS

A Councillor commented there was a variety of professional subscriptions within the report for NCALC, SLCC and the Association for Democratic Services Officers and asked whether these provided value for money and not duplicating training resources.

The Clerk was asked to provide further details on the benefits of NCALC, SLCC and ASDO at a future meeting.

RESOLVED: The Committee reviewed and approved the subscriptions.

12. COMMUNITY GOVERNANCE REVIEW – RESPONSE TO STAGE 2 OF THE CONSULTATION

It was explained that the Town Clerk, Councillors Birch and Lane were going to finalise the Town Council's response to the Community Governance Review and have this submitted. A Councillor stated the West Northants Council's consultation closes at the end of July 2024 and encouraged any interested Councillors to provide their views.

A Councillor stated the 2nd September 2024 he believes the Community Governance Review would go to the Democracy & Standards Committee at West Northants Council.

RESOLVED: That the Town Clerk in consultation with Cllrs Birch and Lane be delegated to give the council's response.

13. ACCOMMODATION UPDATE

Councillor Hallam left the meeting for the following item.

In the Clerk's absence the Chair stated there was no much of an update to give. Discussions had been minimal between WNC and NTC, legal advice was still being sought.

NOTED

14. ITEMS FOR CONSIDERATION ON NEXT AGENDA

Nothing was noted under this item.

MEETING CONCLUDED: 18:46

Northampton Town Council

Policy and Finance Committee

21st October 2024

BUDGET TIMETABLE

Purpose of Report: To advise the committee of the timetable to set the budget

Recommended: That the committee notes the report

The council is now entering into the budget setting months, with the final budget approved by Council in January. Set out below is an outline of the timetable for information.

Timetable:

| Date | Event |
|-------------------------------|---|
| 10 September | A meeting of the Budget Working group to look at forecasts etc |
| 14 th October | Policy and Finance Committee (Budget Principles) – Initial opportunity for the Policy and Finance Committee to finalise the principals of the budget |
| 18 th November | Community Services Committee – To put forward their recommended budget for the heading managed by that committee |
| 20 th November | Planning Committee – To put forward their recommended budget for the heading managed by that committee |
| 2 nd December | Environmental Services Committee – To put forward their recommended budget for the headings managed by that committee |
| TBC | WNC inform town and parish councils of the initial tax base calculation |
| 13 th January 2025 | Policy and Finance Committee (Budget recommendation) – To consider all the recommendations from the committees and make submit a final budget to council |
| 20 th January | Council – To approve the final budget and therefore set the precept requirement that West Northants Council (the precepting authority) collect on the Town Council’s behalf |
| Before the end of Jan | Formally submit the precept requirement to WNC |

Northampton Town Council

Policy and Finance Committee

21st October 2024

Budget Principles – report of Town Clerk

Purpose of report: To invite the Committee to consider the Council's first draft budget for 2025/26 as attached

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

Following a meeting with the budget working group a first version budget has been drafted and is attached as means to start the process. This budget takes into account the current spends, and puts forward an amount for the coming year. There are a number of figures that are set, staff costs, office costs etc. and there are some that are for the committees and council to make recommendations. The figures put forward are indicative and are for the committees to ultimately discuss.

A narrative for many of the headings is detailed in the final column.

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

The process for setting the budget is as follows:

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

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

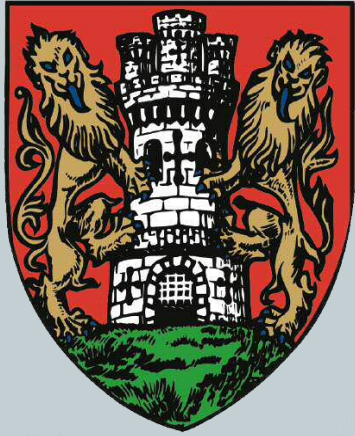
Attached to this report is a presentation that the Responsible Financial Officer (RFO) has drafted. It was presented to members last year and has been updated for this year.

Regarding budget headings directly managed by this committee, election costs (4200) are the biggest rise with all councillor places up for election in May 2025. It is hard to predict elections costs but NCalc have advised that it is around £1.50 per elector, though it can be slightly less for bigger councils. £90,000 has been provisionally put in for this, the increase would be met by earmarked reserves as the council have been saving for this election cost.

4000 Salaries NI Pension increase to £609,000 (TBC). Cost of living increases expected, also would like to retain current events staff with maternity member coming back p/t.

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

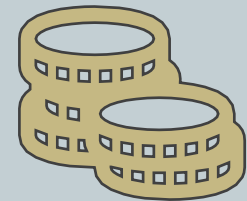
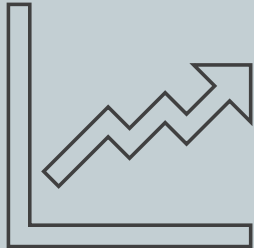
With these points in mind, members are asked to consider them in principle and give any direction to the committees that they would like them to consider when looking at their own budget headings. Committee members should note that the budget will come back to this committee prior to it going to Council.



Northampton TOWN COUNCIL

FORWARD BUDGET DISCUSSION

September 2024



BUDGET CONSIDERATIONS



1. Operational Costs

- Staff
- Overhead expenditure (Rent, Telecoms, Systems etc.)

2. Services to Benefit our Community

- Civic
- Bloom
- Events
- Environment
- Planning
- Grants & Cllr Community Funding for local organisations
- Future Growth Plans to benefit the community.

3. Longevity Protection

- Ear Marked Reserves
- General Reserves



WHAT ARE YOUR BUDGET PRIORITIES?

- ✓ Freezing Precept?
- ✓ Protecting Reserves?
- ✓ Improving Services to the Community?
- ✓ Generating Revenue?
- ✓ Grow?



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POTENTIAL RISKS THAT MAY IMPACT TAX BASE



- Reduced number of qualifying properties within the NTC boundary
- Recession (increased number of residents on benefits)
- Minimal opportunity for property development / new housing
- Minimal opportunity to drive revenue growth
- Boundary changes may have a negative impact
- Allotment / Budget / Accommodation - costs may escalate.
- Can you think of any others?



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HOW DO YOUR PRIORITIES IMPACT THE BUDGET?



- Protecting our Reserves and Increasing or Improving our service offering isn't achievable using our current precept.
- *What options do we have?*
- Increase Precept?
- Remove / Reduce some budget lines?
- Change what we offer?



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MEDIUM TERM FORECAST SIMULATION 1

| | 2023/24 | 2024/25 | 2025/26 | 2026/27 | 2027/28 | 2028/29 |
|---|------------|------------|------------|------------|------------|------------|
| EXPENDITURE | £2,139,337 | £2,064,078 | £2,064,526 | £2,136,189 | £2,296,250 | £2,364,119 |
| INCOME | £117,000 | £62,000 | £62,000 | £60,000 | £60,000 | £60,000 |
| NET EXPENDITURE | £2,022,337 | £2,002,078 | £2,002,526 | £2,076,189 | £2,236,250 | £2,304,119 |
| PRECEPT | 1,808k | 1,811k | 1,811k | 1,808k | 1,808k | 1,808k |
| SURPLUS/(DEFICIT) | -215k | -191k | -192k | -268k | -428k | -496k |
| BALANCE CARRIED FORWARD | -215k | -191k | -192k | -268k | -428k | -496k |
| COUNCIL TAX BASE | 37k | 37k | 37k | 37k | 37k | 37k |
| BAND D COUNCIL TAX CHARGE | £54.57 | £54.02 | £54.03 | £56.02 | £60.34 | £62.17 |
| PRECEPT FORECAST (to cover expenditure) | 2,022.k | 2,002.k | 2,002.k | 2,076.k | 2,236.k | 2,304.k |
| Current Council Tax Charge | £48.78 | £48.78 | £48.78 | £48.78 | £48.78 | £48.78 |
| Increase in Council Tax shows in RED text | £5.79 | £5.24 | £5.25 | £7.24 | £11.56 | £13.39 |
| Decrease in Council Tax shows in BLACK text | 12% | 11% | 11% | 15% | 24% | 27% |

* Based on budget only, does not included EMR*



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NEXT STEPS.....

- What does your community want / need?
- Discuss what you would like to do for your community, with your committee.
- Budget Simulation breakdown: please review budget line by line, with your committee (Oct/Nov)
- Inform finance of your proposed budget at each budget committee meeting.
- Finance will update the budget & discuss with P&F Chair (Nov / Dec)
- The updated proposed budget / impact will be shared with you.
- Revised budget will be presented at P&F meeting for final recommendation to Full Council in January.



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Any Questions?



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| | | Current spend 15/10/24 | Current FY24/25 | Next Year FY25/26 | Year 2 FY26/27 | Year 3 FY27/28 | Year 4 FY28/29 | Year 5 FY29/30 | |
|-----------------------------------|-----------------------------|---------------------------|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|--|
| | | | Year Budget | Budget | Budget | Budget | Budget | Budget | Rational |
| Policy & Finance | | | | | | | | | |
| 101 Central Administration | | | | | | | | | |
| 4000 | Salaries NI and Pension | £278,179.00 | £597,000 | £609,948 | £0 | £0 | £0 | £0 | Based on Budget Workings tab - indicative only |
| 4006 | Recruitment | £0.00 | £2,000 | £2,000 | £0 | £0 | £0 | £0 | no change will need to use for potential replacement |
| 4010 | Payroll Costs | £956.00 | £1,600 | £1,800 | £0 | £0 | £0 | £0 | increase due to supplier change |
| 4015 | Travel and Subsistence | £28.00 | £621 | £500 | £0 | £0 | £0 | £0 | Reduced slightly on the basis that it hasn't been fully used |
| 4027 | Training and Staff | £1,740.00 | £10,000 | £10,000 | £0 | £0 | £0 | £0 | No Change - to be used to encourage staff development |
| 4101 | Office Supplies & | £2,479.00 | £5,000 | £5,000 | £0 | £0 | £0 | £0 | no change |
| 4110 | Post | £350.00 | £2,060 | £1,200 | £0 | £0 | £0 | £0 | Based on last 3 years average spend |
| 4120 | Subscriptions | £9,290.00 | £14,000 | £14,000 | £0 | £0 | £0 | £0 | On track to use? |
| 4125 | Telephone and Internet | £4,269.00 | £6,600 | £6,930 | £0 | £0 | £0 | £0 | RPI applied |
| 4128 | Information Technology | £9,271.00 | £18,000 | £18,900 | £0 | £0 | £0 | £0 | RPI applied |
| 4130 | Insurance | £11,472.00 | £14,700 | £14,700 | £0 | £0 | £0 | £0 | stuart to obtain broker quotes |
| 4140 | Advertising and Marketing | £7,294.00 | £8,300 | £12,000 | £0 | £0 | £0 | £0 | Propose 45% increase based on projected forecast from SK |
| 4155 | Accounting Support | £868.00 | £4,120 | £1,000 | £0 | £0 | £0 | £0 | Reduced as we no longer have regular Accounting support but will do for year end closing Rialtas |
| 4190 | Equipment | £692.00 | £12,000 | £12,000 | £0 | £0 | £0 | £0 | Applied same as last year on the basis will be earmarked for future purchase of laptops |
| | Total Overhead Expenditure | £326,888.00 | £696,001 | £709,978 | £0 | £0 | £0 | £0 | |
| | Net Income over Expenditure | -(£326,888.00) | (696,001) | £0 | £0 | £0 | £0 | £0 | |
| 105 Corporate Management | | | | | | | | | |
| 4150 | Bank Charges | £80.00 | £1,030 | £500 | £0 | £0 | £0 | £0 | based on last yr's actual of £165 and forecast of this yr 6*12+3*12+28* plus a little contngency |
| 4156 | Audit Fees | £3,870.00 | £4,120 | £4,120 | £0 | £0 | £0 | £0 | leave as is which is this years cost of 3870*5% |
| 4159 | Legal & Professional Fees | £11,243.00 | £25,000 | £25,000 | £0 | £0 | £0 | £0 | leave as is as we may need it in relation to accomodation |
| 4162 | Health and Safety | £0.00 | £5,000 | £3,000 | £0 | £0 | £0 | £0 | Reduced on the basis that so far we haven't spent any budget this year. |
| | Total Overhead Expenditure | £15,193.00 | £35,150 | £32,620 | £0 | £0 | £0 | £0 | |
| | Net Income over Expenditure | -(£15,193.00) | (35,150) | £0 | £0 | £0 | £0 | £0 | |

| | | | Current spend 15/10/24 | Current FY24/25 | Next Year FY25/26 | Year 2 FY26/27 | Year 3 FY27/28 | Year 4 FY28/29 | Year 5 FY29/30 | |
|----------------------------------|--|-----------------------------|---------------------------|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|---|
| 110 Civic and Democratic | | | | | | | | | | |
| 4130 | Insurance | | £4,810.00 | £4,906 | £4,906 | £0 | £0 | £0 | £0 | stuart to obtain broker quotes |
| 4140 | Advertising and Marketing | | £284.00 | £1,030 | £1,030 | £0 | £0 | £0 | £0 | |
| 4200 | Elections | | £0.00 | £40,000 | £90,000 | £0 | £0 | £0 | £0 | increased based on Election year |
| 4203 | Civic Reception & Mayor | | £6,745.00 | £8,940 | £8,940 | £0 | £0 | £0 | £0 | |
| 4204 | Civic Oak Apple Day | | £2,129.00 | £1,600 | £3,500 | £0 | £0 | £0 | £0 | increased based on projected aincreased activity of celebration |
| 4207 | Civic - Service | | £350.00 | £1,345 | £1,345 | £0 | £0 | £0 | £0 | |
| 4208 | Mayoral Activity | | £2,343.00 | £8,000 | £8,000 | £0 | £0 | £0 | £0 | |
| 4209 | Deputy Mayor | | £716.00 | £2,000 | £2,000 | £0 | £0 | £0 | £0 | |
| 4210 | Mayoral Allowance | | £3,363.00 | £6,600 | £6,930 | £0 | £0 | £0 | £0 | increased by 5% |
| 4211 | Mayor's Transport | | £11,294.00 | £26,009 | £28,000 | £0 | £0 | £0 | £0 | increased based on projected activity (SC) |
| 4212 | Councillor Allowances | | £14,024.00 | £35,060 | £36,813 | £0 | £0 | £0 | £0 | increased based on 5% potential salary uplift. |
| 4213 | Councillor Training | | £580.00 | £5,150 | £5,150 | £0 | £0 | £0 | £0 | |
| 4214 | Civic Events (Contingency) | | £185.00 | £3,815 | £0 | £0 | £0 | £0 | £0 | remove to accommodate increase elsewhere in Civic cost centre |
| 4215 | Civic Regalia | | £4,340.00 | £4,500 | £4,500 | £0 | £0 | £0 | £0 | |
| 4216 | Council Meetings & Room Hire | | £1,217.00 | £2,000 | £2,000 | £0 | £0 | £0 | £0 | |
| 4217 | Civic Contingency | | £0.00 | £6,000 | £0 | £0 | £0 | £0 | £0 | remove to accommodate increase elsewhere in Civic cost centre |
| 4517 | Remembrance Day | | £0.00 | £2,000 | £2,000 | £0 | £0 | £0 | £0 | |
| 4519 | Armed Forces Day | | £150.00 | £250 | £250 | £0 | £0 | £0 | £0 | |
| 4540 | Town Twinning | | £0.00 | £1,000 | £0 | £0 | £0 | £0 | £0 | remove based on not being used |
| | | Total Overhead Expenditure | £52,530.00 | £160,205 | £205,364 | £0 | £0 | £0 | £0 | |
| | | Net Income over Expenditure | -£52,530.00 | (160,205) | £205,364 | £0 | £0 | £0 | £0 | |
| 115 Other Cost and Income | | | | | | | | | | |
| 1001 | CIL | | £14,245.00 | £0 | £0 | £0 | £0 | £0 | £0 | |
| 1176 | Precept Received | | £1,811,000.00 | £1,811,000 | £1,811,000 | £0 | £0 | £0 | £0 | |
| 1190 | Interest Received | | £60,815.00 | £50,000 | £50,000 | £0 | £0 | £0 | £0 | |
| | | Total Income | £1,886,060.00 | £1,861,000 | £1,861,000 | £0 | £0 | £0 | £0 | |
| | | Net Income over Expenditure | £1,886,060.00 | £1,861,000 | £1,861,000 | £0 | £0 | £0 | £0 | |
| 201 The Guildhall | | | | | | | | | | |
| 4300 | Service Charge | | £34,288.00 | £84,700 | £84,700 | £0 | £0 | £0 | £0 | |
| 4390 | Accommodation Reserve | | £0.00 | £108,000 | £108,000 | £0 | £0 | £0 | £0 | |
| | | Total Overhead Expenditure | £34,288.00 | £192,700 | £192,700 | £0 | £0 | £0 | £0 | |
| | | Net Income over Expenditure | -£34,288.00 | (192,700) | -£192,700 | £0 | £0 | £0 | £0 | |
| | Policy and Finance | Income | £1,886,060 | £1,861,000 | £1,861,000 | | | | | |
| | Policy and Finance | Expenditure | £428,899 | £1,084,056 | £1,140,662 | | | | | |
| | Movement to/from General Reserves | | £1,457,161 | | | | | | | |

| Environment | | | | | | | | | |
|-------------|--|--------------------------------|---------------------------|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|
| | | | Current spend 15/10/24 | Current FY24/25 | Next Year FY25/26 | Year 2 FY26/27 | Year 3 FY27/28 | Year 4 FY28/29 | Year 5 FY29/30 |
| 210 | Open Spaces & Environment | | | | | | | | |
| 1537 | Northampton in Bloom Income | | £5,200.00 | £0 | £0 | | | | |
| 4015 | Travel and Subsistence | | £0.00 | £100 | £100 | £0 | £0 | £0 | £0 |
| 4140 | Advertising and Marketing | | £837.00 | £1,000 | £1,000 | £0 | £0 | £0 | £0 |
| 4536 | Northampton in Bloom | | £63,333.00 | £87,172 | £87,172 | £0 | £0 | £0 | £0 |
| 4560 | Environmental Projects | | £291.00 | £25,000 | £20,000 | £0 | £0 | £0 | £0 |
| 4561 | Environmental Grants | | £4,455.00 | £25,000 | £20,000 | £0 | £0 | £0 | £0 |
| | | Total Overhead Expenditure | £68,916.00 | £138,272 | £128,272 | £0 | £0 | £0 | £0 |
| | | Net Income over Expenditure | -£63,716.00 | (138,272) | -£128,272 | £0 | £0 | £0 | £0 |
| 6000 | | Plus transfer from EMT | £4,455.00 | | | | | | |
| | | | -£59,261.00 | | | | | | |
| 230 | Allotments | | | | | | | | |
| 4400 | Repairs and Maintenance | 9760 | £9,760.00 | £60,000 | £60,000 | £0 | £0 | £0 | £0 |
| | | Total Overhead Expenditure | £9,760.00 | £60,000 | £60,000 | £0 | £0 | £0 | £0 |
| | | Net Income over Expenditure | -£9,760.00 | (60,000) | -£60,000 | £0 | £0 | £0 | £0 |
| | Environment | Income | £5,200.00 | £0 | £0 | | | | |
| | Environment | Expenditure | £78,676.00 | £198,272 | £188,272 | | | | |
| | Movement to/from General Reserves | | -£73,476.00 | -£198,272 | -£188,272 | | | | |
| | | Plus transfer from EMT | £4,455.00 | | | | | | |
| | Movement to/from General Reserves | | -£69,021.00 | | | | | | |

Potential to reduce based on no spending activity
Potential to reduce based on no spending activity

| Community Services | | | | | | | | | |
|-------------------------------|--|--------------------------------|---------------------------|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|
| 301 | Community Grants | | Current spend 15/10/24 | Current FY24/25 | Next Year FY25/26 | Year 2 FY26/27 | Year 3 FY27/28 | Year 4 FY28/29 | Year 5 FY29/30 |
| 4170 | Community Grant Scheme | | £51,071.00 | £100,000 | £100,000 | £0 | £0 | £0 | £0 |
| | | Total Overhead Expenditure | £51,071.00 | £100,000 | £100,000 | £0 | £0 | £0 | £0 |
| | | Net Income over Expenditure | -£51,071.00 | (100,000) | -£100,000 | £0 | £0 | £0 | £0 |
| 6000 | | Plus transfer from EMT | £20,000.00 | | | | | | |
| | | | -£31,071.00 | | | | | | |
| 310 Community Services | | | | | | | | | |
| 4140 | Advertising and Marketing | | £185.00 | £0 | £1,000 | | | | |
| 4171 | Councillor Community Funding | | £13,439.00 | £75,000 | £75,000 | £0 | £0 | £0 | £0 |
| 4221 | Community Needs Analysis | | £4,940.00 | £50,000 | £30,000 | £0 | £0 | £0 | £0 |
| 4225 | Community Projects | | £280.00 | £50,000 | £35,000 | £0 | £0 | £0 | £0 |
| | | Total Overhead Expenditure | £18,844.00 | £175,000 | £140,000 | £0 | £0 | £0 | £0 |
| | | Net Income over Expenditure | -£18,844.00 | (175,000) | -£140,000 | £0 | £0 | £0 | £0 |
| 6000 | | plus Transfer from EMR | £950.00 | | | | | | |
| | | | -£17,894.00 | | | | | | |
| 315 Public Events | | | | | | | | | |
| 1536 | Contribution to Service | (150) | (150) | £12,000 | £12,000 | £0 | £0 | £0 | £0 |
| | | Total Income | -£150.00 | £12,000 | £12,000 | £0 | £0 | £0 | £0 |
| 4015 | Travel and Subsistence | | £22.00 | £300 | £300 | £0 | £0 | £0 | £0 |
| 4130 | Insurance | | £10,727.00 | £10,727 | £10,727 | £0 | £0 | £0 | £0 |
| 4140 | Advertising and Marketing | | £2,074.00 | £12,000 | £12,000 | £0 | £0 | £0 | £0 |
| 4500 | Diwali | | £0.00 | £10,000 | £10,000 | £0 | £0 | £0 | £0 |
| 4501 | Christmas Event | | £5,950.00 | £210,000 | £210,000 | £0 | £0 | £0 | £0 |
| 4502 | Fireworks | | £24,728.00 | £57,750 | £57,750 | £0 | £0 | £0 | £0 |
| 4503 | Bands in the Park | | £11,687.00 | £13,000 | £13,000 | £0 | £0 | £0 | £0 |
| 4509 | Heritage | | £17,745.00 | £22,000 | £22,000 | £0 | £0 | £0 | £0 |
| 4510 | General Events | | £1,158.00 | £12,273 | £11,115 | £0 | £0 | £0 | £0 |
| 4511 | EID | | £9,988.00 | £10,000 | £10,000 | £0 | £0 | £0 | £0 |
| 4512 | Northampton Music Festival | | £15,226.00 | £15,000 | £15,000 | £0 | £0 | £0 | £0 |
| 4513 | Northampton Carnival | | £19,533.00 | £20,000 | £20,000 | £0 | £0 | £0 | £0 |
| 4514 | Balloon Fest | | £10,000.00 | £10,000 | £10,000 | £0 | £0 | £0 | £0 |
| 4515 | Pride | | £4,000.00 | £4,200 | £4,200 | £0 | £0 | £0 | £0 |
| 4517 | Remembrance Day | | £0.00 | £10,000 | £10,000 | £0 | £0 | £0 | £0 |
| 4519 | Armed Forces Day | | £3,569.00 | £5,000 | £5,000 | £0 | £0 | £0 | £0 |
| 4520 | Beer Festival | | £5,000.00 | £5,000 | £5,000 | £0 | £0 | £0 | £0 |
| 4521 | Van Hire (Events) | | £537.00 | £2,000 | £2,000 | £0 | £0 | £0 | £0 |
| 4522 | St Georges Day | | £5,399.00 | £7,500 | £7,500 | £0 | £0 | £0 | £0 |
| 4525 | Out of Town Events | | £5,000.00 | £50,000 | £50,000 | £0 | £0 | £0 | £0 |
| | | Total Overhead Expenditure | £152,343.00 | £486,750 | £485,592 | £0 | £0 | £0 | £0 |
| | | Net Income over Expenditure | -£152,493.00 | -£474,750 | -£473,592 | £0 | £0 | £0 | £0 |
| | Community Services | Income | -£150.00 | £12,000 | £12,000 | | | | |
| | Community Services | Expenditure | £222,258.00 | £761,750 | £725,592 | | | | |
| | | plus Transfer from EMR | £20,950.00 | | | | | | |
| | Movement to/from General Reserves | | £201,458.00 | -£749,750 | | | | | |

Added £1000 to encourage promotion of Grants etc

Reduced on the basis that very little has been spend to date.

Reduced on the basis that very little has been spend to date.

stuart to obtain broker quotes

Reduced based on what has been spent so far this year

| | Planning | | | | | | | | | |
|------|--|--------------------------------|---------------------------|--------------------|----------------------|-------------------|-------------------|-------------------|-------------------|--|
| | | | Current spend 15/10/24 | Current FY24/25 | Next Year FY25/26 | Year 2 FY26/27 | Year 3 FY27/28 | Year 4 FY28/29 | Year 5 FY29/30 | |
| 400 | Planning | | £0.00 | £10,000 | £5,000 | £0 | £0 | £0 | £0 | |
| 4600 | Neighbourhood Planning | | £0.00 | £10,000 | £5,000 | £0 | £0 | £0 | £0 | Reduced by 50% as no spending activity to date |
| 4601 | Planning Support | | £565.00 | £10,000 | £5,000 | £0 | £0 | £0 | £0 | Reduced by 50% as no spending activity to date |
| | | Total Overhead Expenditure | £565.00 | £20,000 | £10,000 | £0 | £0 | £0 | £0 | |
| | | Net Income over Expenditure | -£565.00 | (20,000) | -£10,000 | £0 | £0 | £0 | £0 | |
| | Planning | Income | £0.00 | £0 | £0 | | | | | |
| | Planning | Expenditure | £565.00 | £20,000 | £10,000 | | | | | |
| | Movement to/from General Reserves | | £565.00 | | | | | | | |

| | | | | | | | | | |
|-------------------------------|------------|--|------------|------------|------------|----|----|----|----|
| General Reserves @ 15/10/24 | £2,526,854 | Total Budget Income | £1,891,110 | £1,873,000 | £1,873,000 | £0 | £0 | £0 | £0 |
| Earmarked Reserves @ 15/10/24 | £1,291,449 | Expenditure Movement to/(from) Gen Reserve | £730,398 | £2,064,078 | £2,064,526 | £0 | £0 | £0 | £0 |
| | £3,818,303 | Plus Transfer from EMR | £25,405 | -£191,078 | -£191,526 | £0 | £0 | £0 | £0 |
| | | Transfer to/from Gen Reserve | £1,186,117 | | | | | | |

Earmarked Reserves 31.3.2024

| | Balance 31.2.2021 | Added in Year | Used to fund Expenditure | Reserve Transfers | Balance 31.3.2023 | Added in Year 31.03.2024 | Used to fund Expenditure | Reserve Transfers | Balance 31.3.2024 | Added in Year 31.03.2025 | Used to fund Expenditure | Reserve Transfers | Balance 31.03.2025 | Comments FY25 |
|--|-------------------|---------------|--------------------------|-------------------|-------------------|--------------------------|--------------------------|-------------------|-------------------|--------------------------|--------------------------|-------------------|--------------------|---|
| Covid Response 4225 (Community Projects) | £33,500 | £49,900 | | | £83,400 | £47,368 | | | £130,768 | | | | £130,768 | |
| Health and Safety 4162 | £9,900 | | | | £9,900 | | | | £9,900 | | | | £9,900 | |
| Events (£214,500 to move from 4998 Service Reserve) | £214,500 | | | | £214,500 | | | £214,500 | £429,000 | | | | £429,000 | |
| Accommodation 4390 | £113,000 | £123,369 | | | £236,369 | £108,000 | | | £344,369 | | | | £344,369 | |
| Climate Emergency | £49,500 | | | | £49,500 | | | | £49,500 | | | | £49,500 | |
| Council Community Funding FY24 CCF 4171 fund unspent FY to be earmarked | £27,661 | | £27,661 | | £0 | £18,682 | | | £18,682 | | £750 | | £17,932 | used to pay CCF262 Broadmead and CCF258 United African Ass |
| CCF 220 EMR agreed P&F 11/03/24 | | | | | £0 | £2,000 | | | £2,000 | | | | £2,000 | |
| Community Needs 4221 (FY24 moved £50k to Out of Town Events code) | £149,900 | | | | £149,900 | | | | £149,900 | | | | £149,900 | Need to adjust for the £50k movement from EMR 4221 to 4525 in FY25 |
| Asset Mapping Grant | £6,000 | | £2,400 | | £3,600 | | | | £3,600 | | | | £3,600 | |
| Elections (4200) | | £40,000 | | | £40,000 | £40,000 | | | £80,000 | | | | £80,000 | |
| Services Reserve 4998 | | £214,500 | | | £214,500 | | | -£214,500 | £0 | | | | £0 | |
| EID | | £2,331 | | | £2,331 | | £840 | | £1,491 | | | | £1,491 | |
| CGF (4170) Underspend add this years unspent number FY24 to existing EMR | | £3,585 | | | £3,585 | £20,176 | | | £23,761 | | £20,000 | | £3,761 | used to pay £10,000 for CCGF95 Rockin Roadrunner and CCGF97 Town of Sanctuary |
| Branding Underspend | | £7,677 | | | £7,677 | | | | £7,677 | | | | £7,677 | |
| CIL (1001 115) | | | | | | £15,948 | | | £15,948 | | | | £15,948 | |
| Equipment (4190 101) | | | | | £0 | £5,362 | | | £5,362 | | | | £5,362 | |
| Van (4521 315) | | | | | £0 | £2,000 | | | £2,000 | | | | £2,000 | |
| 4560 Environmental Projects | | | | | | £20,000 | | | £20,000 | | | | £20,000 | |
| 4561 Environmental grants | | | | | £0 | £5,000 | | | £5,000 | | £4,455 | | £545 | used to pay CCG55 Town of Sanctuary -bikes |
| 4400 Allotment repairs & maintenance | | | | | | £17,896 | | | £17,896 | | | | £17,896 | |
| | £603,961 | £441,362 | £30,061 | £0 | £1,015,262 | £302,432 | £840 | £0 | £1,316,854 | £0 | £25,205 | £0 | £1,291,649 | |

| Code | Added in Year | Debit | Credit |
|------|---------------|----------|----------|
| 320 | Added in Year | | £302,432 |
| 5000 | Added in Year | £302,432 | |
| 5000 | Used in Year | | £840 |
| 320 | Used in Year | £840 | |

| | FY23 | FY24 | Total EMR Bal |
|--|------------|----------|---------------|
| | £1,015,262 | £301,592 | £1,316,854 |

| | FY23 | FY24 | FY25 used in year | Total EMR Bal |
|--|------------|----------|-------------------|---------------|
| | £1,015,262 | £301,592 | £25,205 | £1,291,649 |

Northampton Town Council

Policy and Finance Committee

21st October 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 consistent though having decreased slightly. Historically it has been around been around 5.2%, when last reported in July it was 5.1697%, though as of 14 October it was 4.93%.

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

02/10/24 - £11,572.90

04/09/24 – £396.17 + £12,186.94

02/08/24 – £13,118.05

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

21st October 2024

COMMUNITY GOVERNANCE REVIEW OUTCOME

REPORT OF: Town Clerk

Purpose of report: To inform the committee of the outcome of the WNC Community Governance Review (CGR)

Recommended: That the committee note the report

Committee members will be well briefed on the town council's history with the CGR and the work undertaken as part of the consultation process.

A report was considered at WNC and subsequently approved by them at a full council meeting which proposed to retain both Moulton Leys, and Weston Favell and Abington park in the town council area. This followed a lengthy consultation conducted by WNC with local residents and stakeholders.

This is obviously the outcome that the town council wanted and it secures the council's boundary for the near future.

Detailed below for information are the relevant extracts from the WNC report regarding the areas in question.

Abington Vale and Weston Favell

5.4.16 Final recommendation:

5.4.17 Following representations made during the first stage of consult, the Council resolved to consult on the proposal in order to establish if the creation of a new parish in this area would meet the legal tests applicable to CGRs i.e. would better reflect local community identities and interests or provide for effective and convenient local government, as well as the consideration other arrangements for community representation that exist in the area (see paragraph 3.3 for more detail).

5.4.18 The responses to the consultation suggested that 83% of respondents were opposed to the proposal. This is a significant percentage. A number of reasons for this opposition were put forward, and while care must be taken to assess whether arguments put forward are relevant to the legal tests, many of the responses discussed community identity and the effectiveness of proposed and current governance arrangements and were therefore directly relevant to these tests.

5.4.19 Taking account of the outcome of the consultation, it is considered that this proposal does not meet the legal tests applicable to CGRs and that no definitive need to establish a new parish council could be identified. It is therefore recommended that the Council should remove this recommendation and not include it within the Reorganisation Order. The Council will also not seek approval from the Local Government Boundary Commission for England in relation to this 'protected' arrangement as defined by s.86 of the 2007 Act.

Moulton Leys

5.6.43 The responses to the consultation suggested that a significant percentage of respondents were opposed to the proposal. A number of reasons for this opposition were put forward, and while care must be taken to assess

whether arguments put forward are relevant to the legal tests, many of the responses discussed community identity and the effectiveness of proposed and current governance arrangements and were therefore directly relevant to these tests.

5.6.44 Taking account of the outcome of the consultation, it is considered that this proposal does not meet the legal tests applicable to CGRs and that no definitive case to move Moulton Leys Parish Ward from Northampton Parish to Moulton Parish could be identified. It is therefore recommended that the Council should remove this recommendation and not include it within the Reorganisation Order.