

Community Grants
2024-25

Date	Applicant	Amount	F&P or TC	Total cost of project	Source of funding for shortfall	Previous Applications (if any)	Type of Organisation	History	Details of Project	Eligibility - Project	Meets Funding Criteria	Feasibility (availability of funding/skill sets/resources to complete project)	Comments	Funding Approved	Community Grant Balance
FINANCIAL YEAR 2024-25															
09/03/2023	Daventry Conservative Club	1000	F&P	1840	Organisations Funds	None	Eligible. Registered Not for Profit Society	The club has been active since 1885, moving in to its current location in 1831.	Installation of a Defibrillator which is to be accessible to the public. Once installed it will be registered on the National Defibrillator Network	Confirmed	Accounts have been received and confirmed eligible	Project is sustainable and achievable by those managing the project.	Need proof of LPA permission to install within conservation area. Funding awarded, to be paid upon evidence being provided that the LPA has granted the relevant permissions	£ 1,000.00	£ 9,000.00
07/09/2023	Daventry Contact	1000	F&P	42905	applying for other grants to secure funding	Previous grants awarded 21/12/2021 & 13/11/2020	Registered Charity	Daventry Contact was established in 1978, to provide basic items of furniture to members of the community struggling with furniture poverty	To purchase a new vehicle to replace one of the two existing vans.	Confirmed	Accounts have been received and confirmed eligible	Confirmed	Awarded grant, monies to be released upon receipt of evidence that the remainder of the funding has been secured	£ 1,000.00	£ 8,000.00
23/03/2024	Neighbourhood Watch in the early 2010's	90.50	F&P	90.50	None	2010 DTC resolved to support Neighbourhood watch schemes and provide funding for signage.	Voluntary Group	The Drayton Area Neighbourhood Watch scheme was established by the Drayton Residents Association in the early 2010's to connect the community to minimise crime.	To purchase new lamp post signs and appropriate fixings due to the expansion of the area which now includes Cherry Orchard.		No accounts available, local volunteer co-ordinating the expansion of the scheme.	Project is sustainable and achievable by those managing the project.		£ 6,000.00	
23/03/2024	Daventry Allotment & Garden Association	1000	F&P	1300	Association Funds	DTC has supported the events since 2016. Previous grants awarded 03/06/2019, 14/06/2021, 21/06/2022 & 14/06/2023	Eligible. Not for Profit organisation and facility open to all members of the community.	DAGA was established in the early 1970's, promoting benefits of growing flowers and vegetables	Yearly event to raise awareness of the health and wellbeing benefits of growing fresh produce for all.	Confirmed	Accounts have been received and confirmed eligible	Project is sustainable and achievable by those managing the project.		£ 8,000.00	
09/04/2024	Daventry Wellness & Sports C.I.C.	1000	F&P	1000	Organisation funds - money raised through membership fees from Daventry Badminton	None	Newly Registered Community Interest Company. Private Company limited by shares.	Newly formed community organisation. Dedicated to making health and well-being accessible to residents of Daventry.	To purchase starter sets (including net, paddles and balls) and provide contribution to May'24 hall rental costs to establish a Pickleball programme.		Bank Statement and projected breakdown of income and expenditure relating to the introduction of Pickleball has been provided.	Project is sustainable and achievable by those managing the project.			
10/04/2024	Friends of Daventry Country Park	770	F&P	670	Association Funds.	None	Not-for-profit voluntary group	Association established over 25 years ago to support, promote and enhance Daventry Country Park	Installation of a Defibrillator at the Reservoir Café which is accessible to the public during their opening hours.		Accounts have been received.	Friends of Daventry Country Park are dissolving the organisation, due to dwindling numbers and the park evolving into a more commercial provision. They are relying on West Northamptonshire Council to cover the cost of installation and the current lease holder of the café to cover ongoing maintenance costs.			

JAN/FEB/MAR 2024

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024

Internal Checking is an independent and objective assurance and consulting activity that is guided by philosophy of adding value to improve operations of Daventry Town Council.

This internal financial check is carried out by two councillors appointed by the Finance & Policy Committee on a quarterly basis and no two councillors shall carry out the internal financial check consecutively.

The Clerk/RFO shall not carry out the internal check.


Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
Check annual budget produced for revenue and capital expenditure and approved by Council for precepting.	✓			1	30.1.23 TC 2301.8
Check that following financial reports are included on every F&P Agenda and approved by Committee: <ul style="list-style-type: none"> Income and expenditure (budget) List of payments Balances and reconciliation Petty Cash payments Inter account transfers 	✓ ✓ ✓ ✓ ✓			4	yet to be confirmed at next meeting CPC ✓ Amazon ✓ Crime scene ✓ Quiz night ✓ E.A. to. ✓
Undertake minimum of 5 checks on the bank cheque book/ bill payments and invoices to ensure following: <ul style="list-style-type: none"> Payee detail on bill payment / cheque stub Amount on bill payment / cheque stub Initials of two authorised signatories on bill payment / 				4	no Cheques


DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
cheque stub <ul style="list-style-type: none"> • Invoice, cross referenced to bill payment / cheque stubs and initialled by same signatories. • Requisition form attached (where appropriate). • Authorised for accuracy and payment, by Chief Officer/RFO 					
Check petty cash account balance.	✓			4	£45 ✓
Check the paying in book against income.	✓			4	✓
Check receipts banked regularly.	✓			4	✓
Check VAT claimed regularly.	✓			4	£51.3
Check financial records backed up and stored with the cloud / off-site?	✓			4	included 1/mth.
Check insurance schedule/certificates to include amounts insured for <ul style="list-style-type: none"> • Buildings/Contents • Public Liability • Employers Liability • Museum Artefact including Civic Regalia • Playground Equipment • CCTV • Fidelity guarantee 	✓ ✓ ✓ ✓ ✓ ✓ ✓			1	up to date.

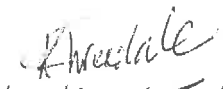
DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2023/2024

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
Check financial regulations and standing orders have been approved by Council in current financial year?	✓			1	26.2.24 TC 2402.6
Check staff appraisals been carried out.	✓			1	" previous year.

Signed by: 
 Print Name: Mike Arnold
 Designation Cllr.

Signed by: 
 Print Name: KATIE THURSTON
 Designation Cllr.

Date Internal checks completed on: 26/4/2024


 Cllr. KAREN TWEEDALE

Internal Audit Report

(to be read in conjunction with the Annual Internal Audit Report in the Annual Governance and Accountability Return)

Name of council:	Daventry Town Council		
Name of Internal Auditor:	L Lavender	Date of report:	21-04-2024
Year ending:	31 March 2024	Date audit carried out:	21-04-2024

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

I completed the year-end audit review of Daventry Town Council on 21st April 2024. I would take this opportunity to thank Sarah Fox, the RFO, for her help and assistance. I reviewed the information available on www.daventrytowncouncil.gov.uk. I was able to access a well ordered and detailed set of documents and records. By examination of these documents & records plus further questioning, I tested aspects of the Council's internal controls as required for the Internal Audit section of the Annual Return Form 3. I am satisfied that effective policies and procedures together with systems to manage, monitor and control the Council's business are in place. Accordingly, I was able to answer 'yes' to all relevant questions and have signed the Return as required.

This report is based on the evidence made available to me. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council in order to detect error or fraud. Consequently, the report is limited to those matters set out above

Yours sincerely,



Lynn Lavender MA FSLCC
Internal Auditor to the Council
Lynnlavender_5@hotmail.com

The figures submitted in the Annual Governance and Accountability Return are:

	Year ending 31 March 2023	Year ending 31 March 2024
1. Balances brought forward	464515	561245
2. Annual precept	1467404	1537237
3. Total other receipts	123348	229394
4. Staff costs	367322	392389
5. Loan interest/capital repayments	21828	21828
6. Total other payments	1104872	1177995
7. Balances carried forward	561245	735664
8. Total cash and investments	518630	718204
9. Total fixed assets and long-term assets	521698	547954
10. Total borrowings	314323	299483

The proper practices referred to in Accounts and Audit Regulations are set out in *Governance and Accountability for Smaller Authorities in England (2023)*. It is a guide to the accounting practices to be followed by local councils and it sets out the appropriate standard of financial reporting to be followed. A copy of the guide is available for free download from:

<https://www.northantscalc.com/practitioners-guide-2023>.

Annual Internal Audit Report 2023/24

DAVENTRY TOWN COUNCIL
www.daventrytowncouncil.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken **21-4-2024** **NORTHANTS CALC** **NEB** the of person who carried out the internal audit

Signature of person who carried out the internal audit **[Signature]** **INTERNAL AUDIT SERVICE** **L. LAVERNOR** **AUDITOR**

Date **21-4-2024**

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Report on: ANNUAL GOVERNANCE STATEMENT
Report by: Cllrs M Arnold, K Thurston and K Tweedale
Date: 26th April 2024

Section 1 of the Annual Audit return requires members to acknowledge their responsibility for ensuring there is a sound system of internal control, including the preparation of the statement of accounts.

The Annual Governance Statement must be approved by Council and signed by the Chairman and Clerk.

Cllr Karen Tweedale was appointed by Full Council at its meeting on 25th March 2024 TC2403.8, in partnership with the two members which were appointed by the Finance and Policy Committee, Cllr Mike Arnold and Cllr Katie Thurston to refer to the nine specific statements and on evidence provided by the Clerk/RFO advise and confirm the accounting statements for the financial year ended March 2024.

Having scrutinised the councils accounting processes and procedures, we confidently advise and recommend, to the best of our knowledge and belief, the following responses to those statements (in bold):

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

Yes

The accounts are prepared on an income and expenditure basis in accordance with the Accounts and Audit Regulations and guidance in Governance and Accountability for Local Councils A Practitioner's Guide 2010 (England) and submitted to the finance and policy committee on a monthly basis for scrutiny and approval.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

Yes

A review of the effectiveness of the Council's internal control was carried out by the Town Council, at its meeting on 26th February 2024 TC2402.4. The aim of the review was to identify and implement measures, to prevent and detect fraud.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

Yes

The Council operates within a robust set of governance arrangements. Reports are regularly submitted to committees, providing detail on costs, powers, viability and any other relevant detail, from the Clerk and other professional bodies.

4. We provided proper opportunity during the year for the exercise of elector's rights in accordance with the requirements of the Accounts and Audit Regulations.

Yes

The Council makes its accounts available for inspection, on a monthly basis at the Finance and Policy committee meetings and available to any interested party, by appointment.

Report on: ANNUAL GOVERNANCE STATEMENT
Report by: Cllrs M Arnold, K Thurston and K Tweedale
Date: 26th April 2024

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and / or external insurance cover where required.

Yes

Review of the adopted BDO financial risk assessment, review of insurance requirements and review of Fidelity Guarantee was carried out and actions approved by the Town Council at its meeting on 26th February 2024 TC2402.6 and TC2402.7.

6. We maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems.

Yes

The Council carries out internal financial checks, on a quarterly basis, by two members appointed from the Finance & Policy Committee. All reports are submitted to the F&P Committee and Minuted. An Internal Auditor, appointed by NCALC, reviews the accounts on an annual basis and reports his/her findings to Council.

7. We took appropriate action on all matters raised in reports from internal and external audit.

Yes

There were no matters arising which came to the external auditor's attentions which required the issuing of a separate additional issues arising report.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year end, have a financial impact on this authority and, where appropriate, have included them in accounting statements.

Yes

The Council is confident that it is open and transparent in all its business activity.

9. Trust Funds (including charitable) – in our capacity as the sole managing trustee we have discharged our accountability responsibilities for the fund(s) /assets, including financial reporting and, if required, independent examination or audit.

Yes

The Council has been appointed as Trustee of land belonging to the charity established by an indenture dated 31st March 1890 "Daventry Recreation Ground" by the previous trustee Daventry District Council.

The Council keeps separate accounts for the charity to comply with all provisions of the Charities Act 2011 in the keeping and submitting of accounts.

The charity is registered with the Charity Commission which is the independent regulator of charities in England and Wales. The Annual Return for the for the reporting year to 31st March 2023 have been submitted.

There are currently no funds held by the Trust.

Section 2 – Accounting Statements 2023/24 for

DAVENTRY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	464,515	561,245	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,467,404	1,537,237	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	123,348	229,394	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	367,322	392,389	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,828	21,828	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,104,872	1,177,995	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	561,245	735,664	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	518,630	718,204	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	521,698	547,954	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	314,323	299,483	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

17/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Council Income & Expenditure – April 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & Policy</u>						
Income	807,794	1,624,361	816,567			49.7%
Expenditure	68,623	690,450	621,827	0	621,827	9.9%
Net Income over Expenditure	739,171					
plus Transfer from EMR	406					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	739,577					
<u>Community Services</u>						
Income	0	0	0			0.0%
Expenditure	9,443	95,700	86,257	0	86,257	9.9%
Net Income over Expenditure	(9,443)	(95,700)	(86,257)			
plus Transfer from EMR	1,040					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(8,403)					
<u>Museum</u>						
Income	0	0	0			0.0%
Expenditure	609	8,090	7,481	0	7,481	7.5%
Net Income over Expenditure	(609)	(8,090)	(7,481)			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(609)					
<u>Planning & Licensing</u>						
Income	0	0	0			0.0%
Expenditure	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	0					
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	0					

Continued over page

Council Income & Expenditure – April 2024

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Infrastructure Levy</u>						
Income	0	0	0			0.0%
Expenditure	0	0	0	0	0	0.0%
Net Income over Expenditure	0	0	0			
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	0					
<u>Parks, Open Spaces & Environ</u>						
Income	1,948	88,850	86,902			2.2%
Expenditure	69,596	916,971	847,375	0	847,375	7.6%
Net Income over Expenditure	(67,648)					
plus Transfer from EMR	0					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	(67,648)					
Grand Totals:-						
Income	809,742	1,713,211	903,469			47.3%
Expenditure	148,271	1,713,211	1,564,940	0	1,564,940	8.7%
Net Income over Expenditure	661,470	0	(661,470)			
plus Transfer from EMR	1,446					
less Transfer to EMR	0					
Movement to/(from) Gen Reserve	662,917					

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	£ -	£ -	£ 135,878.84
Healthy Young Daventry Grant	£ 5,298.78	£ -	£ -	£ 5,298.78
Teen Clinic Daventry Grant	£ 7,458.84	£ -	£ -	£ 7,458.84
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	£ -	£ -	£ 181,884.24
<u>Earmarked Reserves</u>				
Museum Donations	£ 2,129.41	£ -	£ -	£ 2,129.41
Planning Consultant	£ 1,831.68	£ -	£ -	£ 1,831.68
Mayors Chain of Office	£ 12,987.00	£ -	£ -	£ 12,987.00
Open Spaces	£ 72,346.64	£ -	£ -	£ 72,346.64
Devolution	£ 7,466.62	£ -	£ -	£ 7,466.62
Christmas Lights Scheme	£ 27,614.10	£ -	£ -	£ 27,614.10
Building Repairs	£ 27,200.00	£ -	£ -	£ 27,200.00
War Memorial	£ 7,296.00	£ -	£ -	£ 7,296.00
Elections	£ 8,000.00	£ -	£ -	£ 8,000.00
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	£ -	£ 406.25	£ 3,250.00
Training	£ 1,306.00	£ -	£ -	£ 1,306.00
Youth Provision	£ 20,444.81	£ -	£ 1,040.00	£ 19,404.81
	£ 250,881.91	£ -	£ 1,446.25	£ 249,435.66
	£ 432,766.15	£ -	£ 1,446.25	£ 431,319.90

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	£0.00
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)	£135,878.84

Summary of CIL Expenditure during the year 2024/25

Item / Purpose	Amount Spent
Total Spent	£0.00

Balance Sheet – As at 30th April 2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	555
105	VAT Control A/c	16,103
110	Prepayments	39,836
200	HSBC Current/Deposit A/c	1,323,453
205	Unity Trust Current/Deposit	100,404
215	Public Sector Deposit Fund	82,085
250	Petty Cash	5
Total Current Assets		1,562,440
<u>Current Liabilities</u>		
500	Creditors	130,082
510	Accruals	26,961
560	Receipts In Advance	8,262
Total Current Liabilities		165,305
Net Current Assets		1,397,134
Total Assets less Current Liabilities		1,397,134
<u>Represented by :-</u>		
300	Current Year Fund	661,470
310	General Fund	304,344
321	EMR - Healthy Young Daventry G	5,299
323	EMR - Museum Donations	2,129
324	EMR - Planning Consultant	1,832
325	EMR - Mayors Chain of Office	12,987
326	EMR - Open Spaces	72,347
327	EMR - Devolution	7,467
328	EMR - Community Infrastructure	135,879
329	EMR - Christmas Lights Scheme	27,614
330	EMR - Building Repairs	27,200
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	8,000
340	EMR - Public Works Loan	6,642
343	EMR - Street Lighting	2,000
344	EMR - Play Equipment	10,000
345	EMR - Crime & Disorder	3,250
346	EMR - Training	1,306
347	EMR - Youth Provision	19,405
348	EMR - Teen Clinic Daventry	7,459
Total Equity		1,397,134

Note: The bank accounts were reconciled as at 30th April 2024 and agree with the statement of balances detailed above by the Chairman of the Finance & Policy Committee, in the presence of the Chief Officer.

Submitted to the Finance & Policy Committee at its meeting on 1st May 2024 and

Approved

Date

REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
240101	Access Displays	£ 140.00	£ -	£ 140.00	Supply of graphic panel - Museum Display Cabinet
240102	Access Displays	£ 5,168.00	£ 1,033.60	£ 6,201.60	Museum Display Cabinet
240103	Administration Officer	£ 50.56	£ -	£ 50.56	Expenses - Wooden Stakes - Allotment plots
240104	ADT	£ 754.35	£ 150.87	£ 905.22	Intruder Alarm Annual Maintenance Contract 24/25
240105	Anglian Water	£ 31.85	£ -	£ 31.85	Water - Welton Rd Allotment 09/01/24 to 08/04/24
240106	Anglian Water	£ 0.84	£ -	£ 0.84	Water - Top Green Allotments (Drayton) 03/01/24 to 02/04/24
240107	Anglian Water	£ 19.15	£ -	£ 19.15	Water - Cherry Orchard Allotment - 03/01/24 to 02/04/24
240108	Aperture	£ 27.00	£ -	£ 27.00	Window Cleaning 21/03/2024
240109	Aperture	£ 27.00	£ -	£ 27.00	Window Cleaning 18/04/2024
240110	Aquaserve Maintenance Limited	£ 2,987.67	£ 597.53	£ 3,585.20	Routine Maintenance of DTC water spaces
240111	Aquaserve Maintenance Limited	£ 743.20	£ 148.64	£ 891.84	Audit of DTC water spaces
240112	Aquaserve Maintenance Limited	£ 1,301.26	£ 260.25	£ 1,561.51	Routine Maintenance of DTC water spaces
240113	Aviva	£ 3,713.18	£ -	£ 3,713.18	Pension 2022-23 March 2024
240114	Aviva	£ 4,126.63	£ -	£ 4,126.63	Pension 2023-24 April 2024
240115	Blizzard Telecom	£ 57.65	£ 11.53	£ 69.18	Mobile Phone Contract - Operations Mar'24 & Broadband provision Mar'24
240116	Blizzard Telecom	£ 62.20	£ 12.44	£ 74.64	Mobile Phone Contract - Operations Mar'24 & Broadband provision April'24
240117	Cemeteries Officer	£ 24.30	£ -	£ 24.30	Expenses - Mileage - Cemetery Jan to March 2024
240118	CF Corporate	£ 188.84	£ 37.77	£ 226.61	Photocopier Lease April 2024-June 2024
240119	Chief Officer	£ 69.79	£ -	£ 69.79	Expenses-Mileage - CCTV, Northampton - Peer Review, Northampton - Larger
240120	Citizens Advice West Northamptonshire & Cherw	£ 5,000.00	£ -	£ 5,000.00	Funding Agreement 2024/25 - first installment
240121	Clear Insurance	£ 2,437.81	£ -	£ 2,437.81	Fine Arts Insurance Policy Renewal 2024/25
240122	Collection Trust	£ 68.21	£ 13.64	£ 81.85	Museum Object Entry Forms
240123	Complete	£ 29.00	£ 5.80	£ 34.80	Paper & Clipboards
240124	Complete	£ 93.13	£ 18.63	£ 111.76	Stationery and Hand Towels
240125	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees March'24
240126	CYPN	£ 1,787.50	£ 357.50	£ 2,145.00	Youth Inspired Session Term 4 Feb-Mar
240127	Daventry Area Community Transp	£ 3,750.00	£ -	£ 3,750.00	Funding Agreement 2024/25 - first installment
240128	Daventry Town Council	£ 27,261.77	£ -	£ 27,261.77	Salaries and NIC/NI liabilities April 2024
240129	David Bonham	£ 1,128.42	£ -	£ 1,128.42	Distribution of Spring 2024 Newsletter
240130	David Gilkes and Sons Ltd	£ 35.00	£ 7.00	£ 42.00	Collection of Shredding Console Bag
240131	DTC	£ 27,250.00	£ -	£ 27,250.00	Salaries and NIC/NI liabilities April 2024
240132	eAutomotive	£ 949.90	£ 189.98	£ 1,139.88	New Server including setup and installation/Universal Dock
240133	eAutomotive	£ 50.00	£ 10.00	£ 60.00	Events Officer Laptop - RAM Upgrade
240134	eAutomotive	£ 68.40	£ 13.68	£ 82.08	Trend Software (Feb'24) BACAS backup (March) & Support for Microsoft
240135	Engie Power Limited	£ 166.45	£ 16.24	£ 182.69	Electricity Market Trader Toilet Feb'24
240136	Engie Power Limited	£ 798.47	£ 159.69	£ 958.16	Market Trader Toilet Electricity 01/03/2024-31/03/2024 Estimated
240137	GB Electrical	£ 360.00	£ 72.00	£ 432.00	Electrical Inspection of Feeder Pillars on Daventry High Street
240138	GB Electrical	£ 265.00	£ 53.00	£ 318.00	Replacement LED Firing - rear of Edinburgh Square
240139	GB Lighting & Electrical	£ 148.16	£ 29.63	£ 177.79	Supply and Installation of programmable time clock for feeder pillars
240140	GB Lighting & Electrical	£ 336.00	£ 67.20	£ 403.20	Remedial works to electrical pillars following EICR report
240141	GYM	£ 3,380.00	£ -	£ 3,380.00	Youth Outreach 22/03/24 to 22/06/24
240142	HAGS	£ 1,408.64	£ 281.72	£ 1,690.36	Replacement parts for play equipment repairs
240143	Hawk Pest Control	£ 170.00	£ -	£ 170.00	Pest control service March'24 for DE,DW &WR

240144	HSBC	£	10.00	£	-	£	10.00	Bank Charges March'24
240145	HSP Financial Planning	£	500.00	£	-	£	500.00	Workplace Pension On-going Maintenance 24/25
240146	Iland Cleaning Services	£	288.00	£	-	£	288.00	Cleaning - March 2024
240147	Institute of Cemetery & Cereatorium Management	£	100.00	£	-	£	100.00	ICCM Subscription 24/25
240148	Juice Sound Ltd	£	56.00	£	-	£	56.00	Fitting of replacement LED lights in suspended ceiling
240149	Juice Sound Ltd	£	32.00	£	-	£	32.00	Ceiling Tile Supply and Fitting
240150	Juice Sound Ltd	£	458.00	£	-	£	458.00	British Science Week Infrastructure
240151	Juice Sound Ltd	£	1,508.76	£	301.75	£	1,810.51	Infrastructure for Foodies Market - April 2024
240152	Juice Sound Ltd	£	1,520.80	£	304.16	£	1,824.96	Suspension of bunting on Sheaf Street & High Street
240153	Maternity Cover - HG	£	1,600.00	£	-	£	1,600.00	Communications Officer Maternity Cover March 2024
240154	Matterport	£	188.67	£	37.73	£	226.40	Matterport Subscription Annual 20/03/2024 to 19/03/2025
240155	Midrepro	£	77.40	£	15.48	£	92.88	Photocopies March 2024
240156	Midrepro	£	84.25	£	16.85	£	101.10	Photocopies April 2024
240157	Museum Officer	£	54.44	£	-	£	54.44	Expenses - Mileage NIMAG - BSW Supplies & Refreshments
240158	N&J Draper	£	105.00	£	-	£	105.00	Bollard Replacement Wimborne Place
240159	N&J Draper	£	1,260.00	£	-	£	1,260.00	Cleaning of bus shelters
240160	National Association of British Market Authorities	£	434.00	£	-	£	434.00	NAMBA Annual Subscription 24/25
240161	Northampton Town Council	£	100.00	£	-	£	100.00	Northampton Mayor - Farewell Dinner Tickets - 11th May 2024
240162	Northamptonshire Mind	£	50.00	£	-	£	50.00	Teen Clinic use of building 04/03/2024
240163	Northants CALC	£	6,022.91	£	270.00	£	6,292.91	NCALC membership 24/25
240164	Online Playgrounds	£	1,465.00	£	293.00	£	1,758.00	Replacement parts for play equipment repairs
240165	Personnel Solutions	£	100.00	£	20.00	£	120.00	HR Consultancy Fees Mar'24
240166	Police, Fire and Crime Commissioner for Northam	£	10,329.98	£	-	£	10,329.98	PCSO Sponsorship 1st April 2024 to 21st June 2024
240167	Rapido	£	589.50	£	117.90	£	707.40	30 x 5 A2 Correx Signs
240168	Replacement Ceiling Tiles	£	85.43	£	17.09	£	102.52	Pack of Ceiling Tiles for Chamber
240169	Responsible Finance Officer	£	23.95	£	-	£	23.95	Expenses - Refreshments/Batteries/Gingerbread Biscuits for Easter Market
240170	Rialtas Business Solutions Ltd	£	999.00	£	199.80	£	1,198.80	Annual Support & Maintenance Licence - Finance Software 24/25
240171	Rialtas Business Solutions Ltd	£	110.00	£	22.00	£	132.00	Annual Support & Maintenance Licence - Allotment Software 24/25
240172	Rialtas Business Solutions Ltd	£	249.00	£	49.80	£	298.80	Annual Support & Maintenance Licence - Allotment Software 24/25
240173	Santa's Village Entertainment	£	298.75	£	59.75	£	358.50	Deposit - Snow Globe Hire for Christmas Event
240174	Southern Electric	£	186.88	£	10.78	£	197.66	Street Lighting Electricity Feb'24
240175	Southern Electric	£	193.79	£	38.76	£	232.55	CCTV Electricity Feb'24
240176	SSE Energy Solutions	£	199.50	£	8.24	£	207.74	Street CCTV Electricity March'24
240177	SSE Energy Solutions	£	200.03	£	9.75	£	209.78	Street Lighting Electricity March'24
240178	SSE Energy Solutions	£	200.28	£	11.56	£	211.84	Street Lighting Electricity March 2024
240179	SSE Energy Solutions	£	207.74	£	41.55	£	249.29	CCTV Electricity March'24
240180	Surface Impression	£	423.61	£	84.72	£	508.33	Museum Website Hosting 24/25
240181	T Agz	£	6.00	£	-	£	6.00	Refund re Memorial Permit
240182	The Joker Entertainment	£	1,239.00	£	247.80	£	1,486.80	Stilt Walker - Easter Mkt, Foodies Mkt & Christmas Mkt
240183	The National Allotment Society	£	55.00	£	11.00	£	66.00	Subscription 24/24
240184	The Parker E-Act Academy	£	850.00	£	-	£	850.00	Hire of School ground for Fireworks Display - November 2024
240185	Through the Keyhold	£	220.00	£	44.00	£	264.00	Replacement locking device for external rear door
240186	Total Gas & Power	£	26.44	£	1.33	£	27.77	Feeder Pillar(Market) Elec Feb'24
240187	Total Gas & Power	£	112.18	£	5.61	£	117.79	Summer Haze Elec Feb'24
240188	Total Gas & Power	£	16.29	£	0.81	£	17.10	Gazebo Elec Feb'24

Payment Schedule 12/03/2024 - 01/05/2024

240189	Total Gas & Power	£ 150.85	£	7.54	£	158.39	Electricity February 2024 - 3 New Street
240190	Total Gas & Power	£ 1,249.88	£	211.41	£	1,461.29	Gas - 3 New Street - Jan to March 2024
240191	Total Gas & Power	£ 60.00	£	3.00	£	63.00	Electricity - Feeder Pillars - March 2024
240192	Total Gas & Power	£ 163.21	£	8.16	£	171.37	Electricity - 3 New Street - March 2024
240193	Total Gas & Power	£ 111.24	£	5.57	£	116.81	Electricity - Cemetery Lodge - March 2024
240194	Total Gas & Power	£ 16.31	£	0.81	£	17.12	Electricity - The Gazebo - March 2024
240195	Vitality	£ 276.89	£	-	£	276.89	Employee Health Insurance 07/04/24-06/05/24
240196	Vizard Face & Body Art	£ 220.00	£	-	£	220.00	Facepainter - Bark in the Park
240197	VoiceHost	£ 23.79	£	4.76	£	28.55	VOIP Calls and Charges March'24
240198	Volunteer Museum Curator	£ 6.25	£	1.25	£	7.50	Extension Lead for British Science Week Activities
240199	West Northamptonshire Council	£ 1,347.30	£	-	£	1,347.30	Rates 24/25 - Cemetery
240200	West Northamptonshire Council	£ 10,104.75	£	-	£	10,104.75	Rates 24/25 - 3 New Street
240201	West Northamptonshire Council	£ 274.45	£	-	£	274.45	Rates 24/25 - Market Trader Toilet
240202	West Northamptonshire Council	£ 67,314.33	£	13,462.87	£	80,777.20	Estimated Contract Partnership 24/25 - April 2024
240203	West Northants Norse	£ 25.19	£	5.04	£	30.23	Trade Waste Collection March 2024
240204	West Northants Norse	£ 25.19	£	5.04	£	30.23	Trade Waste Collection April 2024
240205	Iland Cleaning Services	£ 288.00	£	-	£	288.00	Office Cleaning April 2024
240206	Hawk Pest Control	£ 170.00	£	-	£	170.00	Pest control service April'24 for DE,DW &WR
240207	Personnel Solutions	£ 100.00	£	20.00	£	120.00	HR Consultancy Fees April'24
240208	Projects Officer (C Gardner Pett)	£ 35.19	£	-	£	35.19	Expenses - Mileage & Parking - String & Keyrings (Events)
240209	Events Officer (A Green)	£ 10.05	£	-	£	10.05	Expenses - Refreshments/Sweets (Bark in the Park)
240210	Responsible Finance Officer (S Fox)	£ 9.35	£	-	£	9.35	Expenses - Refreshments & Free From Chocolate (Easter Market)
240211	Cottons	£ 75.00	£	15.00	£	90.00	Payroll Processing Fees April'24
240212	Museum Officer (S Good)	£ 21.23	£	-	£	21.23	Expenses - Mileage & Refreshments
240213	Maternity Cover - HG	£ 1,760.00	£	-	£	1,760.00	Communications Officer Maternity Cover April 2024
240214	VoiceHost	£ 23.65	£	4.73	£	28.38	VOIP Calls and Charges April'24
240215	Cottons	£ 75.00	£	15.00	£	90.00	Payroll Processing Fees April'24
Total Invoices		£ 210,667.16	£	19,509.93	£	230,177.09	

Invoices Paid via DTC Card

240216	Amazon	£ 6.65	£	1.33	£	7.98	Crayola Washable Markers for BSW
240217	Amazon	£ 51.34	£	10.28	£	61.62	3 x Measuring Jugs (BSW), Spotlight Bulbs (Museum), Stibile Pens (Cemeteries Of
240218	Wave	£ 1,000.00	£	-	£	1,000.00	Cemetery Water Charge 2020 to 2024 + reconnection fee
240219	Amazon	£ 18.47	£	3.70	£	22.17	A4 Lever Arch Folders
240220	Wave	£ 100.00	£	-	£	100.00	Cemetery Water Charge 2020 to 2024 + reconnection fee
240221	Amazon	£ 26.05	£	3.84	£	29.89	Items for BSW Activities
240222	Tesco	£ 34.60	£	-	£	34.60	Materials & Refreshments - BSW Event
240223	Amazon	£ 13.32	£	2.67	£	15.99	Replacement Radio Ear Piece for Ranger
240224	Main Line Timber Limited	£ 31.49	£	6.30	£	37.79	Gate Post - Open Spaces
240225	Screwfix	£ 268.31	£	53.66	£	321.97	Cable Ties (Advertising), Padlocks & WD40 (Allotments)
240226	Screwfix	£ 4.99	£	1.00	£	5.99	Line Marking Paint - Easter Market
240227	Amazon	£ 23.30	£	4.67	£	27.97	Strong A4 Pockets & Keyboard & Mouse Wrist Support
240228	Disclosure Services	£ 50.13	£	2.37	£	52.50	DBS Enhanced Checks - S Fox
240229	Amazon	£ 33.32	£	6.67	£	39.99	LED Lights

240230 Daventry Dry Cleaners	£ 35.00	£ 35.00	Cleaning of Chief Officer's Robes
240231 Amazon	£ 10.24	£ 2.05	Picture Hanging Strips - Portraits
240232 Amazon	£ 6.85	£ 1.37	Gorilla Adhesive - No Mow May Signs
240233 The Essentials Company	£ 18.04	£ 3.61	Angled Labels - No Mow May Signs
240234 Nichola Chambers	£ 45.00	£ -	New Keys for rear external door
240235 Amazon	£ 7.99	£ -	A4 Brown Paper - Bark in the Park
240236 Amazon	£ 17.46	£ 3.51	Small Pencils - Events
240237 Amazon	£ 15.79	£ 3.16	A4 Violet Paper
240238 Event Brite - NALC	£ 32.68	£ 6.54	NALC Climate Emergency Seminar - 26th June 2024 - Chief Officer
Total Card Payments	£ 1,851.02	£ 116.73	£ 1,967.75

Approved.....

Date.....