



Northampton TOWN COUNCIL

ACCOUNTS SUB-COMMITTEE - MONDAY 15TH APRIL 2024 – 11:00 HOURS

To all Members of the Accounts Sub-Committee:

Cllrs Marriott (Chair), Birch, Hibbert and Purser

You are hereby summoned to attend a meeting of the Accounts Sub-Committee to be held in the Committee Room at the Town Council's offices at the Guildhall, Northampton on Monday 15th April 2024 at 11:00 hours. when the business set out below will be transacted.

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

**Stuart Carter
Town Clerk
9th April 2024**

**Guildhall
Northampton
NN1 1DE**

Cc: Electronically to all Members of the Council for information

A G E N D A

- 1. APOLOGIES**
- 2. DECLARATIONS OF INTEREST**
- 3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 11th MARCH 2024 –ATTACHED**

Pages 3-5

- 4. REVENUE BUDGET 2023/24– TO BE TABLED**
To receive the budgetary report for the month ending March 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

and balancing

7. END OF YEAR ACCOUNTS

Responsible Finance Officer to provide update

8. INTERNAL CONTROLS

Responsible Finance Officer to provide verbal update

9. RISK REGISTER

Clerk to give verbal update

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 journalled 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