



**Policy and Finance Committee Meeting – Monday 17<sup>th</sup> July 2023 – 18:00**

**To: Members of the Policy and Finance Committee:**

Councillors Marriott (Chair), Joyce (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 17<sup>th</sup> July 2023 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**  
**11<sup>th</sup> July 2023**

**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 3<sup>rd</sup> May 2023 (p 3 – p 30)
- 4. To receive the minutes of the Accounts Sub-Committee meeting for information:**
  - (a) Minutes of the meeting held 10<sup>th</sup> May 2023 (p 31 – p 36)
  - (b) Minutes of the meeting held 15<sup>th</sup> June 2023 (p 37 – p 46)
  - (c) Minutes of the meeting held 10<sup>th</sup> July 2023 (p 47 – p 53)
- 5. To receive the minutes of the Staffing Sub-Committee held 17<sup>th</sup> July 2023**  
To follow
- 6. Budget Report**  
Report attached (p 55 – p 62)

- 7. Councillor Allowances**  
Report attached (p 63)
- 8. Provision of Councillor Laptops**  
Report attached (p 65 – p 66)
- 9. Paperless Agendas**  
Report to follow
- 10. Office Defibrillator**  
Report attached (p 67)
- 11. CCLA Update**  
Report on latest investments with CCLA (p 69 – p 73)
- 12. Accommodation Update**  
Clerk to give verbal update
- 13. Items for consideration on the next agenda**

## **POLICY & FINANCE COMMITTEE**

MINUTES OF THE POLICY & FINANCE COMMITTEE HELD AT 6PM ON 3<sup>RD</sup> MAY 2023 IN THE COMMITTEE ROOM OF THE TOWN COUNCIL'S OFFICES IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Marriott (Chair) Alwahabi, Birch, Hallam, Hibbert, Holland-Delamere and Tarasiewicz

**OFFICERS PRESENT:** S Carter (Town Clerk), C Maclellan (Finance Officer)

**ALSO PRESENT:** Cllr Soan

### **62. APOLOGIES FOR ABSENCE**

Apologies were submitted by Councillors Russell, Stevens, Purser and Kilbride.

### **63. DECLARATIONS OF INTEREST**

Cllr Hallam declared a non-pecuniary interest in minute 77 as he is on the WNC Cabinet which has oversight of the facilities including the Guildhall.

### **64. TO AUTHORISE THE CHAIR TO SIGN THE MINUTES OF THE LAST MEETING AND ASK QUESTIONS AS TO THE PROGRESS OF ANY ITEM**

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 13<sup>th</sup> March 2023 as a true and accurate record.

### **65. TO RECEIVE THE MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETINGS FOR INFORMATION:**

The minutes of the meeting held 17<sup>th</sup> April 2023 were circulated with the agenda and **NOTED**.

### **66. ANNUAL ACCOUNTS 2022/23**

It was explained that the 2022/23 Annual Accounts were not quite ready but would be reported in due course.

**NOTED**

### **67. REVIEW OF COUNCIL'S FINANCIAL REGULATIONS**

Circulated with the agenda was a report regarding the Council's Financial Regulations (FR). It explained that the National Association of Local Councils were undertaking a root and branch review of the model FR that they hoped to conclude in the coming year. Their advice to councils was to adopt their current FR with the understanding that a new updated version would be forthcoming in the coming 12 months.

**RESOLVED:** That the Council adopt the current Financial Regulations as is with the understanding that a new draft will be presented for review in the coming year.

## 68. REVIEW OF COUNCIL'S STANDING ORDERS

Circulated with the agenda was a report regarding the Council's Standing Orders (SO). It was explained that SO were based on the NALC model and were reviewed annually. The council had agreed to look in-depth at the SO with a view to tailoring them to its requirements, however, this was a substantial piece of work that had not yet been completed.

**RESOLVED:** That the SO be agreed with the understanding that in the coming year, recommendations would come forward for consideration regarding the tailoring of them to meet the Council's requirements.

## 69. DIGNITY AT WORK POLICY

Circulated with the agenda was a draft dignity at work policy (Dignity, Equality and Diversity at Work Policy). It was explained that the policy was an important document for councillors and staff in terms of setting expectations on behaviour and how to challenge this if required. It was also noted that it was one of the requirements of the civility and respect pledge which was being promoted with town and parish councils.

It was commented that it would be useful to have complaints handling training for cllrs, especially if they are required to carry out an investigation.

**RESOLVED:** That the policy as attached at appendix A be recommended to council for adoption.

## 70. WHISTLEBLOWING POLICY

Circulated with the agenda was a draft whistleblowing policy. Similarly, to the previous item, this policy was an important document to promote standards and also give confidence to staff that they would be protected if they were to raise an issue. Once again, it was a required document as part of the Civility and Respect Pledge which would be forthcoming.

**RESOLVED:** That the policy as attached at appendix B be recommended to council for adoption.

## 71. VOLUNTEER POLICY AND CHILD PROTECTION POLICY

Circulated with the agenda was a volunteer policy and child protection policy.

The council were working more and more with communities many of whom were volunteering with the council to assist on projects. Examples including the forthcoming St Katherine's Garden project. The council were keen to offer more volunteering opportunities which would enhance and empower people and their communities. The policy provided assurances and guidance to volunteers that they were valued and treated equally.

The child protection policy was there to protect young people from harm, both intentional and unintentional when in the care of Northampton Town Council. The policy was an essential part of the safeguarding process

and linked in with the volunteer policy as often children would be volunteering with their parents/carers. In addition, young people were attendees at the council's events. Members commented that whilst staff were not alone with children, they should get DBS checked to protect both the officer and the council.

**RESOLVED:** That the policies as attached at appendix C and D be recommended to council for adoption.

## **72. ARMED FORCES COVENANT**

Circulated with the agenda was a report on the Armed Forces covenant. It included a sample pledge. It was explained that the council had already agreed to sign the covenant, the detail of what was to be included in it needed to be confirmed. The aim was to sign the covenant on Armed Forces Day on 24<sup>th</sup> June.

**RESOLVED:** That the pledges to be included in the armed forces covenant be given to the Civic and Mayoralty Officer in consultation with Cllrs Marriott, Birch and Hibbert.

## **73. BUDGET WORKING GROUP**

**RESOLVED:** That a budget working group be set up to monitor spending, formulate plans to be reported to committee and make chairs accountable in a proactive manner.

**RESOLVED:** That the Chair and Vice Chairs of the standing committees be members of the working group.

## **74. COUNCIL BRANDING UPDATE**

Circulated with the agenda was a report updating the committee on the council's branding. The branding working group consisting of Cllrs Birch, Holland-Delamere, Russell and Kilbride had been working together to appoint a designer to undertake the branding exercise. It had been a long process that had culminated in three proposals being put to the group to consider. Delegation had been given to the Clerk in consultation with the group to appoint a designer.

Third Avenue had been selected to provide a number of designs which would then be presented to the committee in due course. Third Avenue had provided a full brief, were Northampton based and understood what was required. This branding would give the Council its corporate identity, would be easier replicate on printed material and would help develop the council's identity. The coat of arms would still be used for formal business.

**NOTED**

## **75. PAPERLESS AGENDAS**

The Clerk gave a brief verbal update on paperless agendas. He explained that he had been informed that the idea of joining together with other councils to procure an agenda system had been broached but it was unlikely to lead to savings. The reasons being that council's ran different systems and unlike delivering a physical product which can be replicated many times, each system had unique challenges and requirements that meant there was not much of a labour saving. A meeting with another software provider was taking place shortly and would be reported back.

The Clerk also reported that he was looking at prices for hardware for councillors in order to run any paperless system.

**NOTED**

## **76. BOUNDARY COMMISSION CONSULTATION RESPONSE**

Tabled was a draft response to the proposed changes to the Northampton Parish Ward boundaries.

The support for the response was unanimous across all parties in that the council was opposed to the changes to the town council wards. Members agreed that to change the ward boundaries at this early stage just as the council was establishing itself was not to be supported.

The committee encouraged all councillors to respond to the consultation from the perspective of their ward, highlighting the historic and community identity in their wards.

**RESOLVED:** That the response as detailed at appendix E be submitted to the boundary commission.

## **77. ACCOMMODATION UPDATE**

Councillor Hallam made no contribution to this discussion.

It was noted that there had been little communication from WNC regarding the Guildhall despite being followed up with various officers by the Clerk. It was commented that a lack of communication from WNC did not indicate that they did not want the town council to stay, it was more indicative of their position regarding their own accommodation and not knowing where they wanted to be.

The option of County Hall had been dismissed as it was not in a suitable condition.

It was agreed that the Town Council should remain at the Guildhall however, some contingency plans would need to be considered starting with a market test with commercial agents to see what options there are.

**NOTED**

**MEETING CONCLUDED AT 7:11PM.**

## Appendix A

### Northampton Town Council Dignity, Equality and Diversity at Work Policy

Version	Owner	Date Published	Review Due	Review Team
1	TC	12 July 2023	July 2025	Town Clerk

## **Introduction**

Northampton Town Council is committed to providing a workplace in which employees and Councillors are supported to fulfil their full potential. We have developed this policy to make clear our commitment to ensuring that all employees should be treated with dignity and respect at work, in line with UK anti-discrimination legislation.

The policy sets out standards of acceptable behaviour between employees; employees and Councillors, employees and customers. Adherence to these standards will help ensure that the working environment is free from all forms of bullying, harassment and discrimination.

## **Aims of the policy**

The aims of this policy are to help ensure that all employees can achieve their full potential at work by creating an environment which is free from bullying, harassment and discrimination. Where this does occur, the policy aims to ensure that appropriate and effective action is taken to prevent any reoccurrence.

All employees have a responsibility to ensure that they do not behave in a way that could be regarded as bullying, harassment or discrimination by others. Line Managers also have a positive duty to challenge wrong-doing, under-performance and inappropriate behaviour.

Sometimes people are unaware that their behaviour causes offence and is unwelcome. If it is pointed out to them that their behaviour is unacceptable to another, the problem can sometimes be resolved. The policy includes informal as well as formal action to deal with complaints of unacceptable behaviour. Experience suggests that early responses to behaviour perceived as unacceptable are the best way to resolve that behaviour.

It is important that appropriate support is provided to all those involved in a complaint of unacceptable behaviour. Further details about the support available are given later in this document. In order to provide appropriate protection to individuals who speak out against unacceptable behaviour, we will take appropriate disciplinary action if there is evidence of victimisation.

This policy also works to ensure equal opportunities for everyone who encounters Northampton Town Council, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken).

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council. The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing society as a whole.

## **Equality Act 2010**

The introduction of the Equality Act is a framework which provides protection from direct and indirect discrimination, harassment and victimisation based on one of the following protected characteristics:

- Age



- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

## **Types of discrimination under the Equality Act 2010 include:**

### **Direct discrimination**

Direct Discrimination includes less favourable treatment “because of” a protected characteristic. This occurs when someone is treated less favourably than another person because of a protected characteristic they have or are thought to have (see perception discrimination below), or because they associate with someone who has a protected characteristic (see discrimination by association below).

For example:

Andrew, a senior manager, turns down Sarah’s application for promotion to a Team Leader post. Sarah, who is a lesbian, learns that Andrew did this because he believes the team that she applied to manage are homophobic. Andrew thought that Sarah’s sexual orientation would prevent her from gaining the team’s respect and managing them effectively. This is direct sexual orientation discrimination against Sarah.

### **Discrimination by association**

This applies to race, religion, or belief and sexual orientation, age, disability, gender reassignment and sex. This is direct discrimination against someone because they associate with another person who possesses a protected characteristic.

For example:

Clare works as a project manager and is looking forward to a promised promotion. However, after she tells her boss that her mother, who lives at home with her, has had a stroke, the promotion is withdrawn. This may be discrimination against Clare because of her association with a disabled person.

### **Perception discrimination**

This applies to age, race, religion or belief and sexual orientation, disability, gender reassignment and sex. This is direct discrimination against an individual because others think they possess a protected characteristic. It applies even if the person does not actually possess that characteristic.

For example:

Tony is 41 but looks much younger. Many people assume that he is around 20 years old. Tony is not allowed to represent his company at an international meeting because the Managing Director thinks that he is too young. Tony has been discriminated against on the perception of a protected characteristic.

### **Indirect discrimination**

Protection from indirect discrimination applies to age, race, religion or belief, sex, sexual orientation and marriage and civil partnership and disability and gender reassignment. Indirect discrimination can occur when you have a condition, rule, policy or even practice in the organisation that applies to everyone but particularly disadvantages people who share a protected characteristic.

### **Harassment**

In the Act, harassment is defined as “unwanted conduct related to a relevant protected characteristic which has the purpose or effect of violating an individual's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual”.

Protection from harassment applies to all protected characteristics except for pregnancy and maternity and marriage and civil partnership. Employees will now be able to complain of behaviour that they find offensive even if it is not directed at them, and the complainant need not possess the relevant characteristic themselves. Employees are also protected from harassment due to perception and association.

For example:

John is disabled and is claiming harassment against his line manager after she frequently teased and humiliated him about his disability. John shares an office with Steve, and he is also claiming harassment, even though he is not disabled, as the manager's behaviour has also created an offensive environment for him.

### **Third party harassment**

Protection from third party harassment applies to sex, age, disability, gender reassignment, race, religion or belief and sexual orientation. The Act makes the employer is only liable for harassment of staff (by third parties) who are not employees, for example customers or contractors. The employer is only liable when harassment has occurred on at least two previous occasions, the employer is aware that it has taken place, and has not taken reasonable steps to prevent it from happening again.

For example:

Chris is the line manager of Peter who is gay and works on Reception. Peter mentions to Chris that he is feeling unhappy after a customer made homophobic remarks in his hearing. Chris is concerned and monitors the situation. A few days later the customer comes into the office again and makes further offensive remarks. Chris overhears this and reacts by having a word with the customer, pointing out that his behaviour is unacceptable. Chris considers following this up in a letter to him pointing out that he will ban him if this happens again but does not send the letter. Chris keeps Peter in the loop with the actions he is taking and believes he is taking reasonable steps to protect Peter from third party harassment.

### **Victimisation**

Victimisation occurs when a person is treated badly because they have done something in relation to the Equality Act. For example, making or supporting a grievance or an employment tribunal claim.

For example

Jan makes a formal complaint against her manager because she feels that she has been discriminated against because of marriage. Although the complaint is resolved

through the organisation's grievance procedures, Jan is ostracised by the rest of her team, including her manager. Jan could claim victimisation.

Instructing, causing or inducing discrimination, harassment or victimisation is prohibited for all the protected characteristics.

### **What are bullying, harassment and discrimination?**

Bullying has been defined by ACAS as:

"Offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient."

Harassment has been defined by ACAS as:

"Unwanted conduct affecting the dignity of men and women in the workplace. It may be related to age, sex, race, disability, religion, sexual orientation, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident." The key is that the actions or comments are viewed as demeaning and unacceptable to the recipient.

Discrimination occurs when a person is treated less favourably than someone else on the grounds of their sex, race or disability etc. Such behaviour may be deemed unlawful.

### **Examples of bullying, harassment and discrimination include:**

- Ridiculing and picking on someone
- Unwelcome sexual advances
- Making threats and being abusive
- Persistently criticising an individual in public or private
- Spreading malicious rumours or insults
- Exclusion or victimisation
- Misuse of position

This list is not exhaustive.

However, bullying and harassment is not managing, supervising, motivating and appraising employees in accordance with recognised procedures (i.e. firm but fair management).

### **The impact of bullying, harassment and discrimination**

Bullying, harassment and discrimination can affect individuals in many ways and can cause fear, anxiety and distress. It may lead to poor performance at work and reduced productivity.

Increased absenteeism can be a feature and in some cases, it may lead to resignation. Bullying or harassment may also have an impact on the individual's personal life and career progression.

Bullying, harassment and discrimination are also costly to organisations as they can contribute to:

- Increased sickness absence
- Reduced productivity
- Increased staff turnover
- Increase in civil and tribunal claims
- Poor public image
- Costs in management time dealing with the after effects

### **Responsibilities**

Managers and supervisors are responsible for preventing unacceptable behaviour within their area and for taking appropriate action to eliminate it if it occurs. They should ensure that all incidents are dealt with promptly and fairly and with due respect for confidentiality. Managers and supervisors also have a responsibility to ensure that victims are treated in a sympathetic and sensitive manner.

Employees have a personal responsibility to ensure that they do not breach this policy. Breaches will be treated seriously and may result in disciplinary action. Employees can do much to discourage discrimination by refusing to collude in any way when it occurs and by supporting colleagues who suffer unacceptable behaviour. Employees are also expected to co-operate with each other and have knowledge of and adhere to relevant Council procedures. Employees who witness bullying of other employees have a responsibility to raise the issue with their manager or another appropriate person who can deal with the unacceptable behaviour.

Examples of those who can provide help and support are set out below.

### **Advice and support**

Employees who feel that the behaviour of a colleague is unacceptable are encouraged to seek advice and support from someone who can listen to their concerns, support them in raising their complaint and advise them about this policy and the complaints procedure.

This person may be any one of the following: -

- A manager
- A Trade Union representative
- A colleague

### **Complaints procedure**

An employee can deal with unacceptable behaviour in various ways, ranging from asking the person to stop the behaviour (stage one), to informal discussions with an appropriate Manager or supervisor, or to making a formal complaint (stage 3). Employees are encouraged to follow each stage. However, it is recognised that in cases of serious misconduct, the employee should go straight to stages two or three.

Anonymous complaints will not normally be acted upon. An employee who raises an issue is not under an obligation to take further action. Equally, action may not be taken if they choose not to pursue a complaint (However, please see page 8 regarding malicious complaints).

It is recognised that on occasions it can be difficult for an employee who feels they are being subjected to unacceptable behaviour, to report this as they feel threatened. This will be taken into account when considering reports or when an employee is reluctant to report an incident.

### **Stage 1: Informal discussion**

Employees who feel that another colleague's behaviour is unacceptable are encouraged to raise their concerns in a diplomatic but clear way with the individual whose behaviour is causing concern.

In most cases informal action is likely to be successful, but it needs to be taken at an early stage when both parties can talk comfortably and openly with each other. If the behaviour continues, or the employee feels unable to follow this step, they have the option of contacting at any

informal stage a manager or Trade Union (TU) representative for signposting/support or should move to Stage 2.

### **Stage 2:**

Manager (Informal stage)

The employee should raise the matter in writing with the appropriate Manager (or if they are the cause of the complaint, the Town Clerk). The Manager will be expected to meet with both parties as soon as possible.

Initially this will be a separate meeting with each party so that the senior Manager can understand the complaint. The Manager will then try to hold a joint meeting to achieve an end to the unacceptable behaviour. If either party wishes to be accompanied by a Trade Union representative/colleague, this should be allowed. Mediation may be used as a solution to the situation. If the behaviour continues, or the employee feels unable to follow this step, they should move to the formal complaints procedure at Stage 3.

### **Stage 3:**

Formal complaints procedure

Before making a formal complaint there is an expectation that the employee will have attempted to use stages one and two. However, in exceptional cases, where the severity of the circumstances warrants such an approach the employee may move straight to this stage.

The employee should formally report the complaint in writing to the Town Clerk who will then arrange for the matter to be investigated, as soon as practicable. A complaint may also be made to the Town Clerk via a trade union representative. The Town Clerk will arrange for all parties (including witnesses) to be interviewed separately. Each party will be entitled to be interviewed with a Trade Union representative or work colleague present (in exceptional circumstances, a representative, such as a friend, may be allowed).

Notes will be taken during the interviews to ensure that an accurate record is available. A copy of the notes will be given to the interviewees for them to sign as an accurate statement of what they have said.

All complaints will be investigated in a sympathetic, sensitive, timely and confidential manner. Confidentiality will be maintained in so far as is consistent with progressing the investigation of a complaint. Employees will receive a fair and impartial hearing. All parties will be updated on progress on a regular basis.

The Town Clerk will consider the findings from the investigation and determine if there is a case to be answered. If the investigation reveals that the complaint is upheld, prompt action designed to stop the unacceptable behaviour immediately and prevent its recurrence will be taken. This may include action under the Disciplinary Procedure.

If the conclusion is that there is no case to answer, the complainant will be informed and will have the right to appeal against the decision. This will be heard by the Staffing Sub-Committee and the outcome will conclude the internal process.

Employees shall be protected from intimidation, victimisation or discrimination for making a complaint under the Equality Act 2010. Retaliation against an employee is unacceptable and

may be a disciplinary matter. Please also see the Whistle blowing Policy and the Public Concern at Work website for further support.

The making of a malicious and unfounded complaint against a colleague is also unacceptable and may constitute harassment which warrants formal disciplinary action.

### **Unreasonable behaviour by customers**

The Council is committed to providing a safe and healthy working environment. We recognise that customers can sometimes feel vulnerable, threatened or frustrated. However, we feel that it is not acceptable for customers to be violent, threatening, abusive or aggressive to staff and we will not tolerate such behaviour. Employees who experience unreasonable behaviour from a customer will be fully supported if they decide to take appropriate action. Sometimes customers may not realise that their behaviour is unacceptable and by pointing this out to them the matter can be resolved.

Also, by remaining calm, listening carefully and empathising with the customer it is often possible to diffuse the situation and achieve a positive outcome.

### **Dealing with phone enquiries**

If you feel that the customer's behaviour is unreasonable, explain this to them and advise them that if they continue with this behaviour, you will not be able to help them. If you do decide to terminate the call, please record the fact on the incident reporting system and make your line manager aware.

### **Dealing with visitors**

If you feel that the customer's behaviour is unreasonable, explain this to them and advise them that if they continue with this behaviour, you will not be able to help them. If you are uncomfortable with the situation, seek support from your line manager. A record of the incident should be kept.

### **Unreasonable behaviour by Councillors**

Councillors are expected to treat employees in a professional and appropriate way. There are separate policies which cover the responsibilities and behaviour of Councillors. If you experience unreasonable behaviour by a Councillor, please make the relevant Manager aware and they will take further appropriate action.

### **Whistleblowing Policy**

This policy also has links to the Whistle blowing Policy. In some cases, an individual may choose to report any bullying and harassment anonymously through the Whistle blowing channels if there is fear of on-going conflict or victimisation.

Please see the Whistle blowing Policy for further details.

### **Accessibility**

The Council will ensure its communications and information is accessible to all and that no one is excluded. The Council will strive to ensure that everyone is able to engage with the Council, take part in consultations and take part in the work of the Council as directed by other policies eg questions at Committee meetings.

**Rationale and legal basis**

This policy takes account of UK anti-discrimination legislation, The Equality Act, ACAS guidelines and Health and Safety legislation and guidance.

Approved: xxxx





# Northampton Town Council Whistleblowing Policy

Version	Owner	Date Published	Review Due	Review Team
1	TC	12 July 2023	July 2025	Town Clerk

## **Policy**

It is important that any fraud, misconduct or wrongdoing by staff or others working on behalf of the council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the council. This policy sets out the way in which individuals may raise any concerns that they have and how those concerns will be dealt with.

## **Background**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that:

- a criminal offence;
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation; or
- concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for you to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. You have no responsibility for investigating the matter - it is the council's responsibility to ensure that an investigation takes place.

If you make a protected disclosure you have the right not to be dismissed, subjected to any other detriment, or victimised, because you have made a disclosure. We encourage you to raise your concerns under this procedure in the first instance.

## **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
- No employee or other person working on behalf of the council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.

- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Town Clerk or the Chair of the Council.

## **Procedure**

If you believe a Councillor has breached the councillor Code of Conduct, then raise it with the relevant group leader. Concerns relating to an alleged breach of the councillor Code of Conduct will be referred to the Monitoring Officer for investigation.

This procedure is for disclosures about matters other than a breach of your own contract of employment, which should be raised via the Grievance Procedure.

### Stage 1

In the first instance, any concerns should be raised with the Town Clerk, who will arrange an investigation of the matter. The investigation may involve you and other individuals involved giving a written statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained.

The Town Clerk (or delegated officer) will take any necessary action, including reporting the matter to the Council, or any appropriate government department or regulatory agency. The Town Clerk (or delegated officer) will also invoke any disciplinary action if required. On conclusion of any investigation, insofar as confidentiality allows, you will be told the outcome and what the council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

### Stage 2

If you are concerned that the Town Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the Chair of the Policy and Finance Committee. The Chair will arrange for a review of the investigation to be carried out, make any necessary enquiries.

### Stage 3

If on conclusion of stages 1 and 2 you reasonably believe that the appropriate action has not been taken, you should report the matter to the relevant body. This includes:

- HM Revenue & Customs

- The Health and Safety Executive
- The Environment Agency
- The Serious Fraud Office
- The Charity Commission
- The Pensions Regulator
- The Information Commissioner
- The Financial Conduct Authority

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014: [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/496899/BIS-16-79-blowing-the-whistle-to-a-prescribed-person.pdf)

### **Data protection**

When an individual makes a disclosure, we will process any personal data collected in accordance with the data protection policy. Data collected from the point at which the individual makes the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: xx

Approving committee:

Date of committee meeting:

Policy version reference:

Supersedes: [Name of old policy and reference]

Policy effective from:

Date for next review:

## Appendix C

Version	Owner	Date Published	Review Due	Review Team
1	ATC	12 July 2023	July 2025	Assistant Town Clerk



# NORTHAMPTON TOWN COUNCIL

## DRAFT VOLUNTEER POLICY

At Northampton Town Council (NTC) we celebrate and support our residents, make Northampton bloom, promote a packed calendar of events, and proudly empower our people and communities.

As the largest town council in the country, from Boothville and Parklands in the north and Rushmills and Riverside in the south, to Rectory Farm in the east, St James and Kings Heath in the west, and Northampton town centre at its heart - we pride ourselves on making things happen.

We are proud custodians of an 800-year-old Mayoralty, honouring our distinctive Civic history and are committed to showcasing our local talent as well as our multi-cultural town's culture, creativity and diverse heritage with a focus on making Northampton cleaner, greener and healthier.

We organise a variety of fun, free, family focused events and projects and award more than £225,000 a year in grants to local organisations and groups with ideas and a determination to make a difference. We do all this while at the same time carefully managing our budget to ensure transparency and value for money for each and every one of our 130,000+ residents.

NTC officially formed on 1st April 2021. The town council is the first tier of local government that is closest to the community. Consisting of 25 elected councillors and a growing team of staff, we work to deliver and evolve the range of services we provide across four committees. We work closely with West Northamptonshire Council (WNC) and Northampton Business Improvement District (BID), collaborating with many partners, businesses and organisations within the town.

### **Northampton Town Council – we are here for you.**

Northampton Town Council is responsible for the wellbeing of residents who live in the town's wards. The work we do falls into three main categories:

- representing the local community
- delivering services to meet local needs
- striving to improve quality of life in the town wards

Northampton Town Council involves volunteers to create a diverse organisation that includes communities and wider networks. Volunteers bring a wide range of skills, experience and knowledge which in turn, builds on the Town Council's resources to help achieve our mission and goals.

### **Statement of Intent:**

Northampton Town Council will provide volunteer opportunities to help people connect with others, learn new skills and gain confidence. The council will not replace staff paid roles with voluntary roles, but instead offer enhancing opportunities that benefit both the volunteer and the organisation. This may include specific roles within individual events or projects or a role that covers a variety of events.

Northampton Town Council also supports applications for work placements. Individuals on these schemes are also covered by the volunteer policy.

This policy sets out the broad principles for voluntary involvement in Northampton Town Council. People volunteer for a number of reasons, for example:

- To socialise
- To put something back into society
- To regain or learn new employment skills
- To occupy their time
- Northampton Town Council acknowledges that volunteers contribute in many ways and that their contribution is unique and that volunteering can benefit users of services, staff, local communities and the volunteers themselves. Northampton Town Council values the contribution made by volunteers and is committed to involving volunteers in appropriate positions and in ways which are encouraging, supportive and which develop volunteering.

### **Aim**

The overall aims of the volunteering policy are to develop and promote best practice in the involvement and support of volunteers in the work of Northampton Town Council. This policy aims to:

- Encourage the development of volunteering in all areas of the Council.
- Recognise and promote the importance of volunteering to the work of the Council.
- Ensure support, training and supervision for Council volunteers.
- Identify the standards to which Council employees and volunteers are expected to adhere.
- Provide guidance and best practice to Council staff in working with volunteers and ensure the application of the Council's Equal Opportunities Policy to volunteering.
- Ensure that volunteering with the council is an enjoyable and rewarding experience.

- The Council aims to work with local communities and partners to develop a diverse range of suitable volunteering activities that are relevant for the people of Northampton.

### **Statement of Values and Principles**

Volunteering is a legitimate and crucial activity that is supported and encouraged by Northampton Town Council and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff.

Appropriate steps will be taken to ensure that paid staff are clear about the role of volunteers, and to foster good working relationships between paid staff and volunteers.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, Northampton Town Council cannot be compelled to provide either regular tasks, payment or other benefit for any activity undertaken by the volunteer.

### **Recruitment and Selection of Volunteers**

The Council is committed to equal opportunities and believes that volunteering should be open to all. The acceptance of a volunteer to a particular role is made on merit, the sole selection criterion being the individual's suitability to carry out the agreed tasks. Any person must be aged 16 or over to volunteer with the Council.

### **Health and Safety**

The Council has a duty of care to avoid exposing our volunteers to health and safety risks. All volunteers will be made aware of the Council's Health and Safety Policies and Procedures and any practical safety concerns as part of their induction. Volunteers are expected to comply with the Council's Health and Safety Procedures. All volunteer roles will be risk assessed, covering both the tasks involved and the environment in which they will be conducted. In addition, where a volunteer makes us aware of a pre-existing medical condition or disability, an individual risk assessment may also be necessary. If the role requires PPE, the council will provide this as they would an employee.

### **Training**

All volunteers will be inducted and trained in their relevant role prior to carrying out any tasks on behalf of Northampton Town Council.

### **Safeguarding**

All supervisors must ensure that volunteers are aware of, and have received the appropriate training in the [Council's Safeguarding Policy on Children and Adults](#).

### **Expenses**

The Council is committed to paying reasonable 'out of pocket' expenses ensuring that potential volunteers are not excluded due to financial reasons. These need to be agreed with the relevant manager before the volunteer commences their activity. Where expenses are not agreed, volunteers must be made aware of this at their first opportunity in the recruitment process.

### **Volunteers in Receipt of Benefits**

It is the responsibility of the volunteer to establish whether volunteering is going to affect their entitlement to any social security benefits. Further advice should be obtained from the Department of Work and Pensions (DWP), Job Centre Plus or Citizens Advice Bureau.

**Insurance**

Northampton Town Council's liability insurance policies include the activities of volunteers and liability towards them. The Council does not insure the volunteer's personal possessions against loss or damage. Where volunteers drive as part of their voluntary activity, and use their own vehicle, they must ensure they possess the relevant class of insurance. Further guidance should be sought from the volunteer's own insurance company.

**Equality and Diversity**

Northampton Town Council is a Disability Confident Employer, and are committed to equal opportunities and fair treatment for all. Whilst volunteers are not employees and are therefore not protected as employees under the Equality Act, it is not acceptable to discriminate against them. We will ensure that volunteering opportunities are inclusive and available to all. Volunteers still have a right not to be discriminated against, in the same way as a customer or service user has this right.

Any decisions made about a volunteer's suitability for tasks, or regarding their ongoing volunteering within the Council, will be made fairly and in line with equality legislation.

There is an expectation that all our volunteers will adhere to the Council's equality policies, ensuring that their own conduct when carrying out volunteering tasks does not discriminate against others or breach equality legislation. Volunteers are advised to read the Volunteer Handbook.

**We are committed to reviewing our policy and good practice annually.**

This policy was adopted on: .....(date)

Signed: .....(date)

Review Date: .....



## Appendix D

Version	Owner	Date Published	Review Due	Review Team
1	ATC	12 July 2023	July 2025	Assistant Town Clerk



# NORTHAMPTON TOWN COUNCIL

## Child Protection Policy

This policy applies to all staff, including senior managers and members, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Northampton Town Council.

### The purpose of this policy:

- to protect children and young people who receive Northampton Town Council's services. This includes the children of adults who use our services;
- to provide staff and volunteers with the overarching principles that guide our approach to child protection;
- Northampton Town Council believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

### Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

**We recognise that:**

the welfare of the child is paramount, as enshrined in the Children Act 1989

- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff and volunteers
- developing and implementing an effective e-safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately.

**We are committed to reviewing our policy and good practice annually.**

This policy was adopted on: .....(date)

Signed: .....(date)

Review Date: .....

## **Appendix E**

### **Consultation Response – Electoral Arrangements – West Northamptonshire (Northampton Town parish wards)**

Northampton Town Council is a unique parish council and the current arrangement of wards has served the town well. Residents are familiar with their neighbours, live in similar types of housing, in similar neighbourhoods, face the same challenges and have much in common.

Northampton Town Council is largest town council by population in the country, consisting of 21 wards, each the equivalent size of many parish councils.

NTC have considered the proposal put forward by the boundary commission and is unanimously of the opinion that the current parish ward boundaries should remain as they are. The reasons for this are:

- The current arrangements reflect the identities and interests of local communities, secure effective and convenient local government and offer greater equality of representation than the proposed wards do.
- Northampton Town Council (NTC) is a new council (2 years old) and is working hard to establish itself within the principle council area of West Northamptonshire
- Continuity is key for parishioners to avoid confusion and promote confidence in local democracy
- The current NTC wards are based on historic communities many of which identify strongly with the current ward in which they reside
- The current wards are established communities many of which have residents' associations based along those lines, community centres which take the name of their ward
- The Town Council has had much success in its wards, expanding bloom projects on a ward basis to cover the whole town, and offering grants through councillors to support projects in their wards
- The Town Council has built strong community links within the existing wards with clubs, societies, charities and residents associations

### **History**

Many of the wards have along history dating back centuries, for example Semilong. The strong identity that residents have with the Semilong area is considerable and the loss of this ward and the area will be detrimental to this.

The proposal removes Abington from the ward map completely. Abington is a neighbourhood which lends its name to a prominent Green Flag park used by all of Northampton.

The proposal will disrupt these communities and their identities, the opposite of what town

and parish councils are supposed to stand for and what we understand the intention of the boundary commission to be.

## Electoral Arrangements

Table 1 below illustrates the electorate for each ward if the current arrangement remains.

WARD	Year 2021	Year 2028	No. of Cllrs.	Electorate per Cllr 2021	Electorate per Cllr 2028
Abington	7015	7442	2	3507	3721
Boothville	3328	3487	1	3328	3487
Briar Hill	2989	3096	1	2989	3096
Brookside	3887	4022	1	3887	4022
Castle	10331	11211	3	3443	3737
Eastfield	2750	3854	1	3750	3854
Headlands	3811	3948	1	3811	3948
*Kings Heath	3422	4522	1	3422	4522 *
Kingsley	4063	4165	1	4063	4165
Park	3742	3808	1	3742	3808
Parklands	3675	3880	1	3675	3880
Phippsville	3071	3152	1	3071	3152
Rectory Farm	3687	3874	1	3687	3847
Riverside	3500	3629	1	3500	3629
Rushmills	2705	2860	1	2705	2860
Semilong	3880	4040	1	3880	4040
Dallington Spencer	3981	4026	1	3981	4026
St James	5165	5262	1	5165	5262
Talavera	7740	7965	2	3870	3983
Trinity	3030	3149	1	3030	3149
Westone	3523	3575	1	3523	3575
<b>TOTAL</b>	<b>90295</b>	<b>94965</b>	<b>25</b>		

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**Northampton Town Council Wards 2021 - 2028**

**\*Only significant increase.**

**Proposed lost ward names**

Table 1 above illustrates:

- The present electorate per ward is broadly consistent
- The forecasted growth, which is not big, would also mean the current arrangement is balanced population wise.
- Councillors know their communities and serve them well

Table 2 below illustrates the proposed electorate per councillor if the boundary commission proposals are adopted

**Proposal from Boundary Commission for Northampton Town Council wards**

<b>WARD</b>	<b>Year 2024 total electors</b>	<b>No. of Cllrs</b>	<b>Electorate per Cllr</b>	<b>Average electors per Cllr</b>	<b>Above/ below average per Cllr</b>	<b>% of total electorate</b>
<b>Billing Aquadrome</b>	1006	1	1006*	3796.96	-2790	0.2649 *
<b>Blackthorn and Rectory Farm</b>	7654	2	3827	3796.96	+31	2.0158
<b>Briar Hill</b>	3096	1	3096	3796.96	-700	0.8154
<b>Castle</b>	1287	3	4290	3796.96	+494	3.3901
<b>Dallington Spencer</b>	13769	3	4589*	3796.96	+793	3.6263 *
<b>Headlands</b>	13852	3	4617*	3796.96	+821	3.6484 *
<b>Marina</b>	145	1	145*	3796.96	-3651	0.0382 *
<b>Moulton Leys</b>	1959	1	1959*	3796.96	-1837	0.5159 *
<b>Parklands</b>	3848	1	3848	3796.96	+52	1.0134
<b>Phippsville</b>	9089	2	4544*	3796.96	+748	2.3938*
<b>Queens Park</b>	2336	1	2336	3796.96	-1460	0.6152
<b>St George</b>	8845	2	4422 *	3796.96	+626	2.3295 *
<b>Talavera</b>	8207	2	4103	3796.96	+307	2.1615
<b>Weston</b>	8246	2	4123	3796.96	+327	2.1717
<b>TOTAL</b>	<b>94924</b>	<b>25</b>				<b>25</b>

Above average electorate numbers      Below average electorate numbers

Significantly above or below \*

- The proposed numbers are far less consistent compared to the current arrangements
- The two outliers (Billing Aquadrome and Marina) are massively out of sync and over represented
- Similarly, Moulton Leys, and Queens Park have a disproportionate overrepresentation
- The current arrangement is convenient in terms of arranging local government elections, and for the electorate who know their ward and where to go to vote
- The current ward boundaries are proven in providing secure effective and convenient local government.

As detailed, Northampton is unique in parish council terms and therefore should be considered when looking at the wards. The Town Council's size, population and diversity are all factors that help make it what it is and these are effectively reflected in the current ward arrangements.

It is the considered view of councillors that there should be no change to the current ward boundaries. The changes proposed take no account of the demographic or socio-economic nature of our diverse and multicultural communities. There is no logic in destroying the community cohesion which has built up over many years of engagement and hard work.

For all the above reasons NTC asks that the Boundary Commission do not amend the current Town Council ward boundaries.

## ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD AT 11AM ON 10<sup>TH</sup> MAY 2023  
IN THE COMMITTEE ROOM OF THE TOWN COUNCIL'S OFFICES LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillor Marriott (Chair), Birch, Hibbert and Purser

**OFFICERS PRESENT:** S Carter (Town Clerk), C Maclellan (Finance Officer) and F Barford (Democratic Services Officer)

### 96. APOLOGIES

No apologies were submitted, all members were present.

### 97. DECLARATIONS OF INTEREST

No declarations of interest were made.

### 98. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the Chair be authorised to sign the minutes of the previous meeting held on 14<sup>th</sup> April 2023 as a true and accurate record.

### 99. REVENUE BUDGET 2023/24

The budgetary report for the month ending April 2023 was tabled.

The Finance Officer (FO) explained she had highlighted some budget lines that had either increased significantly since the last meeting or been overspent.

The Chair explained the Civic Robes were ordered last year and was paid in two segments from last and this financial year's budget. It was noted that the Northampton in Bloom budget was at 80% of the allocated budget, though some of this was for committed expenditure for the year and in the lead up to summer was when the majority of the budget would be spent. The FO explained she would request a breakdown of Northampton in Bloom budget and information on how the watering would be costed.

Regarding the Virtual Heritage Tour budget, it was highlighted that a purchase order had been raised and funds therefore committed however, no invoice had been received yet.

In response to a question, the FO explained that not all invoices for Eid in the Park had been received

**RESOLVED:** The Budgetary Report for month ending April 2023 was circulated and reviewed.

**ACTION:** Northampton in Bloom breakdown report of what posted and watering costs

### 100. PAYMENT OF ACCOUNTS

Tabled for the Sub-Committee was a list of payments for approval as attached to these minutes.

A Councillor asked whether the Eid Management Group would manage the finances themselves as it requires a high-volume of officers' time to create purchase orders and the invoicing. A Councillor suggested that staffing costs be costed to the all event's budgets to provide a true reflection of the events cost. The Town Clerk explained that with Eid in the Park it was agreed the Town Council would hold the funds to ensure the funds were being spent accordingly. A Councillor suggested that moving forward events proposed should be supported by a Management Committee that include volunteers to assist and this could mitigate the reliance on officers' time. A Councillor commented there had been successful events however, a review could be required to ensure event workload could be managed and ensure Officers supporting the event have a good balance. It was explained that a Project and Event Proposal form was being drafted that would take into account all these factors with the aim of presenting a fuller picture to the relevant committee when considering a proposal.

The FO explained an item had been costed incorrectly under Climate Emergency and this would be journaled to be corrected.

In response to a question regarding Horizon, the FO explained the Council in its first year had entered a 5-year lease agreement for the landline system, however, the mobile phone contract was for two years. Options on renewal or sim only contracts were now being investigated with sim-only seeming to be the best option.

The FO explained that RT Medical provide first aid to the events the Council host. In response to a question, the Town Clerk explained that St John's Ambulance and Red Cross do provide similar services however, they still charged. It was agreed that provision of first aid at council events be looked at

The FO explained a suggested bank transfer from Unity Bank Account to the CCLA Bank Account had been included on the payment of accounts.

**RESOLVED:** That the payments as detailed in the list be approved.

#### **101. BANK RECONCILIATION**

The FO provided copies of the cashbook and Unity Bank account statement and explained the amounts reconcile.

**NOTED**

#### **102. INTERNAL CONTROLS**

The Finance Officer stated Councillor Birch and Purser would attend an internal controls exercise on 22<sup>nd</sup> May 2023.

It was noted that officers had introduced an internal payroll check. This was done by the Clerk by nominating an officer at random. The FO then provided the relevant paperwork which the Clerk checked to ensure hours worked, amount paid etc were correct and in accordance with what was calculated.

**NOTED**

#### **103. RISK REGISTER**

The Town Clerk explained that as part of continuity planning that the Assistant Town Clerk be deputised to authorise purchase orders, invoices in his absence. In addition, it was recommended that the Assistant Town Clerk be authorised to approve all purchase orders and invoices in relation to events given that she managed the events team.

**RESOLVED:** That the Assistant Town Clerk be given delegated authority to approve POs, invoices etc in relation to events.



**RESOLVED:** That in the absence of the Town Clerk due to annual leave/sickness the Assistant Town Clerk be authorised to approved POs, invoices etc.

The Town Clerk explained he was yet to hear a response from West Northamptonshire Council in relation to the Council's accommodation, he added he consulted legal advice who advised judicial review would not be warranted. It was posed by a Councillor that the Clerk contact WNC's Chief Executive regarding the Council's accommodation in the Guildhall.

**104. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

The FO requested feedback on how information has been presented at Accounts Sub-Committee and if there was anything that could improve the process or no longer useful.

It was agreed the next Accounts Sub-Committee meeting would be held on 15<sup>th</sup> June 2023.

The meeting closed at 12.10 hours.

Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval						
26/04/2023	Ending 3373	Lloyds Bank Card Statement	£ 429.51	£ -	£ 429.51	Direct Fundraising £55.20 Google Storage £1.59 Michael Jones Jewellers £120.00 Premier Inn £66.09 Tesco £10.50 Amazon £16.60 Solopress £156.53 Monthly Fee £3.00
			£ 429.51	£ -	£ 429.51	

Invoices Posted to system - Requires Committee Approval						
Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total	Description
25/04/2023	40381640	University of Northampton	£ 2,734.17	£ 546.83	£ 3,281.00	Mayors Gala Dinner
27/04/2023	NC1-23/24	Alan Larson t/a The Troop	£ 400.00	£ 80.00	£ 480.00	St Georges Day
27/04/2023	NC1-23/24 A	Alan Larson t/a The Troop	£ 50.00	£ 10.00	£ 60.00	St Georges Day
04/05/2023	2023900	Daisie-Belle Downer	£ 250.00	£ -	£ 250.00	EID Stage Host
26/04/2023	727	Festive Road CIC	£ 1,200.00	£ -	£ 1,200.00	St Georges Day-Dragon
27/04/2023	EXPENSES APRIL23	Louise Hannam-Jones	£ 37.64	£ -	£ 37.64	Heritage Forum/St Georges/EID Wool for street rosettes-King
01/05/2023	2023/002	Northampton Transport Heritage	£ 100.00	£ -	£ 100.00	EID
30/04/2023	EID-1	NS-UK Group ( Northern) Ltd	£ 877.00	£ 175.40	£ 1,052.40	EID Security
29/04/2023	2301	THE ROSE AND CASTLE MORRIS	£ 150.00	£ -	£ 150.00	Morris Dancers St Georges Day
13/04/2023	INV-1291	RTC Medical Solutions Ltd	£ 480.00	£ -	£ 480.00	EID Medical
03/05/2023	#	Shiblu Rahman and Hashi Rani Group	£ 550.00	£ -	£ 550.00	EID performers
25/04/2023	1308	Stage Right Productions	£ 2,620.00	£ 524.00	£ 3,144.00	EID
05/05/2023	1322	Stage Right Productions	£ 358.00	£ 71.60	£ 429.60	St Georges Day
18/04/2023	MTR-07219	Tangerine Red Ltd	£ 972.40	£ 174.68	£ 1,147.08	St Georges Day
19/04/2023	424001414653	West Northamptonshire Council	£ 154.62	£ 30.92	£ 185.54	EID Waste Collection
22/04/2023	424001428225	West Northamptonshire Council	£ 133.50	£ 26.70	£ 160.20	Coronation Board with WNC
26/04/2023	424001430077	West Northamptonshire Council	£ 160.00	£ 32.00	£ 192.00	Security
26/04/2023	424001430080	West Northamptonshire Council	£ 43.00	£ 8.60	£ 51.60	PA hire
11/04/2023	3022	The Wild Tribe	£ 650.00	£ -	£ 650.00	St Georges Day Crafts
19/04/2023	190423/1	Edmonstones Garden Design & Maintenance	£ 400.00	£ -	£ 400.00	Coronation Planters
28/04/2023	280423/1	Edmonstones Garden Design & Maintenance	£ 90.00	£ -	£ 90.00	Abington Street Planters
21/04/2023	MTR-07231	Tangerine Red Ltd	£ 290.00	£ 58.00	£ 348.00	Plant/Coronation design
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75	Credit Balance Billing Road
26/04/2023	11939161A9014401	Anglian Water t/a Wave Utilities	£ 18.35	£ 3.67	£ 22.02	Glebeland 260123-250423
02/05/2023	11967751A984757	Anglian Water t/a Wave Utilities	£ 16.56	£ -	£ 16.56	Broadmead 010423-300423
05/05/2023	424001448917	West Northamptonshire Council	£ 45.00	£ 9.00	£ 54.00	Environmental
05/05/2023	SINV00718497	Zenoffice Limited	£ 196.90	£ 39.38	£ 236.28	Office Supplies / Environmental Supplies

Accounts Sub-Committee Paylist for Presentation and approval 13th February 2023

11/04/2023	6	Alan Hodge	£ 150.00	£ -	£ 150.00	Toastmaster 15th May
18/04/2023	INV-0084	Classic Carriages of Northampton	£ 2,147.50	£ -	£ 2,147.50	Mayor's TP Mar 23
17/04/2023	1	Council for Voluntary Service Northampto	£ 54.00	£ 10.80	£ 64.80	April Payroll Costs
27/04/2023	950	John Roan Photography	£ 468.00	£ -	£ 468.00	Mayor & Deputy Photo
28/03/2023	17468	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Accounting Support Mar
06/04/2023	17542	Microshade Business Consultants Ltd	£ 667.10	£ 133.42	£ 800.52	Hosting April2
28/04/2023	17616	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00	Acc Supp April
28/04/2023	17631	Microshade Business Consultants Ltd	£ 1,496.96	£ 299.39	£ 1,796.35	Adobe cloud x2
04/05/2023	INV-MCR2261	MICHAELS CIVIC ROBES LIMITED	£ 10,183.25	£ 2,036.65	£ 12,219.90	Councillor Robes
16/03/2023	TPC045	The Park Cafe	£ 300.00	£ 60.00	£ 360.00	Mayoress tree planting refreshments
24/01/2023	107444968	Pitney Bowes Limited	£ 189.85	£ 37.97	£ 227.82	Ink cartridges
28/04/2023	SM28375	Rialtas Business Solutions Ltd	£ 82.42	£ 16.48	£ 98.90	Making Tax Digital software
25/04/2023	424001429130	West Northamptonshire Council	£ 33.00	£ 6.60	£ 39.60	Simonde Selis Refreshments
26/04/2023	424001430064	West Northamptonshire Council	£ 33.00	£ 6.60	£ 39.60	Sea Cadet Refreshments
29/04/2023	424001439890	West Northamptonshire Council	£ 140.25	£ 28.05	£ 168.30	Town Elec Mee
28/04/2023	EXPENSES APRIL 23	Julie Thorneycroft (Expense Claims)	£ 13.34	£ -	£ 13.34	Mileage St Georges Day Refreshments for meetings x4
		Total Unpaid	£ 27,758.06	£ 4,544.74	£ 32,302.80	
		Total invoices that need retro approval	£ 429.51	£ -	£ 429.51	
		Bank transactions not yet posted in Rialtas				
			<b>£ 27,758.06</b>	<b>£ 4,544.74</b>	<b>£ 32,732.31</b>	

<b>Invoices received after list produced and not posted</b>			
45054	2023-001	Brackley & District Band	£
45042	6994	Kreative Bunting	£
45052	KC-1	NS-UK Group	£
45036	INV-1294	RTC Medical Solutions	£
45051	#0019	Starlight Sisters	£
45027	3023	The Wild Tribe	£
45050	424001440737	West Northants Council	£
45055	44613	Chelsea Hire	£
45054	080523/1	Edmonstones	£
45051	Credit cancels invocie 0950	John Roan Photography	-£
45043	Invoice 0958	John Roan Photography	£
45035	INV:1000674	Lunar Publishing	£
45052	17703	Microshade	£
45024	BK008838	Pitney Bowes	£
45028	SM27436	Rialtas	£
45019	INV-2906	NCALC	
45055	48319/0579907	Horizon	£
45054	2023/003	Northampton Transport Heritage	£

<b>Salaries / HMRC / Pension payments May</b>	
Salaries (Net) for May including Mayoral Allowance and Cllr. Allowances	
HMRC May	
Pensions May	

## **ACCOUNT SUB-COMMITTEE MINUTES – 15<sup>TH</sup> JUNE 2023**

MINUTES OF THE ACCOUNTS SUB-COMMITTEE HELD ON 15<sup>TH</sup> JUNE 2023 AT 10AM IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Birch (Substitute Chair), Hibbert and Purser

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

### **1. ELECTION OF A SUBSTITUTE CHAIR**

In the absence of Councillor Marriott, a vote was held for a substitute Chair for this meeting.

**AGREED:** That Councillor Birch was to Chair the meeting in Cllr Marriott's absences

### **2. APOLOGIES**

Apologies were submitted from Cllr Marriott (Chair)

### **3. DECLARATIONS OF INTEREST**

No declarations of interests were submitted.

### **4. MINUTES OF THE PREVIOUS MEETING**

The Town Clerk explained the Eid Management Group were organising a date to have a de-brief meeting to review the Event. He continued that the Event and Project Officer was undertaking a review of the Bloom Budget Breakdown and bench marking process of first aid providers.

**AGREED:** The Chair was authorised to sign minutes of the last meeting held on 10<sup>th</sup> May 2023 as a true and accurate record.

### **5. REVENUE BUDGET 2023/24**

The Revenue budget was recieved at the meeting.

The Finance Officer (FO) explained the she had highlighted the budget codes that have had an increase of 10% or more:

- Budget Code 4130 Insurance had increased to 180.9%

The Town Clerk explained the quotation included equipment (except Regalia), employer's liability and public liability insurance. It was confirmed that the budget was set in January but the review and subsequently updated quote was not received until March. He continued to explain that the main factor behind the increase was that the original quote did not include an accurate parish population figure. In response to a question, the Town Clerk explained that any events or projects organised by Northampton Town Council was covered by the insurance. In terms of those organised by councillors and whether they would be covered, for example a ward litter pick, this would have to be clarified with the insurers. A Councillor stated the insurance budget would need to be reconsidered at the next budget setting.

- Budget Code 4140 Advertising and Marketing had increased to 56.7%

In response to a question, the FO explained that committed spend were the purchase orders raised that had not been invoiced and once invoiced the committed spend number decreases then the actual spend increases. She continued that often the purchase order's committed cost could be for the full year which explains why the percentage spent can be high at the beginning of the year and it was good practice for Officers to raise purchase orders in advance.

The FO clarified that the committed spend was for a column in NN Pulse Magazine that would run throughout the year and costed £150 for each edition that's published monthly. It was clarified that committed spend was purchase orders that had been raised against a budget heading but not necessarily spent as the cost is for the whole year but invoiced quarterly or monthly etc. This explained why the percentage spend could be high at the beginning of the year. The FO continued that the Event and Project Officers and Communications Officer raise purchase orders in advance of events to ensure they are prepared and an invoice was yet to be received. This was good practise as it gave an indication of the expected spend for the year.

- Budget Code 4215 Civic Regalia was at 325%

In response to a question, the Town Clerk explained the budget code had surpassed due to the purchase of the new Civic Robes for Councillors as the previous ones were audited with the majority were beyond repair and estimated to be at least 50 years-old. He continued that the payment was made in full from this financial year's budget with the excess made up from reserves.

**RESOLVED:** The Budgetary Report for the month ending May 2023 was circulated and reviewed.

## 6. PAYMENT OF ACCOUNTS

The payment list was circulated for review and discussion.

The FO advised that within the section of payments for retrospective approval she advised that CCF167 was paid as a result of the application being approved at the previous Grants Sub-Committee meeting held in March 2023 however, the delay was due to further information being required from the applicant. The FO highlighted there were Grant applications included for retrospective approval as the Grants Sub-Committee would occur after this meeting and decisions would be made whether they be approved or declined. The Democratic Services Officer explained she had received a late grant application (CCF190) and tabled this to be included within the pay list for approval with this Committee's approval.

A Councillor asked whether the Carnival would be provided the funding directly rather than the Town Council to make purchase orders on their behalf directly to the supplier. The Town Clerk explained that the funds were held by Northampton Town Council and was similar with the Eid event we have supported and sponsored. He continued that the Northampton Carnival was part of the Events Agreements that was signed to enable the transfer of events to the Town Council alongside others.

Furthermore, the Town Clerk stated the organisers of the Carnival were a voluntary organisation and may not be VAT exempt furthermore, the sponsorship and support provided was outlined within the Events Agreement. The FO explained that we have a budget for Northampton Carnival, similar with Party in the Park, the Town Festival and the Beer Festival.

The FO explained that grant application CCF179 that was included on the pay list had no bank details and required clarification as it was stated the Town Council would pay the supplier on behalf of the applicant that was not standard practice. The Councillor who supported the application stated she was advised that the Town Council were able to pay the supplier directly on behalf of the applicant. The Town Clerk explained it was not general practice to pay suppliers directly on behalf of applicant organisations however, it has been done

previously with events like the Carnival who were not VAT exempt organisations. The FO stated that general practice of Grant application was the requested funds would be paid directly to the organisation for them to purchase goods and services.

The FO explained she would pay the Councillors Allowances in June 2023 and therefore the Salaries included on the payment of accounts appear higher than other months.

**AGREED:** That Councillor Community Fund grant application CCF190 be included on the payment of accounts to the sum of £988.10.

**RESOLVED:** The payments as detailed in the Payment of Accounts be approved.

## **7. INTERNAL CONTROLS**

The internal Control check Report was circulated for review and discussion.

The FO explained it was appreciated that Cllr Birch and Purser completed the Internal Control check in May 2023 and she had generated an Internal Controls report to be signed.

**RESOLVED:** Councillors Birch and Purser had completed the Internal Control and signed the Internal Controls report.

**NOTED**

## **8. RISK REGISTER**

The Town Clerk explained he had been reviewing I.T (information & technology) options, as we currently utilise solutions provided by Microshade who utilise remote servers and provide IT support. He continued that he has received a quotation Cloudy IT that entails a complete package of a paperless agenda system, MS365 and IT solutions for single-hatter Councillors and this quotation would need to be reviewed by the appropriate Committee for discussion.

**RESOLVED:** The Risk Register was reviewed and discussed.

## **9. INTERNAL AUDITOR'S REPORT**

The Town Clerk explained the feedback received from the Internal Audit Report noted that the resolution on minutes regarding the General Reserves was unclear however, it was clearly explained within the associated report. He continued that the Internal Controls Checklist process was scrutinised as none had taken place in the summer months and in relation to the website there had been some duplication of minutes uploaded however, this had occurred under a previous member of staff and this responsibility had now been delegated to the Democratic Services Officer to complete.

The Town Clerk explained the Internal Auditor Report concluded that overall that the Councils books and records are in very good order and follow due process in all elements and the full details were available within the report. The Town Clerk highlighted two points, the detail about the Emergency Reserves would be minuted and agreed in a separate resolution; the internal controls process had been reviewed in January 2023 and introduced in February 2023 and amended to ensure there would be no further lapse in Councillor control checks. He continued that the Democratic Services Officer would undertake a review the website and make amendments where required.

Councillor Purser agreed to complete the next Internal Controls Check and nominated Councillor Hibbert to join him. Councillor Hibbert agreed and suggested the FO liaise with the Councillor Purser to agree a date in August 2023.

**10. ANNUAL ACCOUNTS**

The Town Clerk explained to member that the Annual Accounts had been completed and this with the AGAR would be presented at the next Full Council meeting for approval and adoption.

**11. BUDGET WORKING GROUP**

The Town Clerk stated the meeting of the Budget Working Group went positively and a great discussion was held where each Committees' budget was discussed and reviewed.

**12. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

**BANK RECONCILIATION:**

The FO presented the Bank Reconciliation, bank statements and Cash Book reports demonstrating that all balance as at 31st March 2023

**ACTIONS TO BE DISCUSSED:**

- A breakdown of the Bloom budget to be provided.
- Results of benchmarking of RT Medical and other first aid providers.
- Town Clerk to consult insurance provider for confirmation of what and when Councillors are covered.

**DATE NEXT MEETING:**

**AGREED:** The next Accounts Sub-Committee meeting would be held on Monday 10<sup>th</sup> July 2023 at 11am.

**MEETING CONCLUDED: 10:55 AM**



**Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval**

26/05/2023	Ending 3373	Lloyds Bank Card Statement	£ 492.80	£ -	£ 492.80
18/05/2023	CCF167	Headlands Veterans Association	£ 600.00	£ -	£ 600.00
10/05/2023	VOI0031667	Zen Office	£ 51.27	£ 10.25	£ 61.52
			£ 492.80	£ -	£ 492.80

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
27/04/2023	CORONATION DAY 2023	Alan Larson t/a The Troop	£ 1,845.00	£ 369.00	£ 2,214.00
25/05/2023	BFU-2023-01	Beer Festivals UK Ltd	£ 5,000.00	£ 1,000.00	£ 6,000.00
17/05/2023	INV-0125	Billy Lockett (Whole Entertainment Ltd)	£ 1,000.00	£ 200.00	£ 1,200.00
13/06/2023	EXPENSES JUNE 23	Catherine Maclellan (Expenses)	£ 131.62	£ -	£ 131.62
29/04/2023	44592	Chelsea Hire complete Event Hire Solution	£ 64.40	£ 12.88	£ 77.28
09/06/2023	44590	Chelsea Hire complete Event Hire Solution	£ 3,978.80	£ 795.76	£ 4,774.56
10/05/2023	INV-0086	Classic Carriages of Northampton	£ 2,416.45	£ -	£ 2,416.45
15/05/2023	1041515	Creative Event Services	£ 3,600.00	£ 720.00	£ 4,320.00
11/05/2023	21	Council for Voluntary Service Northampton	£ 60.00	£ 12.00	£ 72.00
07/06/2023	53	Council for Voluntary Service Northampton	£ 168.00	£ 33.60	£ 201.60
25/05/2023	1385	The Deco Theatre Ltd	£ 587.00	£ -	£ 587.00
26/05/2023	260523/1	Edmonstones Garden Design & Maintenance	£ 520.00	£ -	£ 520.00
11/06/2023	INV-10798	EP Traffic Services Limited	£ 12,000.00	£ 2,400.00	£ 14,400.00
19/05/2023	INV-990	Gusto Catering Ltd	£ 1,375.00	£ 275.00	£ 1,650.00
07/06/2023	48319/0592944	Horizon Telecom Ltd	£ 667.65	£ 133.53	£ 801.18

30/04/2023	3512	Fortis Hire Ltd trading as JB Event Faci	£ 475.00	£ 95.00	£ 570.00
13/06/2023	1604	Fortis Hire Ltd trading as JB Event Faci	£ 1,375.00	£ 275.00	£ 1,650.00
23/05/2023	EXPENSES 1 MAY 2023	Josephine Haines (Expense Claims)	£ 5.50	£ 1.10	£ 6.60
23/05/2023	EXPENSES2 MAY 2023	Josephine Haines (Expense Claims)	£ 57.08	£ -	£ 57.08
12/06/2023	EXPENSES JUNE 23	Josephine Haines (Expense Claims)	£ 69.81	£ -	£ 69.81
02/06/2023	EXPENSES JUNE 23	Julie Thorneycroft (Expense Claims)	£ 18.59	£ -	£ 18.59
24/05/2023	2348	Wolf & Bee Ltd t/a Kall Kwik Northampton	£ 115.00	£ 23.00	£ 138.00
14/05/2023	7056	Kreative Bunting Limited	£ 54.00	£ 10.80	£ 64.80
25/04/2023	250423_01	Lemon Pop Ltd	£ 650.00	£ -	£ 650.00
12/05/2023	873	Lincoln Noel	£ 200.00	£ -	£ 200.00
18/05/2023	LM0002	Lisa Maria Perera	£ 100.00	£ -	£ 100.00
31/05/2023	EXPENSES MAY 2023	Louise Hannam-Jones	£ 40.68	£ -	£ 40.68
17/05/2023	INV:1000826	LUNAR PUBLISHING LTD	£ 150.00	£ 30.00	£ 180.00
28/05/2023	17773	Microshade Business Consultants Ltd	£ 295.00	£ 59.00	£ 354.00
06/06/2023	17860	Microshade Business Consultants Ltd	£ 614.35	£ 122.87	£ 737.22
15/05/2023	2313	Milton Keynes Brass	£ 400.00	£ -	£ 400.00
07/05/2023	#7	Moulton 77 Brass Band	£ 450.00	£ -	£ 450.00
06/05/2023	722583	National World Publishing Ltd	£ 603.00	£ 120.60	£ 723.60
21/03/2023	ACC-2023-12 [PO 475]	NORTHAMPTON ABINGTON COMMUNITY AS	£ 33.00	£ -	£ 33.00
12/06/2023	NC-2023	NS-UK Group ( Northern) Ltd	£ 2,494.00	£ 498.80	£ 2,992.80
12/06/2023	NC/SO-2023	NS-UK Group ( Northern) Ltd	£ 450.00	£ 90.00	£ 540.00
16/03/2023	TPC045	The Park Cafe	£ 300.00	£ 60.00	£ 360.00
12/04/2023	SM27436	Rialtas Business Solutions Ltd	£ 829.07	£ 165.80	£ 994.87
28/04/2023	SM28375	Rialtas Business Solutions Ltd	£ 82.42	£ 16.48	£ 98.90

13/06/2023	INV-1383	RTC Medical Solutions Ltd	£ 1,860.00	£ -	£ 1,860.00
14/05/2023	002/23	Rushden Town Band	£ 375.00	£ -	£ 375.00
01/06/2023	#7	Sax's Cool Band	£ 200.00	£ -	£ 200.00
13/06/2023	NTF/2023	Show Time Events Group Ltd	£ 5,000.00	£ 1,000.00	£ 6,000.00
09/05/2023	INV03	Similar Jones (SJ Bardill)	£ 300.00	£ -	£ 300.00
31/05/2023	INV05	Similar Jones (SJ Bardill)	£ 500.00	£ -	£ 500.00
05/06/2023	QL203180-1	SLCC Enterprises Ltd	£ 120.00	£ 24.00	£ 144.00
18/05/2023	1334	Stage Right Productions	£ 5,680.00	£ 1,136.00	£ 6,816.00
24/05/2023	1322 24/05/23	Stage Right Productions	£ 114.00	£ 22.80	£ 136.80
11/05/2023	230511 – CORONATION	Stu Vincent Photography	£ 675.00	£ -	£ 675.00
22/05/2023	230522 – MAYOR MAKIN	Stu Vincent Photography	£ 250.00	£ -	£ 250.00
06/06/2023	5839	Studio One Media Centre Limited	£ 800.00	£ 160.00	£ 960.00
08/06/2023	5853	Studio One Media Centre Limited	£ 50.00	£ 10.00	£ 60.00
28/04/2023	MTR-07249	Tangerine Red Ltd	£ 120.00	£ 24.00	£ 144.00
02/05/2023	MTR-07256	Tangerine Red Ltd	£ 50.00	£ 10.00	£ 60.00
03/05/2023	MTR-07260	Tangerine Red Ltd	£ 60.00	£ 12.00	£ 72.00
05/05/2023	MTR-07274	Tangerine Red Ltd	£ 510.00	£ 78.00	£ 588.00
12/05/2023	MTR-07290	Tangerine Red Ltd	£ 109.00	£ -	£ 109.00
05/05/2023	SI0000040472	Toye Kenning & Spencer Ltd	£ 4,344.00	£ 868.80	£ 5,212.80
15/05/2022	12063403A9014416	Anglian Water t/a Wave Utilities	£ 281.20	£ -	£ 281.20
15/05/2022	12063403A9014416CR	Anglian Water t/a Wave Utilities	-£ 281.20	£ -	-£ 281.20
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£ 1,767.75	£ -	-£ 1,767.75
26/01/2023	11550149A9014408AMEN	Anglian Water t/a Wave Utilities	£ 1,767.75	£ -	£ 1,767.75
26/01/2023	11550149A9014408CR	Anglian Water t/a Wave Utilities	-£ 1,753.25	£ -	-£ 1,753.25
26/04/2023	11939338A9014408	Anglian Water t/a Wave Utilities	£ 616.96	£ -	£ 616.96
25/05/2023	12063403A9014416.	Anglian Water t/a Wave Utilities	£ 281.20	£ -	£ 281.20
02/06/2023	12091846A984757	Anglian Water t/a Wave Utilities	£ 93.02	£ -	£ 93.02
12/06/2023	12138132A9021592	Anglian Water t/a Wave Utilities	£ 537.45	£ -	£ 537.45
04/05/2023	424001440737	West Northamptonshire Council	£ 133.50	£ 26.70	£ 160.20
13/05/2023	424001452291	West Northamptonshire Council	£ 37.50	£ 7.50	£ 45.00
13/05/2023	424001452301	West Northamptonshire Council	£ 22.50	£ 4.50	£ 27.00
13/05/2023	424001452314	West Northamptonshire Council	£ 30.00	£ 6.00	£ 36.00
17/05/2023	424001475281	West Northamptonshire Council	£ 123.00	£ 24.60	£ 147.60
17/05/2023	424001475294	West Northamptonshire Council	£ 536.00	£ 107.20	£ 643.20
17/05/2023	424001475304	West Northamptonshire Council	£ 37.50	£ 7.50	£ 45.00
19/05/2023	CR424001488508	West Northamptonshire Council	-£ 133.50	-£ 26.70	-£ 160.20

26/05/2023	424001490431	West Northamptonshire Council	£ 75.15	£ 15.03	£ 90.18
31/05/2023	424001491744	West Northamptonshire Council	£ 3,000.00	£ -	£ 3,000.00
31/05/2023	424001492073	West Northamptonshire Council	£ 42.60	£ 8.52	£ 51.12
06/06/2023	424001504217	West Northamptonshire Council	£ 200.00	£ -	£ 200.00
18/05/2023	SINV00719404	Zenoffice Limited	£ 119.98	£ 24.00	£ 143.98
12/06/2023	VOI0032226	Zenoffice Limited	£ 39.72	£ 7.95	£ 47.67
		Total Unpaid	£ 68,431.75	£ 11,078.62	£ 79,510.37
		Total invoices that need retro approval	£ 492.80	£ -	£ 492.80
		Bank transactions not yet posted in Rialtas			
			<b>£ 68,431.75</b>	<b>£ 11,078.62</b>	<b>£ 80,003.17</b>

<b>Invoices received after list produced and not posted to the system and / or Officer unapproved.</b>					
03/04/2023	INV-2906	NCALC			£ 8,275.04
05/05/2023	SIN005042	Living Streets			£ 1,485.60
16/05/2023	30719	Association of Democratic Officers			£ 66.00
?	?	Rushden Mission Band			£ 375.00
12/04/2023	JL100/001	Annorlunda Ltd T/A Ember			£ 300.00
17/05/2023	1/23	City of Coventry Brass			£ 425.00
					£ 10,926.64

<b>Salaries / HMRC / Pension payments June</b>	<b>Value</b>
Salaries (Net) for June including Mayoral Allowance and Cllr. Allowances	£ 29,939.19
HMRC June NOTE! SLIGHT CHANGE TO May's pension I typed £9149.45 should have been £9249.45	£ 12,147.76
Pensions June	£ 8,633.89

Below are the approved Councillor Community Fund Applications as per the minutes of the Grants Sub-Committee held in 12th April 2023: PAID Cllr Retrospective approval required					
Application Reference	Organisation	Project	Ward	Councillor(s)	Amount
CCF176	St Vincent De Paul's Society	Entertainment and Dinner for Over-60's and Family Trip to Wicksteed Park	Talavera	Meredith and Fuchshuber	£1,600.00
CCF177	Standens Barn Residents Assn	Proposed Community Organisation	Riverside	Hibbert	£1,500.00
CGF58	Football for Foodbanks CIC	Football Pitch Hire	n/a	n/a	£2,700.00
CGF59	Community Law Service (Northampton & County)	Bangladeshi Community Outreach Project	n/a	n/a	£4,216.00
				Total CCF	£10,016.00
				Paid	£8,516.00
				Unpaid	£1,500.00

Councillor Community Fund Applications, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023					
<b>CCF17</b>	Rectory Farm Pocket Park C	Pocket Park Activities	Rectory Farm	Holland-Delam	£1,000

<b>CCF179</b>		Hanging Baskets for Trinity	Trinity	Birch	£760
<b>CCF180</b>	Community Spaces Semilong Community Centre	Semilong Community Hub	Semilong	Marriott	£1,000
<b>CCF181</b>	99th Girl Guides & Brownie	Guide Camp Holiday	Rectory Farm	Holland-Delam	£500
<b>CCF183</b>	United Women and Youth Programme		Abington, Castle & St James	Haque, Alwahabi, Ismail, Tarasiewicz, Ashraf	£2,500
<b>CCF186</b>	Community Space St Crispin	Park Bench	Talavera	Meredith Fuchshuber	£1,000
				<b>Total</b>	<b>£6,760</b>
<b>General Community Fund Applications, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023:</b>					
CGF185	Northampton Town Centre	Classic Car Event			£3,000
					<b>£3,000</b>
<b>Bloom Start-Up Grants, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023:</b>					
CCF184	Ramagarhia Board Northan	RBN Bloom Project	Castle	Haque	£200
CCF185	Friends of St Peters Marefa	Churchyard Planting	Abington	Purser	£200
				<b>Total</b>	<b>£400</b>
					£10,160

## ACCOUNTS SUB-COMMITTEE

MINUTES OF THE ACCOUNTS SUB-COMMITTEE MEETING HELD ON MONDAY 10<sup>TH</sup> JULY 2023 AT 11AM  
IN THE TOWN COUNCIL'S COMMITTEE ROOM LOCATED IN THE GUILDHALL, NORTHAMPTON

**PRESENT:** Councillors Marriott (Chair), Birch, Hibbert and Purser

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

### 13. APOLOGIES

No apologies were submitted

### 14. DECLARATIONS OF INTEREST

There were no declarations of interests

### 15. MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** The Chair was authorised to sign the minutes of the previous meeting held on 10<sup>th</sup> May 2023 as a true and accurate record of the proceedings.

The Finance Officer (FO) circulated a breakdown of the Bloom Budget that was requested at the previous meeting. A Councillor raised that the report would be beneficial to gain insight into the Bloom Budget expenditure. The FO explained in response to a question posed, that the Bloom Budget had a budget of £60,000 and it would be for the Environmental Services Committee to decide on any amendments to the annual budget during budget setting scheduled for November 2023. A Councillor raised that the watering costs would be dependent on the temperature and amount of rainfall over the summer months.

The FO explained in relation to the benchmarking of RTC Medical that Stage Right Productions Ltd complete their own internal benchmarking of supplier and had recommended RTC Medical to the Events Team. The Town Clerk stated Stage Right Productions Ltd were an experienced organisation and their services were procured nationally for events therefore, they were able to make recommendations of supplier and could receive best value. A Councillor requested that a copy of the Town Council's contract with Stage Right Ltd be provided at the next meeting. A Councillor questioned whether the Town Council could request evidence that RTC Medical's staff had the necessary credentials. The FO explained that RTC Medical would hold relevant documents that shown the staff provided were adequately trained.

The Town Clerk explained he had reached out to the Town Council's insurance provider for clarification on what capacity Councillors were covered however, he was still waiting a response and would provide an update at the following meeting.

### 16. REVENUE BUDGET 2023/24

The FO circulated the budgetary report for month ending June 2023 and explained she had highlighted items that had movement of 10% or more. The FO highlighted the following budget codes:

Budget Code 40140 - Pay Roll Costs had increased to 93.3%.

The FO explained 93% included the committed expenditure for the annual payroll costs and had increased as the payroll for Councillors' allowances was processed.

Budget Code 4015 - Travel and Subsistence had increased to 29.1%

The FO stated Travel and Subsistence had increased as the Town Clerk attended a conference and had been reimbursed for the fuel expenses and an overnight stay.

Budget Code 4120 – Subscriptions had increased to 90.5%

The FO explained subscriptions had increased as payments had been made for memberships to professional bodies like SLCC and NACO.

Budget Code 4125 – Telephone and Internet had increased to 33.4%

The FO stated that invoices had been received for line and internet leases from Horizon Telecomm.

Budget Code 4209 – Mayoral Allowance had increased to 40%

The FO explained there had been sizeable increase compared to the previous meeting due to a payment to the former Mayor for his Mayoral Allowances for the month of May 2023 as well as the sitting Mayor's allowance.

Budget Code 1190 – Interest Received had increased to 235%

The FO was pleased to explain that a higher amount of interest had been received on the Council's deposit and presumed it was due to the increase in interest rates of savings and current accounts.

Budget Code 4300 – Service Charge had increased to 89.1%

The FO explained a purchase order was raised for the Service Charge to remain in the Guildhall for the entirety of the Financial Year. In response to a question, the FO stated she believed the rate had increased by roughly 3%.

**RESOLVED:** The budgetary report for the month ending June 2023 was circulated and reviewed.

## 17. PAYMENT OF ACCOUNTS

The FO highlighted the first two items within the Pay List were deductions for the former Mayor's Charities, St Vincent De Paul's Society and the Army Benevolent Fund these had been posted however, she raised the amount differed slightly from the amount announced during Full Council as some donations were paid directly to the Charities on behalf of Cllr Meredith.

The FO explained the monthly bank account charge of £18 had been deducted, in addition to Xerox's quarterly copier lease charge. She continued to highlight that the Direct Debit for the Lloyd's Bank Card had been arranged for a payment of £179.37 and the breakdown had been itemized in the description. In response to a question, the Town Clerk clarified he manages the bank card and all payments must be authorised by himself.

A Councillor raised that the Extraordinary Council meeting lasted less than 30 minutes and the room hire had costed £120.15. In response the Town Clerk explained that the room was hired thirty-minutes prior and after the meeting to facilitate set-up and breakdown of the room. The Democratic Services Officer added that the charges for room hire depended on the time of day with weekends and after 8pm being more expensive and she would happily provide him with a booking form for his information.

In response to a question posed by a Councillor, the FO stated that Zen Office were a supplier who was used for the purchase of some stationary items, refreshments and biscuits for meetings.

The FO explained that included in the Pay List was a Sale section as a Mr Evans had made an overpayment to the Town Council and therefore the £200 difference was to be repaid to him.



The FO stated in relation to Salaries, HMRC and Pension payments in the July 2023 the report would be revised as it should have included the increments awarded backdated to April 2023. She added that the payroll provider does not complete these calculations, therefore she had to do this herself and it had been very time consuming. A Councillor commented that the payroll provider provided great affordability to complete Officers and Councillor's payroll and requested the FO contact them to see if they were able to provide a quotation to include calculations within their service.

**RESOLVED:** The payments as detailed in the Payment of Accounts be approved.

## **18. INTERNAL CONTROLS**

The FO explained Councillors Birch and Purser had completed the previous Internal Controls Checklist in May 2023 however, the next Internal Controls Checklist would need to take place in September 2023 therefore, Councillor Purser would need to nominate another Councillor to attend.

**AGREED:** That Councillors Hibbert and Purser would complete Internal Controls Check for Quarter 2 of Financial Year 23-24.

## **19. INTERNAL CONTROLS AUDIT – EMAIL TO CLLRS**

The FO explained that the Internal Auditors had completed their report and within their feedback it was advised no Internal Controls were completed within the month of August 2022. A Councillor raised that the month of August was an informal recess as some Councillors go on holiday. The FO stated that she had also explained to the Internal Auditors that the Internal Controls procedure had changed since August 2022 and this was first put into practice in February 2023.

## **20. RISK REGISTER**

The Town Clerk explained the risk register was now formatted as an excel spreadsheet and he had tasked the Assistant Town Clerk to review options that would assist in managing Officers' wellbeing. The Town Clerk wanted to make the Sub-Committee aware he had been completing work on benchmarking and reviewing paperless agenda systems and if the Council was to proceed then it may require a new form of IT equipment and software.

In response to a question, the Town Clerk stated he had not received any further information regarding the Town Council's lease agreement to use the Guildhall that could cease March 2024.

**RESOLVED:** The risk register was presented and reviewed.

## **21. FURTHER ITEMS FOR CONSIDERATION FOR INFORMATION ONLY**

The FO presented the cashbook and bank statement for month ending June 2023 and the closing amounts aligned.

**MEETING CONCLUDED: 12:20PM**

**Invoices Paid / Bank Deductions - Requires Retrospective Committee Approval**

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
30/06/2023	Mayors Charity	St Vincent de Paul	£ 6,858.29	£ -	£ 6,858.29
30/06/2023	Mayors Charity	The Army Benevolent Fund (The Soldiers Charity)	£ 6,858.29	£ -	£ 6,858.29
30/06/2023	Bank Service Charge	Unity Trust Bank	£ 18.00	£ -	£ 18.00
03/07/2023	DD July	Xerox	£ 295.92	£ 59.18	£ 355.10
26/06/2023	Ending 3373	Lloyds Bank Card Statement	£ 179.37		£ 179.37
			£ 6,858.29	£ -	£ 14,269.05

**Invoices posted to System pending approval and Payment**

Invoice Date	Invoice No	A/c Name	Net Value	VAT	Invoice Total
21/06/2023	161	All Saints Church	£500.00	£0.00	£500.00
23/06/2023	34	Anderson's Activities Ltd (t/a Caribbean	£600.00	£120.00	£720.00
22/06/2023	2109	AR Media Productions Limited	£1,750.00	£350.00	£2,100.00
04/07/2023	2307041	Bounce Time	£1,160.00	£0.00	£1,160.00
04/06/2023	INV-0089	Classic Carriages of Northampton	£3,057.50	£0.00	£3,057.50
25/05/2023	1385	The Deco Theatre Ltd	£587.00	£0.00	£587.00
26/06/2023	INV-0041	J.Golby and Son	£760.00	£152.00	£912.00
20/06/2023	GFA15-16/2015	Guardian First Aid Training Ltd	£600.00	£120.00	£720.00
24/06/2023	11	Ignition	£400.00	£0.00	£400.00
03/07/2023	EXPENSES JULY 23	Josephine Haines (Expense Claims)	£27.05	£0.00	£27.05
05/07/2023	23/004	The Kibworth Band	£450.00	£0.00	£450.00
04/05/2023	SIN005042	Living Streets	£1,238.00	£247.60	£1,485.60
30/06/2023	EXPENSES JUNE23	Louise Hannam-Jones	£23.82	£0.00	£23.82
19/06/2023	INV:1000950	LUNAR PUBLISHING LTD	£675.00	£135.00	£810.00
28/06/2023	17919	Microshade Business Consultants Ltd	£295.00	£59.00	£354.00
06/07/2023	18012	Microshade Business Consultants Ltd	£659.76	£131.95	£791.71
22/06/2023	1057	MM Maxi / Mini Marquee Hire Network	£1,310.00	£262.00	£1,572.00
27/06/2023	01/23	Northampton Concert Band	£550.00	£0.00	£550.00
06/07/2023	6450	Northamptonshire Music & Performing Arts	£350.00	£0.00	£350.00
20/06/2023	ADD-2023	NS-UK Group ( Northern) Ltd	£358.00	£71.60	£429.60

Accounts Sub-Committee Paylist for Presentation and approval 10th July 2023

03/07/2023	AF-1	NS-UK Group ( Northern) Ltd	£910.00	£182.00	£1,092.00
19/06/2023	NC220623	Ian Beckles (Pan Music Entertainment)	£1,125.00	£0.00	£1,125.00
19/06/2023	14014417	Plantscape Ltd	£22,148.00	£4,429.60	£26,577.60
05/07/2023	BK211152-1	SLCC Enterprises Ltd	£60.00	£12.00	£72.00
02/07/2023	1364	Stage Right Productions	£172.00	£34.40	£206.40
02/07/2023	1365	Stage Right Productions	£2,360.50	£472.10	£2,832.60
05/07/2023	EXPENSES JULY 23	Stuart Carter (Expense Claims)	£20.16	£0.00	£20.16
25/06/2023	827	The Swingettes	£680.00	£0.00	£680.00
20/06/2023	MTR-07403	Tangerine Red Ltd	£796.56	£0.00	£796.56
21/06/2023	MTR-07407	Tangerine Red Ltd	£755.60	£151.12	£906.72
27/06/2023	MTR-07424	Tangerine Red Ltd	£195.67	£39.13	£234.80
16/06/2023	OP/I630280	Veolia ES (UK) Ltd	£814.50	£162.90	£977.40
26/01/2023	11550149.9	Anglian Water t/a Wave Utilities	-£1,767.75	£0.00	-£1,767.75
26/01/2023	11550149A9014408AMEN	Anglian Water t/a Wave Utilities	£1,767.75	£0.00	£1,767.75
26/01/2023	11550149A9014408CR	Anglian Water t/a Wave Utilities	-£1,753.25	£0.00	-£1,753.25
26/04/2023	11939338A9014408	Anglian Water t/a Wave Utilities	£616.96	£0.00	£616.96
21/06/2023	12185098A984758	Anglian Water t/a Wave Utilities	£1,634.47	£0.00	£1,634.47
09/06/2023	424001505630	West Northamptonshire Council	£17,143.94	£0.00	£17,143.94
16/06/2023	424001542392	West Northamptonshire Council	£29.00	£5.80	£34.80
28/06/2023	424001547465	West Northamptonshire Council	£114.15	£6.00	£120.15
28/06/2023	424001547478	West Northamptonshire Council	£60.00	£12.00	£72.00
29/06/2023	424001547902	West Northamptonshire Council	£3,000.00	£600.00	£3,600.00
29/06/2023	CR424001548118`	West Northamptonshire Council	-£3,000.00	£0.00	-£3,000.00
04/07/2023	424001557905	West Northamptonshire Council	£37.50	£7.50	£45.00
30/06/2023	SINV00721832	Zenoffice Limited	£106.51	£0.00	£106.51
		Total Unpaid	£63,378.40	£7,763.70	£71,142.10
		Total invoices that need retro approval	£6,858.29	£0.00	£14,269.05
		Bank transactions not yet posted in Rialtas			
			£63,378.40	£7,763.70	£85,411.15

Sales					
45108	SINV0011	Albert Evans	£200.00		£200.00

**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
20/06/2023	30738	Association of Democratic Officers			£ 132.00
23/06/2023	45015	Chelsea Hire			£ 191.26
07/07/2023	070723/1	Edmonstones			£ 240.00
07/07/2023	48319/0605775	Horizon			£ 896.94
07/07/2023	A0003	leighton-Linslade Concert Band			£ 400.00
03/07/2023	22736	Moonscape			£ 315.00
08/06/2023	BK155423	Pitney Bowes			£ 10.41
06/07/2023	VOI0032799	ZenOffice			£ 68.22
					<b>£ 2,253.83</b>

**Salaries / HMRC / Pension payments July**

**Value presented 10/07**

Salaries (Net) for July including Mayoral Allowance NOTE! Salary report will be revised it should have been backdated to 1st April 2023 for new salary uplift	£ 19,700.36
HMRC - Note will be adjusted to reflect the above	£ 9,057.19
Pensions - Note will be adjusted to reflect the above	£ 8,234.76

Total Salaries / HMRC / Pension

Total Invoices

**General Community Fund Applications, pending approval from Grants Sub-Committee on 15th June 2023 and Community Services on 19th June 2023:**

CGF56	The Lowdown Northampton				£10,000
CGF68	Northampton Town Centre BID	Classic Car Event			£3,000
CCF186	Community Space St Crispins	Park Bench	Talavera	Meredith Fuchshuber	£1,000

Accounts Sub-Committee Paylist for Presentation and approval 10th July 2023

CCF185	Friends of St Peters Marefair	Churchyard Planting	Abington	Purser	£200
<b>ENVIRONMENTAL Grants, pending approval from Environmental Services Committee meeting 03/07/23:</b>					
CCGS1	NB SOUTH COURT ENVIRONMENTAL				£5,000
<b>TABLED! CCF190</b>	<b>Doddridge Centre Ltd</b>	<b>Events at Doddridge Centre</b>	<b>Spencer</b>	<b>Eales</b>	<b>£988</b>
					<b>£20,188</b>



**Northampton Town Council**

**Policy and Finance Committee**

**Budget Report – report of Town Clerk**

**Purpose of report:** To inform the committee of the latest budget

**Recommended:** That the committee note the report

Attached to the report is the budget and associated expenditure/income as of the end of June. This report is presented monthly at the Accounts Sub-Committee meetings.

Highlighted are headings with significant movement. Members should note committed spend is not actual spend.

The Clerk and Finance Officer will speak to the report at the meeting.





	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>Policy and Finance</b>							
<b>101 Central Administration</b>							
1536 Contribution to Service	1,700	1,700	0	(1,700)			0.0%
Central Administration :- Income	1,700	1,700	0	(1,700)			
4000 Salaries NI and Pension	38,174	110,971	515,000	404,029		404,029	21.5%
4006 Recruitment	0	0	2,000	2,000		2,000	0.0%
4010 Payroll Costs	168	228	1,100	872	798	74	93.3%
4015 Travel and Subsistance	132	204	700	496		496	29.1%
4027 Training and Staff Development	775	793	10,000	9,207	718	8,489	15.1%
4101 Office Supplies & Photocopying	147	731	5,000	4,269	26	4,243	15.1%
4110 Post	0	35	2,000	1,965		1,965	1.7%
4120 Subscriptions	8,104	8,144	9,000	856		856	90.5%
4125 Telephone and Internet	668	2,005	6,000	3,995		3,995	33.4%
4128 Information Technology	616	4,309	10,000	5,691	5,549	142	98.6%
4130 Insurance	0	14,058	7,770	(6,288)		(6,288)	180.9%
4140 Advertising and Marketing	675	1,240	10,000	8,760	4,693	4,067	59.3%
4155 Accounting Support	295	885	4,000	3,115	2,655	460	88.5%
4190 Equipment	0	35	10,000	9,965		9,965	0.3%
Central Administration :- Indirect Expenditure	49,753	143,638	592,570	448,932	14,438	434,493	26.7%
Net Income over Expenditure	(48,053)	(141,938)	(592,570)	(450,632)			
<b>105 Corporate Management</b>							
4150 Bank Charges	21	27	1,000	973		973	2.7%
4156 Audit Fees	0	0	4,000	4,000		4,000	0.0%
4159 Legal & Professional Fees	0	0	30,000	30,000	3,684	26,316	12.3%
4162 Health and Safety	0	0	8,000	8,000		8,000	0.0%
Corporate Management :- Indirect Expenditure	21	27	43,000	42,973	3,684	39,289	8.6%
Net Expenditure	(21)	(27)	(43,000)	(42,973)			
<b>110 Civic and Democratic</b>							
4130 Insurance	0	2,309	4,460	2,151		2,151	51.8%
4140 Advertising and Marketing	0	0	2,000	2,000		2,000	0.0%
4200 Elections	0	0	40,000	40,000		40,000	0.0%
4208 Mayoral Activity	89	893	12,000	11,107	771	10,336	13.9%
4209 Deputy Mayor	10	10	2,000	1,990		1,990	0.5%
4210 Mayoral Allowance	547	2,401	6,000	3,599		3,599	40.0%
4211 Mayor's Transport	0	3,562	24,770	21,208	3,684	17,525	29.2%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4212 Councillor Allowances	12,000	12,000	30,000	18,000		18,000	40.0%
4213 Councillor Training/Conference	0	0	5,000	5,000	48	4,952	1.0%
4214 Civic Events	980	9,953	16,000	6,047	851	5,196	67.5%
4215 Civic Regalia	(20)	14,627	4,500	(10,127)		(10,127)	325.1%
4216 Council Meetings & Room Hire	117	366	5,000	4,634	1,234	3,401	32.0%
4217 Mayor Contingency	0	0	6,000	6,000		6,000	0.0%
4523 Windrush	4,272	4,272	0	(4,272)	600	(4,872)	0.0%
4540 Town Twinning	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	17,995	50,392	159,730	109,338	7,188	102,150	36.0%
Net Expenditure	(17,995)	(50,392)	(159,730)	(109,338)			
<u>115 Other Cost and Income</u>							
1001 CIL	9,599	9,599	0	(9,599)			0.0%
1176 Precept Received	0	903,919	1,807,837	903,919			50.0%
1190 Interest Received	6,495	11,774	5,000	(6,774)			235.5%
Other Cost and Income :- Income	16,094	925,292	1,812,837	887,546			51.0%
4998 Service Reserve	0	0	214,500	214,500		214,500	0.0%
4999 Contingency	0	0	71,437	71,437		71,437	0.0%
Other Cost and Income :- Indirect Expenditure	0	0	285,937	285,937	0	285,937	0.0%
Net Income over Expenditure	16,094	925,292	1,526,900	601,609			
<u>201 The Guildhall</u>							
4300 Service Charge	0	0	77,000	77,000	68,575	8,425	89.1%
4390 Accommodation Reserve	0	0	108,000	108,000		108,000	0.0%
The Guildhall :- Indirect Expenditure	0	0	185,000	185,000	68,575	116,425	37.1%
Net Expenditure	0	0	(185,000)	(185,000)			
Policy and Finance :- Income	17,794	926,992	1,812,837	885,846			51.1%
Expenditure	67,770	194,057	1,266,237	1,072,180	93,885	978,295	22.7%
Movement to/(from) Gen Reserve	(49,976)	732,934					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Environmental Services</u>							
<u>210 Open Spaces &amp; Environment</u>							
1537 Northampton in Bloom Income	0	0	23,021	23,021			0.0%
Open Spaces & Environment :- Income	0	0	23,021	23,021			0.0%
4536 Northampton In Bloom	22,998	49,288	60,000	10,712	55	10,657	82.2%
4560 Environmental Projects	1,270	3,895	25,000	21,105	320	20,785	16.9%
4561 Environmental Grants	0	0	25,000	25,000		25,000	0.0%
Open Spaces & Environment :- Indirect Expenditure	24,268	53,183	110,000	56,817	375	56,442	48.7%
Net Income over Expenditure	(24,268)	(53,183)	(86,979)	(33,796)			
<u>230 Allotments</u>							
4400 Repairs and Maintenance	630	1,018	30,000	28,982		28,982	3.4%
Allotments :- Indirect Expenditure	630	1,018	30,000	28,982	0	28,982	3.4%
Net Expenditure	(630)	(1,018)	(30,000)	(28,982)			
Environmental Services :- Income	0	0	23,021	23,021			0.0%
Expenditure	24,898	54,201	140,000	85,799	375	85,424	39.0%
Movement to/(from) Gen Reserve	(24,898)	(54,201)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Community Services</u></b>							
<b><u>301 Community Grants</u></b>							
4170 Community Grant Scheme	6,916	6,916	100,000	93,084		93,084	6.9%
Community Grants :- Indirect Expenditure	6,916	6,916	100,000	93,084	0	93,084	6.9%
Net Expenditure	(6,916)	(6,916)	(100,000)	(93,084)			
<b><u>310 Community Services</u></b>							
4171 Councillor Community Funding	776	2,976	75,000	72,024		72,024	4.0%
4221 Community Needs Analysis	0	0	50,000	50,000	2,677	47,323	5.4%
4225 Community Projects	29	29	50,000	49,971	16	49,955	0.1%
Community Services :- Indirect Expenditure	805	3,005	175,000	171,995	2,693	169,302	3.3%
Net Expenditure	(805)	(3,005)	(175,000)	(171,995)			
<b><u>315 Public Events</u></b>							
1155 WNC Transfer	67,459	67,459	83,979	16,521			80.3%
1536 Contribution to Service	2,000	2,000	5,000	3,000			40.0%
Public Events :- Income	69,459	69,459	88,979	19,521			78.1%
4015 Travel and Subsistance	22	67	300	234		234	22.2%
4140 Advertising and Marketing	98	1,868	10,000	8,133	1,250	6,883	31.2%
4500 Diwali	0	0	10,000	10,000		10,000	0.0%
4501 Christmas Event	0	0	200,000	200,000		200,000	0.0%
4502 Fireworks	0	0	55,000	55,000		55,000	0.0%
4503 Bands in the Park	2,088	4,313	10,000	5,687	3,565	2,122	78.8%
4508 Ukraine Art Exhibition	200	200	5,000	4,800		4,800	4.0%
4509 Virtual Heritage Tour	0	0	7,000	7,000	5,100	1,900	72.9%
4510 General Events	0	626	49,800	49,174	350	48,824	2.0%
4511 EID	4,454	9,680	10,000	320	1,160	(840)	108.4%
4512 NMF22 / NMF23	0	0	10,000	10,000		10,000	0.0%
4513 Northampton Carnival	19,421	19,421	20,000	579		579	97.1%
4514 Party in the Park/Balloon Fest	0	0	5,000	5,000	5,000	0	100.0%
4515 Pride	656	3,656	4,000	344		344	91.4%
4516 QueensJubilee/Kings Coronation	157	14,723	15,000	277	35	242	98.4%
4517 Remembrance Day	0	0	10,000	10,000		10,000	0.0%
4518 Town Festival	5,000	5,000	5,000	0		0	100.0%
4519 Armed Forces Day	3,146	3,146	5,000	1,854	2,626	(772)	115.4%
4520 Beer Festival	0	5,000	5,000	0		0	100.0%
4521 Van Hire (Events)	0	0	2,000	2,000		2,000	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 05/07/2023

Month No: 3

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4522 St Georges Day	0	5,035	0	(5,035)		(5,035)	0.0%
4524 Heritage Open Day	0	0	0	0	2,275	(2,275)	0.0%
Public Events :- Indirect Expenditure	<u>35,242</u>	<u>72,735</u>	<u>438,100</u>	<u>365,365</u>	<u>21,361</u>	<u>344,003</u>	<u>21.5%</u>
Net Income over Expenditure	<u>34,216</u>	<u>(3,277)</u>	<u>(349,121)</u>	<u>(345,844)</u>			
Community Services :- Income	69,459	69,459	88,979	19,521			78.1%
Expenditure	42,963	82,656	713,100	630,444	24,055	606,389	15.0%
Movement to/(from) Gen Reserve	<u>26,496</u>	<u>(13,197)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Planning</u>							
<u>400 Planning</u>							
4600 Neighbourhood Planning	0	0	10,000	10,000		10,000	0.0%
4601 Planning Support	0	0	10,000	10,000		10,000	0.0%
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>20,000</u>	<u>20,000</u>	<u>0</u>	<u>20,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(20,000)</u>	<u>(20,000)</u>			
Planning :- Income	0	0	0	0			0.0%
Expenditure	0	0	20,000	20,000	0	20,000	0.0%
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					
Grand Totals:- Income	87,252	996,450	1,924,837	928,387			51.8%
Expenditure	135,631	330,914	2,139,337	1,808,423	118,314	1,690,109	21.0%
Net Income over Expenditure	<u>(48,379)</u>	<u>665,536</u>	<u>(214,500)</u>	<u>(880,036)</u>			
Movement to/(from) Gen Reserve	<u>(48,379)</u>	<u>665,536</u>					

**Northampton Town Council**

**Policy and Finance Committee**

**Councillor Allowances – report of Town Clerk**

**Purpose of report:** To update the committee on the Councillor Allowances and the proposed increase.

**Recommended:** That the Council agree to the same index linked increase as given to WNC councillors

Councillors will be aware that at present, they are entitled to take an allowance, paid via PAYE, of £1,200 per annum. This is paid in two instalments usually around June and December. What the Clerk was unaware of was that when the Independent Remuneration Panel sat and set the amount, they also agreed that the allowance would be indexed linked to the NJC increases (as advised following consultation with Richard Walden) This means that councillors will be entitled to a backdated payment for the year 22/23 of an amount that is to be determined.

NJC increases in 22/23 were not percentages but a flat amount pro rata. It is therefore recommended that the cllr allowance for 22/23 be increased in line with that awarded to WNC cllrs in percentage terms. We are informed that WNC uplifted their allowance by 6% in 22/23. For the current financial year, the 23/24 uplift has yet to be agreed though they are expecting around 5%.

Longer term it is understood that any change beyond the NJC index ink to the allowance would require a referral to the independent panel. The National Association of Local Councils (NALC) legal advice is as follows:

Regulation 25 (2) and Regulation 28 provide that where a local council proposes to pay the PBA, it must have regard to the recommendations which have been made in respect of it by the parish remuneration panel in setting the level of that allowance. The same requirement is not specified within Regulation 26 and so on face value it would appear that the council can set the level of travelling and subsistence allowance without reference to the panel. However in NALC's view it would be

appropriate for councils to also take the view of the parish remuneration panel into account.

**Budgetary Implications**

Roughly, this 6% increase would equate to approximately £72 per councillor per annum, £1,800 for all.





**Northampton Town Council**

**Policy and Finance Committee**

**Office Defibrillator – report of Town Clerk**

**Purpose of report:** To seek the committee's permission to allocated funding for the procurement of an office Defibrillator

**Recommended:** That the committee allocate a budget of up to a £1,000 for the purchase of a defibrillator.

That the committee delegate the authority to procure a suitable defibrillator to the Clerk in consultation with the Char and Deputy Chair.

Office staff and a two councillors recently undertook the Emergency First Aid at Work training.

One of the key parts of the training was the administration of CPR to a person undergoing cardiac arrest. The course highlighted the important role that automated defibrillator can play in saving the life of a person having a cardiac arrest and how time can be a crucial element.

Whilst the Guildhall has its own defibrillator stored in the security office and the One Stop Shop, it seems sensible that the town council has its own portable device. The plan would be that the device would be stored in the office and therefore available for staff and councillors. The device is portable and therefore could be taken to events if there was a need, though most town council events have first aid support.

During the training those present were trained how to use the defibrillator, however, modern defibrillators are automated and talk the user through what to do. They also assess the patient and do not administer a shock unless it is absolutely needed.

**Budgetary Implications**

Recommended to us by the course instructor was the Phillips Heart Start defibrillators which cost in the region of £750. The Town Council has a health and safety budget of £8,000 from which the cost can be met.







**Northampton Town Council**

**Policy and Finance Committee**

**CCLA Update – report of Town Clerk**

**Purpose of report:** To update councillors on the Council's CCLA investment

**Recommended:** That the Council note the report

Cllrs will be aware that the Town Council currently has an investment with CCLA Public Sector Deposit Fund. This fund is daily access and spreads the investment across secure cash and bond investments with A+ rated financial institutions.

The Council has a policy of maintaining £150,000 in the current account (held with Unity Trust Bank) and depositing the rest in the Public Sector Deposit Fund.

Attached to this report are documents from CCLA detailing the current fund size, the top 10 holdings, and the yield and price summary.

The June dividend interest payment was £6,495, July was £6,176.

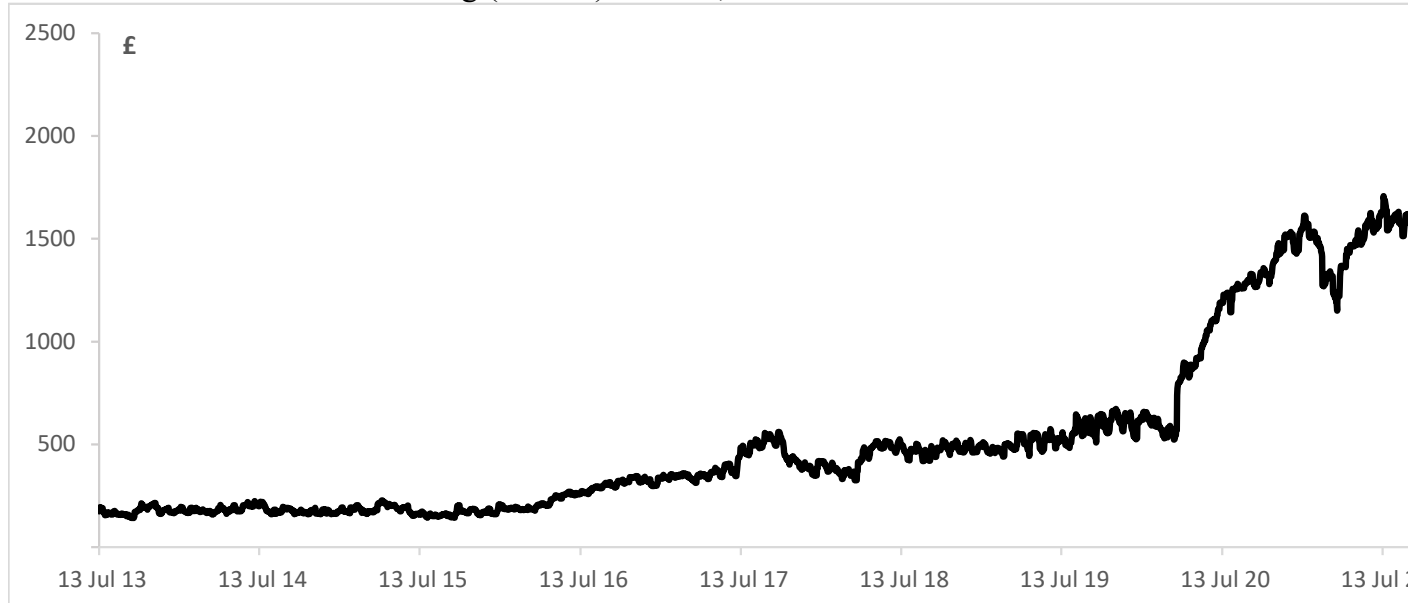


# The Public Sector Deposit Fund

Fund

Total Shares Outstanding (million): **1,761.65**

as at the close of



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## The Public Sector Deposit Fund

BORROWER and the COUNTRY of ORIGIN	Transaction Type and Maturity
Landesbank Baden-Wuerttemberg - GER	Term Deposit 13/Jul/23
Nationwide Building Society - UK	Term Deposit 13/Jul/23
Royal Bank of Canada - CAN	Term Deposit 13/Jul/23
Yorkshire Building Society - UK	Term Deposit 13/Jul/23
DBS Bank Limited - SIN	Term Deposit 13/Jul/23
DNB ASA - NOR	Certificates of Deposit 03/Aug/23
ABN Amro Bank N.V. - NTH	Certificates of Deposit 02/Jan/24
ABN Amro Bank N.V. - NTH	Certificates of Deposit 04/Jan/24
Barclays Bank plc - UK	Certificates of Deposit 02/Aug/23
Barclays Bank plc - UK	Certificates of Deposit 07/Aug/23

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