



Northampton TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE – 9TH DECEMBER 2024 – 11:00 HOURS

To all Members of the Accounts Sub-Committee:

Cllrs Marriott (Chair), Birch, Evans and Hibbert.

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Monday 9th December 2024 at 11:00 hours. when the business set out below will be transacted.

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

A handwritten signature in black ink, appearing to read 'Stuart Carter'.

Stuart Carter
Town Clerk
3rd December 2024

Guildhall
Northampton
NN1 1DE

Cc: Electronically to all Members of the Council for information

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING – ATTACHED**
- 4. REVENUE BUDGET – TO BE TABLED**
To receive the budgetary report for the month ending November 2024 (copy to be circulated at the meeting)
- 5. PAYMENT OF ACCOUNTS – TO BE TABLED**
To approve accounts for payment (schedule of accounts to be circulated at the meeting)
- 6. BANK RECONCILIATION – TO BE TABLED**
Bank reconciliation and supporting documents to be tabled, reviewed and signed for accuracy
- 7. INTERNAL CONTROLS**
Responsible Finance Officer to provide verbal update

8. REVIEW OF RISK REGISTER

Verbal update to be given

9. ANY FUTURE AGENDA ITEMS FOR CONSIDERATION

ACCOUNTS SUB-COMMITTEE – 12TH NOVEMBER 2024

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON TUESDAY 12TH NOVEMBER AT 11:00 HOURS IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

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

OFFICERS PRESENT: S Carter (Town Clerk) and C Maclellan (Responsible Finance Officer)

53. APOLOGIES

There were no apologies, all were present.

54. DECLARATIONS OF INTEREST

No declarations of interests were submitted.

55. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 14TH OCTOBER 2024

RESOLVED: That the Chair be authorised to sign the minutes of the previous meeting held on 14th October 2024 as a true and accurate record of the proceedings.

56. REVENUE BUDGET

The RFO presented the Revenue Budget and drew attention to the highlighted items that had 10% movement in expenditure. The budget as tabled is attached for information.

It was noted that it was intended to consolidate some of the budget headings that had multiple sub headings such as marketing and insurance. Having different headings was causing confusion and was difficult to manage. Members agreed to consolidate these budget headings.

RESOLVED: The Revenue Budget for month ending October 2024 was presented and reviewed.

57. PAYMENT OF ACCOUNTS

The RFO presented the Pay List for approval and went through each payment line by line on screen.

It was noted that the Grants Sub-Committee were meeting later this week, but that there were payments listed for pre-approval to expediate the process. However, no payments would be posted until after the meeting and formal instruction had been made.

It was noted that the final precept payment had been received from WNC.

RESOLVED: The Payment of Accounts as attached were presented, reviewed and approved for payment including the transfer value of funds from Unity to CCLA.

58. BANK RECONCILIATION

The reconciliation documents were circulated.

RESOLVED: That the bank reconciliation documents were checked, reviewed and approved.

59. INTERNAL CONTROLS

The RFO explained that there was little to add, as there had not been an additional internal control check since the last meeting.

NOTED

60. RISK REGISTER

The risk register was reviewed.

It was noted that the risk register had now been updated and reduced following the outcome of the CGR. The Clerk did explain that a reduction of tax base was still a risk, as had been shown during the pandemic, or if a major employer shut down. Student accommodation was also exempt so any change of use to student accommodation could impact the tax base.

NOTED

61. ANY FUTURE AGENDA ITEMS FOR CONSIDERATION

No discussion was held under this item.

The date of next meeting was not confirmed at the meeting but later arranged for 9th December at 11:00 hours.

MEETING CONCLUDED: 11.58 HOURS

ACTIONS:

- Investigate potential impact of student accommodation on tax base (SC)

Invoices / Grants Paid / Bank Deductions - Requires Retrospective Committee Approval					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
28/10/2024	Ending 3373		£107.74 £76.94 £55.00 £3.00		£ 242.68
14/10/2024	14175131	Wave Utilities	£ 1,911.75	£ -	£ 1,911.75
24/10/2024	Bank Fee	Unity Trust Bank	£ 28.00	£ -	£ 28.00
31/10/2024	Bank Fee	Unity Trust Bank	£ 5.60	£ -	£ 5.60
06/11/2024	Email request for payment	Masque Theatre	£ 40.00	£ -	£ 40.00
18/10/2024	Email request for payment BBH 1003	Bees Be Happy (Mrs SJ Robinson)	£ 30.00	£ -	£ 30.00
			£ 2,015.35	£ -	£ 2,258.03

Invoices posted to System pending approval and Payment					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
04/11/2024	IN318284	Adams Cundell Engineers Ltd (T/A Ace Plant)	£ 2,300.00	£ 460.00	£ 2,760.00
18/10/2024	SI020231	Arena Events Services Group Ltd t/a Arena	£ 7,776.00	£ 1,555.20	£ 9,331.20
01/11/2024	S157912	Blachere Illumination UK Limited	£ 11,427.02	£ 2,285.40	£ 13,712.42
23/05/2024	47357	Chelsea Hire complete Event Hire Solution	£ 172.00	£ 34.40	£ 206.40
29/10/2024	48603	Chelsea Hire complete Event Hire Solution	£ 650.00	£ 130.00	£ 780.00
30/10/2024	48612	Chelsea Hire complete Event Hire Solution	£ 1,660.81	£ 332.16	£ 1,992.97
06/11/2024	CREDIT 47357	Chelsea Hire complete Event Hire Solution	-£ 75.00	-£ 15.00	-£ 90.00
09/09/2024	INV-0117	EP Team Events Ltd	£ 505.75	£ 101.15	£ 606.90
09/09/2024	INV-0117	EP Traffic Services Limited	-£ 505.75	-£ 101.15	-£ 606.90
09/09/2024	INV-0117``	EP Traffic Services Limited	£ 505.75	£ 101.15	£ 606.90
04/11/2024	IM 12256B	Ice Magic International LTD	£ 5,950.00	£ 1,190.00	£ 7,140.00
21/10/2024	20241021	Indian Hindu Welfare Organisation (IHWO)	£ 498.43	£ -	£ 498.43
29/10/2024	20241022NTC	Indian Hindu Welfare Organisation (IHWO)	£ 1,500.00	£ -	£ 1,500.00
04/11/2024	7216186	Long Marsh Ltd	£ 220.00	£ 44.00	£ 264.00
18/10/2024	INV:1002992	LUNAR PUBLISHING LTD	£ 895.00	£ 179.00	£ 1,074.00
29/10/2024	INV0065	Northampton Emergency Aid Team	£ 395.00	£ -	£ 395.00
27/10/2024	DWF.1 - 2024	NS-UK Group (Northern) Ltd	£ 1,705.50	£ 341.10	£ 2,046.60
03/11/2024	NTFD-2024	NS-UK Group (Northern) Ltd	£ 5,973.50	£ 1,194.70	£ 7,168.20
07/11/2024	NTFD-2024/1	NS-UK Group (Northern) Ltd	£ 292.00	£ 58.40	£ 350.40
30/08/2024	SM-014548 (V1)	Ostler East Midlands Limited	£ 700.00	£ -	£ 700.00

Accounts Sub-Committee Paylist for Presentation and approval 12th November 2024

20/10/2024	1559	Stage Right Productions	£ 3,462.60	£ 692.52	£ 4,155.12
20/10/2024	1560	Stage Right Productions	£ 2,252.00	£ 450.40	£ 2,702.40
20/10/2024	1561	Stage Right Productions	£ 158.75	£ 31.75	£ 190.50
02/11/2024	1553	Stage Right Productions	£ 13,646.00	£ 2,729.20	£ 16,375.20
16/10/2024	MTR-08466	Tangerine Red Ltd	£ 84.00	£ 16.80	£ 100.80
17/10/2024	MTR-08470	Tangerine Red Ltd	£ 65.00	£ -	£ 65.00
18/10/2024	MTR-08478	Tangerine Red Ltd	£ 385.00	£ 77.00	£ 462.00
21/10/2024	MTR-08481	Tangerine Red Ltd	£ 420.00	£ 84.00	£ 504.00
21/10/2024	MTR-08488	Tangerine Red Ltd	£ 195.00	£ 39.00	£ 234.00
30/10/2024	MTR-08500	Tangerine Red Ltd	£ 58.00	£ 11.60	£ 69.60
06/11/2024	424002434988	West Northamptonshire Council	£ 356.50	£ -	£ 356.50
06/11/2024	2344922	Whiteroom (Joe Church Music)	£ 700.00	£ -	£ 700.00

28/10/2024	Expenses Oct24	Nicole Haviland	£ 21.73	£ -	£ 21.73
26/10/2024	14226229	Anglian Water t/a Wave Utilities	£ 1,082.56	£ -	£ 1,082.56
26/10/2024	14226643	Anglian Water t/a Wave Utilities	£ 33.98	£ -	£ 33.98
30/10/2024	14241908	Anglian Water t/a Wave Utilities	-£ 1.69	£ -	-£ 1.69
02/11/2024	14251932	Anglian Water t/a Wave Utilities	£ 19.77	£ -	£ 19.77
30/10/2024	005510	B.R.Own Property Repairs (Northampton) L	£ 1,175.07	£ 235.02	£ 1,410.09
24/10/2024	241024 – IYN	Stu Vincent Photography	£ 150.00	£ -	£ 150.00
26/10/2024	424002417581	West Northamptonshire Council	£ 345.20	£ 20.04	£ 365.24
26/10/2024	424002417594	West Northamptonshire Council	£ 86.00	£ 17.20	£ 103.20
26/10/2024	INV-0114	Classic Carriages of Northampton	£ 2,008.76	£ -	£ 2,008.76
04/11/2024	Expenses Oct24	CLlr Jane Birch	£ 860.98	£ -	£ 860.98
23/10/2024	7520654	Eastern Shires Purchasing Organisation	£ 50.90	£ 10.18	£ 61.08
24/10/2024	7520653	Eastern Shires Purchasing Organisation	£ 50.90	£ 10.18	£ 61.08
31/10/2024	2024-25.3571	Gravitas HR Solutions Limited	£ 708.75	£ 141.75	£ 850.50
22/10/2024	4344	J & S Potter Ltd	£ 560.00	£ 112.00	£ 672.00
21/10/2024	Expenses Oct24	Julie Thorneycroft (Expense Claims)	£ 44.70	£ -	£ 44.70
14/10/2024	64019630	Local Government Association	£ 567.00	£ 113.40	£ 680.40
06/11/2024	Business Consultants Ltd\Paid FY25\Microshad	Microshade Business Consultants Ltd	£ 856.51	£ 171.30	£ 1,027.81
30/10/2024	INV-4060	Northants CALC Ltd	£ 140.00	£ 28.00	£ 168.00
24/10/2024	A001-SIN-01237183	OT Group t/a ZenOffice (part of Paragon)	£ 52.36	£ 10.47	£ 62.83
05/11/2024	A001-SIN-01248481	OT Group t/a ZenOffice (part of Paragon)	£ 3.83	£ 0.77	£ 4.60
31/10/2024	114765	Webb House Accountancy Ltd	£ 120.00	£ 24.00	£ 144.00
24/10/2024	424002416317	West Northamptonshire Council	£ 317.50	£ 35.50	£ 353.00
01/11/2024	424002433578	West Northamptonshire Council	£ 270.43	£ 19.09	£ 289.52
01/08/2024	LP348	Live Performers	£ 2,048.00	£ -	£ 2,048.00
					88873.78

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
07/12/2024	1552	Stage Right	£ 3,581.00	£ 716.20	£ 4,297.20
01/11/2024	MTR-08503	Tangerine Red	£200.00	£40.00	£ 240.00
11/11/2024	INV-1720	Acute Ambulance & Medical Services	£2,000.00	£400.00	£ 2,400.00
11/11/2024	2919	Vectis Lightning	£4,795.00	£959.00	£ 5,754.00
12/11/2024	424002436546	West Northants Council	£1,310.50	£0.00	£ 1,310.50
11/11/2024	INV-000608	First Line Medics	£360.00	£72.00	£ 432.00

08/11/2024	48669	Chelsea Hire	£296.50	£59.30	£	355.80
05/11/2024	14264168	Wave Utilities	£24.17	£0.00	-£	24.17
08/11/2024	VOI0039583	ZenOffice	£ 89.11	£ 17.82	£	10.93
08/11/2024	45751-48319-3C	Horizon (SCG)	-£9.99	-£2.00	-£	11.99
08/11/2024	48319/0862310	Horizon (SCG)	£701.84	£140.37	£	842.21
07/11/2024	MTR-08520	Tangerine Red	£690.00	£0.00	£	690.00
11/11/2024	Expenses 2024	Cllr Paul Joyce	£119.92	£0.00	£	119.92
30/10/2024	A001-SIN-01242152	OT Group (Zen)/ Office Depot	£7.90	£1.58	£	9.48
					£	16,425.88

Salaries / HMRC / Pension payments			Value presented	
Salaries (Net) for including Mayoral Allowance			£	35,454.34
HMRC -			£	12,614.53
Pensions -			£	13,511.41
			£	61,580.28

Grant / Councillor Community Fund Applications, Pre- Approval for Grants meeting scheduled for 13th November 2024 and CS Sub-Committee on 18/11/24					
Approval date	Grant No	Organisation Name	Cllr	Ward	Value
	CCF290	57th Mencap Scout Group (57th Northampton Scout Group)	Joyce	Eastfield	£ 1,300.00
	CCF291	The Methodist Homestead	Birch	Trinity	£ 200.00
	CCF292	Northants United	Haque 600 / Birch 400	Castle	£1000 paid £500 see application & minute
	CCF293	Northampton Cats Protection Branch	Fuchshuber / Meredith	Talavera	£ 1,000.00
	CC294	The 3 Pillars Feeding The Homeless	Ashraf	St James	£ 300.00
	CCF295	Shine Development Concept CIC	Holland- Delamere	Rectory Farm	£ 700.00
	CCF296	65th Northampton Brownies	Kilbride	Abington	£ 270.00
	CCF297	65th Northampton Brownies	Kilbride	Abington	£ 350.00
	CCF298	46th Northampton (Overstone) Scout Group	Holland- Delamere	Rectory Farm	£ 500.00
	CCF299	Eastfield District Guides	Hallam / Lane	Parklands / Boothville	£ 750.00
	CCF300	WAGONIK INTEGRACYJNY	Tarasiewicz	Abington	£ 1,900.00
	CCF301	Deafconnect	Ashraf	St James	£ 900.00
	USCF001	Free2Talk	McNicholas	Kingsheath	£ 500.00
	USCF002	Free2Talk	McNicholas	Kingsheath	£ 405.00
	CGF131	NN Contemporary Art - NNCA (legal name Northampton Arts Collective)			£ 5,000.00
	CGF132	Northamptonshire Black History Association (Northampton Arts Collective)			£ 5,000.00
	CGF133	Dancemind			£ 10,000.00
	CCF302	Bradlaugh	Russell	Kingsley	£ 500.00
	CCF303	Space to Talk CIC	Soan	Rushmills	£ 2,000.00
	CCF304	Northampton Town of Sanctuary	Alwahabi	Castle	£ 600.00
	CCF305	PCC of St Alban the Martyr	Joyce	Eastfield	£ 950.00

Accounts Sub-Committee Paylist for Presentation and approval 12th November 2024

£ 33,125.00