

ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON 10TH JUNE 2024 AT 11AM IN THE TOWN COUNCIL'S COMMITTEE ROOM, LOCATED IN THE GUILDHALL, NORTHAMPTON

PRESENT: Councillors Marriott and Evans

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

1. APOLOGIES

Apologies were submitted by Councillors Birch and Hibbert.

2. DECLARATIONS OF INTEREST

The Responsible Finance Officer (RFO) highlighted that Councillors Allowance payments were included within the Payment of Accounts and itemized as a generic number.

3. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING HELD ON 15TH MAY 2024

RESOLVED: The Chair was authorised to sign the minutes of the previous meeting as a true and accurate record of the proceedings.

4. REVENUE BUDGET – TO BE TABLED

The Revenue Budget was circulated to members. The Responsible Finance Officer (RFO) explained the revenue budget was organised by Committee and percentage spent was highlighted where an increase of 10% had been observed. The RFO highlighted Payroll Costs (budget code 4010) as the Town Council's current provider was ceasing their services as of the end of June 2024 and was currently procuring a new provider. The percentage spent was 80.1% however, this was due to a purchase order raised for the financial year.

Legal and Professional Fees (budget code 4159) had increased due to an open purchase order with solicitors for advice regarding accommodation and Gravitas, a HR provider, with 39.3% spent. The RFO explained Oak Apple Day (budget code 4204) had surpassed its allotted budget at 124.3% however, this was discussed with the Chair beforehand.

Councillor training (budget code 4213) had increased, with 9.7% spent. Council meeting and Room hire (budget code 4216) had a high increase due to an open purchase order, with 94.0% spent. Further CIL monies (budget code 1001) had been received from West Northamptonshire Councils.

Environmental Services Advertising and Marketing budget (budget code 4140) had increased due to a purchase order, with 56.9% spent. In response to a question, it was stated that the Bloom budget (budget code 4536) purchase order was raised earlier in the year and no further expected expenditure was anticipated unless any planters had been vandalised or additional water was required, with 74.4% was spent. Eid (budget code 4511) was slightly over budget at 112.6%; however, funds were available within earmarked reserves.

The Chair explained that work was to be undertaken on the cost of officers who support events and the cost that incurs to the council. He added that this was to be discussed at the Community Services Committee to encourage Councillors to attend to reduce Officers' time. Armed Forces Day (budget code 4519) had an increase due to committed expenditure, with 50.2% spent.

RESOLVED: The Revenue Budget was presented and reviewed.

ACTION: RFO to circulate the Revenue Budget and Payment of Accounts be emailed to the Budget Working Group.

5. PAYMENT OF ACCOUNTS – TO BE TABLED

The RFO presented the Payment of Accounts. The RFO explained the first section was payments made by Direct Debit or required retrospective approval due to the payment terms. The RFO explained the funds raised during Councillor Hibbert's Mayoral year were to be paid to Spencer Contact; however, the total funds raised were higher as some donations were made directly to the charity.

The RFO explained many invoices were itemised for Anglian Water trading as Wave Utilises, especially the Billing Lane site as it was in credit and were unable to receive reimbursement unless a metre reading was provided.

In response to a question, it was explained the newsletter for Moulton Leys had been printed and would be issued to households in the area. In response to a question, the RFO explained that £20,000 was provided to the Northampton Carnival event.

The RFO explained that grants were included within the Payment of Accounts as a meeting had just occurred and highlighted the General Community Grant applications were waiting for approval and adoption at Community Services Committee later today and payment would be dependent on their decision.

The RFO explained the insurance costs were higher than anticipated despite the budget being increased for this financial year, with 76.5% spent. She stated the insurance provider had done a review and recommended a separate policy to cover events due to the frequency and volume of attendees. The Town Clerk explained that included within this policy was event cancellation coverage. The RFO proposed that the special events insurance be transferred from 4510 to 4130, from General Events into Policy and Finance Cost.

RESOLVED: That Special Events insurance be transferred as proposed.

RESOLVED: The Payment of Accounts presented at the meeting were approved for payment.

6. BANK RECONCILIATION

RESOLVED: The RFO provided the bank reconciliation and supporting documents for Unity and CCLA Public Sector Deposit Fund and these were reviewed and signed for accuracy by Councillor Marriott and Evans.

7. INTERNAL CONTROLS

The RFO explained the next Internal Controls would take place on 20th June 2024 at 9am with Councillor Lane and Russell.

NOTED

8. RISK REGISTER

The RFO explained work was undertaken with the Town Clerk, Councillors Marriott and Birch. The RFO stated each risk was categorised and scored on the impact and likelihood. In response to a question, the Town Clerk explained loss of tax base was included.

RESOLVED: The Risk Register was presented and reviewed at this meeting.

ACTION: Include risk register on Policy & Finance.

9. ITEMS FOR FURTHER CONSIDERATION

The RFO circulated a document listing outstanding invoices and provided a copy of the request for quotations for a new payroll provider and provided information of the bids received.

MEETNIG CONCLUDED: 12:30PM