

## **ACCOUNTS SUB-COMMITTEE – 12<sup>TH</sup> NOVEMBER 2024**

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON TUESDAY 12<sup>TH</sup> 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 14<sup>TH</sup> OCTOBER 2024**

**RESOLVED:** That the Chair be authorised to sign the minutes of the previous meeting held on 14<sup>th</sup> 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 9<sup>th</sup> 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	<a href="#">Ending 3373</a>		£107.74 £76.94 £55.00 £3.00		£ 242.68
14/10/2024	<a href="#">14175131</a>	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	<a href="#">Email request for payment</a>	Masque Theatre	£ 40.00	£ -	£ 40.00
18/10/2024	<a href="#">Email request for payment BBH 1003</a>	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	<a href="#">IN318284</a>	Adams Cundell Engineers Ltd (T/A Ace Plant)	£ 2,300.00	£ 460.00	£ 2,760.00
18/10/2024	<a href="#">SI020231</a>	Arena Events Services Group Ltd t/a Arena	£ 7,776.00	£ 1,555.20	£ 9,331.20
01/11/2024	<a href="#">S157912</a>	Blachere Illumination UK Limited	£ 11,427.02	£ 2,285.40	£ 13,712.42
23/05/2024	<a href="#">47357</a>	Chelsea Hire complete Event Hire Solution	£ 172.00	£ 34.40	£ 206.40
29/10/2024	<a href="#">48603</a>	Chelsea Hire complete Event Hire Solution	£ 650.00	£ 130.00	£ 780.00
30/10/2024	<a href="#">48612</a>	Chelsea Hire complete Event Hire Solution	£ 1,660.81	£ 332.16	£ 1,992.97
06/11/2024	<a href="#">CREDIT 47357</a>	Chelsea Hire complete Event Hire Solution	-£ 75.00	-£ 15.00	-£ 90.00
09/09/2024	<a href="#">INV-0117</a>	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	<a href="#">IM 12256B</a>	Ice Magic International LTD	£ 5,950.00	£ 1,190.00	£ 7,140.00
21/10/2024	<a href="#">20241021</a>	Indian Hindu Welfare Organisation (IHWO)	£ 498.43	£ -	£ 498.43
29/10/2024	<a href="#">20241022NTC</a>	Indian Hindu Welfare Organisation (IHWO)	£ 1,500.00	£ -	£ 1,500.00
04/11/2024	<a href="#">7216186</a>	Long Marsh Ltd	£ 220.00	£ 44.00	£ 264.00
18/10/2024	<a href="#">INV:1002992</a>	LUNAR PUBLISHING LTD	£ 895.00	£ 179.00	£ 1,074.00
29/10/2024	<a href="#">INV0065</a>	Northampton Emergency Aid Team	£ 395.00	£ -	£ 395.00
27/10/2024	<a href="#">DWF.1 - 2024</a>	NS-UK Group ( Northern) Ltd	£ 1,705.50	£ 341.10	£ 2,046.60
03/11/2024	<a href="#">NTFD-2024</a>	NS-UK Group ( Northern) Ltd	£ 5,973.50	£ 1,194.70	£ 7,168.20
07/11/2024	<a href="#">NTFD-2024/1</a>	NS-UK Group ( Northern) Ltd	£ 292.00	£ 58.40	£ 350.40
30/08/2024	<a href="#">SM-014548 (V1)</a>	Ostler East Midlands Limited	£ 700.00	£ -	£ 700.00

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

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

28/10/2024	<a href="#">Expenses Oct24</a>	Nicole Haviland	£ 21.73	£ -	£ 21.73
26/10/2024	<a href="#">14226229</a>	Anglian Water t/a Wave Utilities	£ 1,082.56	£ -	£ 1,082.56
26/10/2024	<a href="#">14226643</a>	Anglian Water t/a Wave Utilities	£ 33.98	£ -	£ 33.98
30/10/2024	<a href="#">14241908</a>	Anglian Water t/a Wave Utilities	-£ 1.69	£ -	-£ 1.69
02/11/2024	<a href="#">14251932</a>	Anglian Water t/a Wave Utilities	£ 19.77	£ -	£ 19.77
30/10/2024	<a href="#">005510</a>	B.R.Own Property Repairs (Northampton) L	£ 1,175.07	£ 235.02	£ 1,410.09
24/10/2024	<a href="#">241024 – IYN</a>	Stu Vincent Photography	£ 150.00	£ -	£ 150.00
26/10/2024	<a href="#">424002417581</a>	West Northamptonshire Council	£ 345.20	£ 20.04	£ 365.24
26/10/2024	<a href="#">424002417594</a>	West Northamptonshire Council	£ 86.00	£ 17.20	£ 103.20
26/10/2024	<a href="#">INV-0114</a>	Classic Carriages of Northampton	£ 2,008.76	£ -	£ 2,008.76
04/11/2024	<a href="#">Expenses Oct24</a>	ClIr Jane Birch	£ 860.98	£ -	£ 860.98
23/10/2024	<a href="#">7520654</a>	Eastern Shires Purchasing Organisation	£ 50.90	£ 10.18	£ 61.08
24/10/2024	<a href="#">7520653</a>	Eastern Shires Purchasing Organisation	£ 50.90	£ 10.18	£ 61.08
31/10/2024	<a href="#">2024-25.3571</a>	Gravitas HR Solutions Limited	£ 708.75	£ 141.75	£ 850.50
22/10/2024	<a href="#">4344</a>	J & S Potter Ltd	£ 560.00	£ 112.00	£ 672.00
21/10/2024	<a href="#">Expenses Oct24</a>	Julie Thorneycroft (Expense Claims)	£ 44.70	£ -	£ 44.70
14/10/2024	<a href="#">64019630</a>	Local Government Association	£ 567.00	£ 113.40	£ 680.40
06/11/2024	<a href="#">Business Consultants Ltd\Paid FY25\Microshad</a>	Microshade Business Consultants Ltd	£ 856.51	£ 171.30	£ 1,027.81
30/10/2024	<a href="#">INV-4060</a>	Northants CALC Ltd	£ 140.00	£ 28.00	£ 168.00
24/10/2024	<a href="#">A001-SIN-01237183</a>	OT Group t/a ZenOffice (part of Paragon)	£ 52.36	£ 10.47	£ 62.83
05/11/2024	<a href="#">A001-SIN-01248481</a>	OT Group t/a ZenOffice (part of Paragon)	£ 3.83	£ 0.77	£ 4.60
31/10/2024	<a href="#">114765</a>	Webb House Accountancy Ltd	£ 120.00	£ 24.00	£ 144.00
24/10/2024	<a href="#">424002416317</a>	West Northamptonshire Council	£ 317.50	£ 35.50	£ 353.00
01/11/2024	<a href="#">424002433578</a>	West Northamptonshire Council	£ 270.43	£ 19.09	£ 289.52
01/08/2024	<a href="#">LP348</a>	Live Performers	£ 2,048.00	£ -	£ 2,048.00
					88873.78
<b>Invoices received after list produced and not posted to the system and / or Officer unapproved.</b>					
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
07/12/2024	<a href="#">1552</a>	Stage Right	£ 3,581.00	£ 716.20	£ 4,297.20
01/11/2024	<a href="#">MTR-08503</a>	Tangerine Red	£200.00	£40.00	£ 240.00
11/11/2024	<a href="#">INV-1720</a>	Acute Ambulance & Medical Services	£2,000.00	£400.00	£ 2,400.00
11/11/2024	<a href="#">2919</a>	Vectis Lightning	£4,795.00	£959.00	£ 5,754.00
12/11/2024	<a href="#">424002436546</a>	West Northants Council	£1,310.50	£0.00	£ 1,310.50
11/11/2024	<a href="#">INV-000608</a>	First Line Medics	£360.00	£72.00	£ 432.00

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

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

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

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£ 33,125.00