

Report to: Finance, Policy & Assets Committee - 13th January 2025
Report on: Licences
Report by: Operations Officer
Date: 13th January 2025

The Council issue licences to various organisations/people, permitting them to deliver events and carryout maintenance works etc. On council property.

To date we have issued the following:

Date	Event	Location	Fee	Bond	Comments
23/11/2024	Vaccination Information Hub	New Street, paved area by DACT	No	No	Public Health (1Day)
01/11/2024	Vaccination Hub-for Flue and COVID	New Street, paved area by DACT	No	No	Public Health (1Day)
19/09/2024	MOP Fair	The Hollow	No	No	Commercial event area requested by WNC
01/09/2024	Daventry Town Football Club	The Hollow	No	No	To facilitate junior football matches (12 Months)
27/09/2024	Time Capsule	New Street Rec	No	No	To allow the placement of a time capsule and the planting of a tree at a specific location, as agreed upon by the council.
27/09/2024	DACT 30 th Anniversary Celebration	New Street, paved area by DACT	No	No	Charitable Event
29/06/2024	Middlemore Summer Fete	The Lower Vale, Middlemore	No	No	Charitable Event
29/06/2024	Armed Forces Day	New Street, paved area by DACT	No	No	Charitable Event
26/06/2024	Mobile Polling Centre	Arnull Crecent Carpark	No	No	Compulsory Occupancy 26/06/2024-08/07/2024
14/06/2024	Mobile Barclays Bank – Info Van	New Street, paved area by DACT	No	No	Community Banking
03/06/2024	Appleton's Fun Fair	Eastern Way	Yes	Yes	Commercial event
01/06/2024	Access for Disability	The Medway	No	No	Annual Licence to Occupy
29/05/2024	Pedal Party	New Street Rec	No	No	Community event supported by DTC
11/04/2024	Daventry Motor Festival	The Hollow	No	No	Charitable Event
17/04/2024	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event
28/02/2024	497(Daventry)Sqn RAFC	The Hollow	No	No	Outside activities and training
2023-2024					

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08/11/2023	Drayton Grange Football Club	The Headlands	No	No	To facilitate junior football matches and training
03/11/2023	Refurbishment of Gazebo	Gazebo, Sheaf Street	No	No	Charitable works to DTC asset
14/09/2023	MOP Fair	The Hollow	No	No	Commercial event area requested by WNC
02/09/2023	Middlemore Summer Fete	The Lower Vale, Middlemore	No	No	Charitable Event
31/08/2023	Daventry Town Football Club	The Hollow	No	No	To facilitate junior football matches
24/06/2023	Armed Forces Day	New Street, paved area by DACT	No	N/A	Charitable Event
23/06/2023	Pride In The Park	New Street Rec	No	No	Community event supported by DTC
05/06/2023	Appletons Fun Fair	Eastern Way	Yes	Yes	Commercial event
03/06/2023	Funtopia	The Hollow			Cancelled
22/05/2023	Knife Drop Box	New Street, paved area by DACT	No	N/A	Knife Amnesty-sponsored by WNC and DTC
08/05/2023	Rotary "Big Clean Up"	Gazebo, Sheaf Steet	No	No	Charitable event
24/04/2023	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event
2022-2023					
23/07/2022	Mega Bounce	Eastern Way	Yes	Yes	Commercial event
25/06/2022	Armed Forces Day	New Street Rec	No	No	Charitable event
06/06/2022	Appleton's Fun Fair	Eastern Way	Yes	Yes	Commercial event
27/05/2022	LGBTQ+ Picnic	The Hollow	No	No	Community event supported By DTC
06/05/2022	Knife Angel	New Street Rec	No	No	Community event supported By DTC
20/04/2022	Circus Ginnett	Eastern Way	Yes	Yes	Commercial event

Council Income & Expenditure – December 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Policy & Assets</u>						
Income	1,691,049	1,713,211	22,162			98.7%
Expenditure	1,107,568	1,607,421	499,853	0	499,853	68.9%
Net Income over Expenditure	583,481					
plus Transfer from EMR	16,605					
less Transfer to EMR	9,000					
Movement to/(from) Gen Reserve	591,087					
<u>Community Services</u>						
Income	3,964	0	(3,964)			0.0%
Expenditure	114,244	95,700	(18,544)	0	(18,544)	119.4%
Net Income over Expenditure	(110,280)	(95,700)	14,580			
plus Transfer from EMR	34,481					
less Transfer to EMR	2,324					
Movement to/(from) Gen Reserve	(78,123)					
<u>Museum</u>						
Income	90	0	(90)			0.0%
Expenditure	3,567	8,090	4,523	0	4,523	44.1%
Net Income over Expenditure	(3,477)	(8,090)	(4,613)			
plus Transfer from EMR	230					
less Transfer to EMR	90					
Movement to/(from) Gen Reserve	(3,337)					
<u>Planning & Development</u>						
Income	0	0	0			0.0%
Expenditure	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	0	(2,000)	(2,000)			
plus Transfer from EMR	0					
less Transfer to EMR	2,000					
Movement to/(from) Gen Reserve	(2,000)					

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Council Income & Expenditure – December 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Infrastructure Levy</u>						
Income	128,593	0	(128,593)			0.0%
Expenditure	0	0	0	0	0	0.0%
Net Income over Expenditure	128,593	0	(128,593)			
plus Transfer from EMR	0					
less Transfer to EMR	128,593					
Movement to/(from) Gen Reserve	0					
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Grand Totals:- Income	1,823,696	1,713,211	(110,485)			106.4%
Expenditure	1,225,378	1,713,211	487,833	0	487,833	71.5%
Net Income over Expenditure	598,317	0	(598,317)			
plus Transfer from EMR	51,316					
less Transfer to EMR	142,007					
Movement to/(from) Gen Reserve	507,626					

Earmarked Reserves 2024/2025

	Balance as at 31st March 2024	2024/2025 Budget Allocation	2024/2025 Spend	Balance
<u>Restricted Funds</u>				
Community Infrastructure Levy	£ 135,878.84	£ 128,592.84	£ -	£ 264,471.68
Healthy Young Daventry Grant	£ 5,298.78	£ -	£ 40.40	£ 5,258.38
Teen Clinic Daventry Grant	£ 7,458.84	£ 2,324.08	£ 1,290.57	£ 8,492.35
Public Works Loan	£ 6,642.00	£ -	£ -	£ 6,642.00
S106 - Allotments	£ 5,148.74	£ -	£ -	£ 5,148.74
S106 - Grounds Maint - Middlemore	£ 6,203.00	£ -	£ -	£ 6,203.00
S106 - POS - Dennetts Close	£ 15,254.04	£ -	£ -	£ 15,254.04
	£ 181,884.24	£ 130,916.92	£ 1,330.97	£ 311,470.19
<u>Earmarked Reserves</u>				
Museum Donations	£ 2,129.41	£ 90.00	£ 230.00	£ 1,989.41
Planning Consultant	£ 1,831.68	£ 2,000.00	£ -	£ 3,831.68
Mayors Chain of Office	£ 12,987.00	£ -	£ 10,378.37	£ 2,608.63
Open Spaces	£ 72,346.64	£ -	£ 1,680.00	£ 70,666.64
Devolution	£ 7,466.62	£ -	£ 558.60	£ 6,908.02
Christmas Lights Scheme	£ 27,614.10	£ -	£ 17,828.98	£ 9,785.12
Building Repairs	£ 27,200.00	£ 5,000.00	£ -	£ 32,200.00
War Memorial	£ 7,296.00	£ -	£ -	£ 7,296.00
Elections	£ 8,000.00	£ 4,000.00	£ -	£ 12,000.00
Cemeteries	£ 46,603.40	£ -	£ -	£ 46,603.40
Street Lighting	£ 2,000.00	£ -	£ -	£ 2,000.00
Play Equipment	£ 10,000.00	£ -	£ -	£ 10,000.00
Crime & Disorder	£ 3,656.25	£ -	£ 3,656.25	£ -
Training	£ 1,306.00	£ -	£ 332.00	£ 974.00
Youth Provision	£ 20,444.81	£ -	£ 15,320.62	£ 5,124.19
	£ 250,881.91	£ 11,090.00	£ 49,984.82	£ 211,987.09
	£ 432,766.15	£ 142,006.92	£ 51,315.79	£ 523,457.28

Daventry Town Council Annual Community Infrastructure Levy Report**Report for the period 1st April 2024 to 31st March 2025**

A	Total CIL Income carried over from previous years	£135,878.84
B	Total CIL Income received for 2024/25	£128,592.84
C	Total CIL Expenditure for 2024/25 as listed below	£0.00
D	Total CIL repaid following a repayment notice	£0.00
E	Total CIL Retained at year end (A+B-C-D)	£264,471.68

Summary of CIL Expenditure during the year 2024/25

Item / Purpose	Amount Spent
Total Spent	£0.00

Balance Sheet – As at 31st December 2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
105	VAT Control A/c	106,268
110	Prepayments	95,276
200	HSBC Current/Deposit A/c	1,057,339
205	Unity Trust Current/Deposit	100,386
215	Public Sector Deposit Fund	84,910
250	Petty Cash	5
Total Current Assets		1,444,182
<i>Current Liabilities</i>		
500	Creditors	88,187
510	Accruals	16,362
560	Receipts In Advance	5,652
Total Current Liabilities		110,201
Net Current Assets		1,333,981
Total Assets less Current Liabilities		1,333,981

Represented by :-

300	Current Year Fund	598,317
310	General Fund	212,206
321	EMR - Healthy Young Daventry G	5,258
323	EMR - Museum Donations	1,989
324	EMR - Planning Consultant	3,832
325	EMR - Mayors Chain of Office	2,609
326	EMR - Open Spaces	70,667
327	EMR - Devolution	6,908
328	EMR - Community Infrastructure	264,472
329	EMR - Christmas Lights Scheme	9,785
330	EMR - Building Repairs	32,200
332	EMR - S106 Allotments	5,149
333	EMR - S106 Grounds Maint Middl	6,203
334	EMR - S106 POS - Dennetts Clos	15,254
335	EMR - Civic - War Memorial	7,296
336	EMR - Cemeteries	46,603
339	EMR - Elections	12,000
340	EMR - Public Works Loan	6,642
343	EMR - Street Lighting	2,000
344	EMR - Play Equipment	10,000
346	EMR - Training	974
347	EMR - Youth Provision	5,124
348	EMR - Teen Clinic Daventry	8,492
Total Equity		1,333,981

Note: The bank accounts were reconciled as at 31st December 2024 and agree with the statement of balances detailed above by the Chairman of the Finance, Policy & Assets Committee, in the presence of the Chief Officer.

Submitted to the Finance, Policy & Assets Committee at its meeting on 13th January 2025 and

Approved

Date

Payment Schedule 10/12/2024 - 13/01/2025

REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
240901	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees Dec'24
240902	Alderman Roofing Ltd	£ 2,970.00	£ 594.00	£ 3,564.00	Chimney works - labour, scaffolding and materials
240903	Anglian Water	£ 104.28	£ -	£ 104.28	Water - 3 New Street 03/09/2024-02/12/2024
240904	Anglian Water	£ 29.82	£ -	£ 29.82	Water - Cherry Orchard Allotments - 03/10/24-02/01/25
240905	Anglian Water	£ 506.40	£ -	£ 506.40	Water - Top Green Allotments (Drayton) - 03/10/24-02/01/25
240906	Anglian Water	£ 22.36	£ -	£ 22.36	Water - Welton Road Allotments - 09/10/24-08/01/25
240907	Aviva	£ 4,123.58	£ -	£ 4,123.58	Pension December 2024
240908	Bazeley Cleaning	£ 306.00	£ -	£ 306.00	Office Cleaning December 2024
240909	Blizzard	£ 62.20	£ 12.44	£ 74.64	Mobile Phone Contract - Operations & Broadband Dec'24
240910	CYPN	£ 1,876.87	£ 375.37	£ 2,252.24	Youth Hub Sessions November-December
240911	DTC	£ 2,635.93	£ -	£ 2,635.93	Additional Salaries and NIC/NI December 2024
240912	DTC	£ 27,250.00	£ -	£ 27,250.00	Salaries and NIC/NI liabilities January 2025
240913	eAutomotive	£ 40.20	£ 8.04	£ 48.24	Trend x 13 Nov 2024 & Cemeteries Software Backup Dec 2024
240914	Engle	£ 409.40	£ 20.47	£ 429.87	Electricity - Trader Toilet - November 2024
240915	Grenadier Grounds and Trees Limited	£ 500.00	£ 100.00	£ 600.00	20 tonnes of topsoil for topping up of graves - Welton Road Cemetery
240916	Grenadier Grounds and Trees Limited	£ 300.00	£ 60.00	£ 360.00	Repairs to damaged fence - Eastern Way
240917	Grenadier Grounds and Trees Limited	£ 150.00	£ 30.00	£ 180.00	Repair to broken fence - damage caused by fallen tree
240918	Hawk Pest Control	£ 170.00	£ -	£ 170.00	Pest control service Dec'24 for DE,DW & WR
240919	HSBC	£ 9.50	£ -	£ 9.50	Bank Charges Dec'24
240920	Legal & General	£ 1,060.63	£ -	£ 1,060.63	Group Life Assurance Benefit 24/25
240921	Maternity Cover	£ 1,200.00	£ -	£ 1,200.00	Maternity Cover December 2024
240922	Midrepro	£ 73.19	£ 14.64	£ 87.83	Photocopies Dec'24
240923	Modes	£ 90.00	£ 18.00	£ 108.00	MODES Annual Membership & Support
240924	Museum Volunteer Curator (R Viveash)	£ 13.71	£ -	£ 13.71	Expenses - Mileage - Paint Brush and Fuses for Exhibition
240925	Northamptonshire Mind	£ 50.00	£ -	£ 50.00	Teen Clinic use of building 09/12/2024
240926	Northants CALC Ltd	£ 48.00	£ 9.60	£ 57.60	Chairman & Leadership Training - Cllr Matthews - 4th December 2024
240927	Onlineplaygrounds	£ 2,399.90	£ 479.98	£ 2,879.88	Play Equipment Parts
240928	Personnel Solutions	£ 100.00	£ 20.00	£ 120.00	HR Consultancy Fees Dec'24
240929	ProLudic	£ 1,674.29	£ 334.85	£ 2,009.14	Play Equipment Parts
240930	ProLudic	£ 138.98	£ 27.80	£ 166.78	Play Equipment Parts
240931	Responsible Finance Officer (S Fox)	£ 14.90	£ -	£ 14.90	Expenses, Refreshments & Gingerbread Men & Cleaning Products
240932	Rushden Town Council	£ 30.00	£ -	£ 30.00	2 x tickets - Mayor's Indoor Curling Night - 1st Feb 2024
240933	SLCC	£ 317.71	£ 63.54	£ 381.25	CCTV Electricity Nov'24
240934	Southern Electric	£ 850.00	£ -	£ 850.00	Venue Hire - Fireworks 2025
240935	The Parker E-ACT Academy	£ 259.69	£ 12.99	£ 272.68	New Street Elec Dec'24
240936	Total Gas & Power	£ 122.19	£ 6.11	£ 128.30	Cemetery Lodge - Electricity - December'24
240937	Total Gas & Power	£ 18.67	£ 0.94	£ 19.61	The Gazebo - Electricity - December'24
240938	Total Gas & Power	£ 52.03	£ 2.60	£ 54.63	Feeder Pillars - Electricity - December'24
240939	Total Gas & Power	£ 2,328.04	£ 465.63	£ 2,793.67	Gas - 3 New Street - 30/09/24 - 31/12/24
240940	Total Gas & Power	£ 83.98	£ 16.80	£ 100.78	Annual Charge - Ladies Hygiene Unit
240941	UC Site Services	£ 113.82	£ 22.76	£ 136.58	Archive boxes, A4 paper, A4 green paper, stapler, scissors & biros
240942	Viking	£ 339.86	£ -	£ 339.86	Employee Health Insurance 07/01/2024 to 06/02/2025
240943	Vitality	£ 12.43	£ 2.49	£ 14.92	VOIP calls & charges December 2024
240944	VoiceHost	£ 66,657.44	£ 13,331.49	£ 79,988.93	Open Spaces Contract January'25
240945	West Northamptonshire Norse	£ 29.04	£ 5.81	£ 34.85	Trade Waste Collection Dec'24
240946	West Northamptonshire Norse	£ 90.00	£ -	£ 90.00	2 x tickets - Civic Dinner
240947	West Northamptonshire Council - Chairmans Charity	£ 855.00	£ 171.00	£ 1,026.00	Christmas Market - Equipment Hire & Staff - Cancellation Charge
240948	Juice Sound Ltd	£ -	£ -	£ -	

Total Invoices

£ 47,810.41 £ 16,248.35 £ 49,638.89

Invoices Paid via DTC Card

240949 Microsoft	£ 117.60	£ 23.52	£ 141.12	Microsoft 365 Business Basic Licence x 2 for 2024/25
240950 Wallplanners.com	£ 40.71	-	£ 40.71	Wall Planners for 2026 & 2027
240951 Instaprint	£ 42.83	-	£ 42.83	2 x A1 Posters - Museum Exhibition
240952 The Core at Corby	£ 32.00	-	£ 32.00	2 x tickets - Teamwork Trust Charity Concert - Mayor
240953 Parkwood Theatres	£ 30.00	-	£ 30.00	2 x tickets - Castle Theatre Charity Concert - Mayor
Total Card Payments	£ 263.14	£ 23.52	£ 286.66	

Approved.....

Date.....