

Report to: Finance, Policy & Assets Committee – 10th March 2025
Report on: Licences
Report by: Operations Officer
Date: 5th March 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
2025-2026					
*10/03/2025	497(Daventry)S qn RAFC	The Hollow	No	No	Outside activities and training (Renewal)
*10/02/2025	Drayton Grange Football Club	The Headlands	No	No	To facilitate senior/ junior football matches and training
31/01/2025	Appleton's Fun Fair 06/05/2025- 12/05/2025	Eastern Way	Yes	Yes	Commercial event (New Application)
2024-2025					
23/11/2024	Vaccination Information Hub	New Street, paved area by DACT	No	No	Public Health (1Day)
01/11/2024	Vaccination Hub-for Flu and COVID	New Street, paved area by DACT	No	No	Public Health (1Day)
23/10/2024	Circus Ginnett 26/05/2025- 01/06/2025	Eastern Way	Yes	Yes	Commercial event
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

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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)Sq RAFC	The Hollow	No	No	Outside activities and training
2023-2024					
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

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2024/2025

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 & Assets Committee on a quarterly basis and no two councillors shall carry out the internal financial check consecutively. One councillor from Full Council will be appointed to review the quarter 4 / Year End Internal Financial Check, in partnership with the town councillors appointed by the Financial, Policy & Assets Committee.

The Chief Officer/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	Previously approved on 15/11/24 (for year 24/25)
Check that the notification of Parish Precept Requirement has been submitted to the Unitary Authority.	✓			1	TC2313.9 (v) at meeting (Full Council) 18th December 2024
Check that the following financial reports are included on every Finance, Policy & Assets Agenda and approved by Committee: <ul style="list-style-type: none"> Income and expenditure (budget) List of payments Balances and reconciliation Inter account transfers Virements 	✓			4	FP2501-7 FP2411-8 FP2410.10 December, November and October minutes checked. All items included. All minutes signed

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2024/2025

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
<p>Undertake a minimum of 5 checks on direct debit and or bill payments against the relevant bank statements and invoices to ensure following:</p> <ul style="list-style-type: none"> • Payee detail on bill payment. • Amount on bill payment. • Initials of two authorised signatories. • Invoice, cross referenced to payment and initialled by same signatories. • Requisition form attached (where appropriate). • Authorised for accuracy and payment, by Chief Officer/RFO. 	<p>✓ ✓ ✓ ✓</p>			4	<p>ES Lighting 51.404 £216 10/12/24 B241210/20 Reg 5833 Voicehost Ltd £18.46 16/12/24 Reg 5839 Viking Office 20/11/24 £577.63 Reg 5758 Begley Cleaning 22/11/24 £68.00 B241122/01 Reg 5818 T & HD Creek £650 21/10/24 B241002/04 Reg 5707 ↳ filed under Thornfield. To be re classified as T & HD Creek.</p>
<p>Undertake a minimum of 5 checks on debit card payments against the relevant bank statements and ensure that each transaction has</p> <ul style="list-style-type: none"> • A supporting receipt. • Been listed for retrospective approval in the following months payment schedule. • Initials of two authorised signatories. 	<p>✓ ✓ ✓ ✓</p>			4	<p>Waitrose £91.10 6/12/24 DC240075 RCH Serenata £33.98 2/12/24 DC240073 Stargard Utilities £11.64 Ignore this is DD Bava safety.com £78.55 22/11/24 DC240091 Amazon Marketplace £6.79 27/11/24 DC240702 EB Masting Emer £39.22 11/10/24 DC240055</p>

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2024/2025

Activity	Action Complete	Action Incomplete	Action Required	Frequency per annum	Comments
Check the paying in book against income.	✓			4	NO PAYMENTS IN. Is this teste needed now?
Undertake a minimum of 5 checks of cash and or cheque receipts against the bank statement to ensure that they are banked regularly.	✓ ✓ ✓ ✓ ✓*			4	Credit from Paul Whitley £27.50 11/10/24 Ref Allocations Surgens Head 2024526 £200 14/10/24 Morra Morris 4/12/24 £120 WRC1M1531 8/11/24 Viability £32.96 PM10824-25 *
Check VAT claimed regularly.	✓			4	Claimed to end December 2024, on 13/1/25 This and previous quarter not received. **
Check financial records backed up and stored in the cloud.	✓			4	Stored in the Cloud. Backed up as part of month end process
Check insurance schedule/certificates to include amounts insured for <ul style="list-style-type: none"> Buildings. Contents. Public Liability. Employers Liability. Museum Artefacts including Civic Regalia. Playground Equipment. CCTV. Fidelity guarantee. Business Interruption. Legal Expenses. 	✓		1	Checked last time, audit dated 15/11/24. Check this item next time	

* WRC1M15210 28/11/24 £362 Mrs Tensdale. Paid directly by Brethertons
 ** Check next time for VAT receipts

DAVENTRY TOWN COUNCIL – QUARTERLY FINANCIAL CHECK - FINANCIAL YEAR 2024/2025

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	26224 TC 2402-60 Checks Feb 25 minutes for next audit
Check that staff appraisals have been carried out.	✓			1	All complete now

Signed by: *A Shields*

Print Name: *STEPHEN DABBS*
 Designation: *Councillor*

Date Internal checks completed on: *10/3/25*

Signed by: *JP Matthews*

Print Name: *JANET MATTHEWS*
 Designation: *COUNCILLOR.*

Council Income & Expenditure – February 2025

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Policy & Assets</u>						
Income	1,729,732	1,713,211	(16,521)			101.0%
Expenditure	1,348,660	1,607,421	258,761	0	258,761	83.9%
Net Income over Expenditure	381,073					
plus Transfer from EMR	16,682					
less Transfer to EMR	17,800					
Movement to/(from) Gen Reserve	379,955					
<u>Community Services</u>						
Income	4,010	0	(4,010)			0.0%
Expenditure	123,819	95,700	(28,119)	0	(28,119)	129.4%
Net Income over Expenditure	(119,809)	(95,700)	24,109			
plus Transfer from EMR	38,848					
less Transfer to EMR	2,370					
Movement to/(from) Gen Reserve	(83,331)					
<u>Museum</u>						
Income	140	0	(140)			0.0%
Expenditure	5,620	8,090	2,470	0	2,470	69.5%
Net Income over Expenditure	(5,480)	(8,090)	(2,610)			
plus Transfer from EMR	230					
less Transfer to EMR	140					
Movement to/(from) Gen Reserve	(5,390)					
<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 – February 2025

	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					
<hr/>						
Grand Totals:- Income	1,862,475	1,713,211	(149,264)			108.7%
Expenditure	1,478,099	1,713,211	235,112	0	235,112	86.3%
Net Income over Expenditure	384,377	0	(384,377)			
plus Transfer from EMR	55,760					
less Transfer to EMR	150,903					
Movement to/(from) Gen Reserve	289,234					

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	£ 2,370.08	£ 1,340.57	£ 8,488.35
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	£ 130,962.92	£ 1,380.97	£ 311,466.19
<u>Earmarked Reserves</u>				
Museum Donations	£ 2,129.41	£ 140.00	£ 230.00	£ 2,039.41
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	£ -	£ 409.00	£ 897.00
Health & Wellbeing	£ 20,444.81	£ -	£ 19,637.69	£ 807.12
Waterbody Maintenance	£ -	£ 8,800.00		£ 8,800.00
	£ 250,881.91	£ 19,940.00	£ 54,378.89	£ 216,443.02
	£ 432,766.15	£ 150,902.92	£ 55,759.86	£ 527,909.21

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 28th February 2025

A/c	Description	Actual
<i>Current Assets</i>		
105	VAT Control A/c	137,355
110	Prepayments	94,652
200	HSBC Current/Deposit A/c	813,159
205	Unity Trust Current/Deposit	100,386
215	Public Sector Deposit Fund	85,594
Total Current Assets		1,231,145
<i>Current Liabilities</i>		
500	Creditors	83,951
510	Accruals	21,751
560	Receipts In Advance	5,402
Total Current Liabilities		111,105
Net Current Assets		1,120,041
Total Assets less Current Liabilities		1,120,041
<i>Represented by :-</i>		
300	Current Year Fund	384,377
310	General Fund	207,755
321	EMR - Healthy Young Daventry G	5,258
323	EMR - Museum Donations	2,039
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
342	EMR - Waterbody Maintenance	8,800
343	EMR - Street Lighting	2,000
344	EMR - Play Equipment	10,000
346	EMR - Training	897
347	EMR - Health & Wellbeing	807
348	EMR - Teen Clinic Daventry	8,488
Total Equity		1,120,041

Note: The bank accounts were reconciled as at 28th February 2025 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 10th March 2025 and

Approved

Date

REF	SUPPLIER	Ex VAT	VAT	TOTAL	DETAILS
241101	ADT	£ 784.39	£ 156.88	£ 941.27	25/2/26 Signalling transmission & monitoring of the intruder alarm system
241102	Amphibian Reptile & Insect Association	£ 100.00	£ -	£ 100.00	Exotic Creatures - BSW Event 8th March 2025
241103	Aviva Pension	£ 3,705.07	£ -	£ 3,705.07	Pension 2024-25 March 2025
241104	Bazeley Cleaning	£ 272.00	£ -	£ 272.00	Office Cleaning February 2025
241105	BeeSafe	£ 120.00	£ 24.00	£ 144.00	Fire Alarm Inspection (6 monthly)
241106	Blizzard Telecom	£ 62.20	£ 12.44	£ 74.64	Mobile Phone Contract - Operations Feb'25 & Broadband provision Feb'25
241107	Brackley Town Council	£ 120.00	£ -	£ 120.00	Civic Dinner 25th April 2025 x 2 tickets
241108	CF Corporate Finance Ltd	£ 149.10	£ 29.82	£ 178.92	Lease Rental Mar'25 - Apr'25
241109	Complete	£ 14.04	£ 2.34	£ 16.38	Letter Tray x 2
241110	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees Feb'25
241111	Cottons	£ 75.00	£ 15.00	£ 90.00	Payroll Processing Fees January'25
241112	Crimesecure	£ 16,125.00	£ 3,225.00	£ 19,350.00	Monitoring of CCTV - April to June 2025
241113	Crimesecure Ltd	£ 580.00	£ 116.00	£ 696.00	To supply & install 4x8 TB harddrives to Daventry N.V.R
241114	CYPN	£ 1,876.87	£ 375.37	£ 2,252.24	Youth Inspired Sessions Jan-Feb'25 at Southbrook Community Centre
241115	D&K Heating	£ 395.00	£ 79.00	£ 474.00	Annual Boiler Service
241116	David Gilkes	£ 35.00	£ 7.00	£ 42.00	Shredding bag change 27/02/2025
241117	DTC	£ 27,250.00	£ -	£ 27,250.00	Salaries and NIC/NI liabilities March 2025
241118	DTC	£ 1,212.67	£ -	£ 1,212.67	Additional Salaries and NIC/NI March 2025
241119	eAutomotive	£ 40.20	£ 8.04	£ 48.24	Trend Software Jan x 14 - BACAS Backup February'25
241120	Engie Power Limited	£ 416.20	£ 20.81	£ 437.01	Electricity Jan'25
241121	Hawk Pest Control	£ 170.00	£ -	£ 170.00	Pest control service Feb'24 for DE,DW & WR
241122	HSBC	£ 18.93	£ -	£ 18.93	Bank Charges February 2025
241123	Interim Chief Officer (S Fox)	£ 20.65	£ -	£ 20.65	Expenses - Refreshments - Glue Sticks - Reusable Glasses Museum
241124	Little Faces	£ 230.00	£ -	£ 230.00	Face Painter - Christmas Market - 22nd November'25
241125	Little Faces	£ 185.00	£ -	£ 185.00	Face Painter - Bark in the Park - 1st June'25
241126	Maternity Cover	£ 1,600.00	£ -	£ 1,600.00	Maternity Cover February 2025
241127	Midrepro	£ 68.72	£ 13.74	£ 82.46	Photocopies Feb'25
241128	Museum Officer (C Gardner-Pett)	£ 112.67	£ 14.64	£ 127.31	Expenses - Mileage - Matterport Trf - BSW Items
241129	Nature Noodles Forest School	£ 110.00	£ -	£ 110.00	Forest School - 9th April'25 - Holiday Activities
241130	Northamptonshire Mind	£ 50.00	£ -	£ 50.00	Teen Clinic use of building 03/02/2025
241131	Personnel Solutions	£ 100.00	£ 20.00	£ 120.00	HR Consultancy Fees Feb'25
241132	Southern Electric	£ 328.30	£ 65.66	£ 393.96	CCTV Electricity Jan'25
241133	Surface Impressions	£ 990.00	£ 198.00	£ 1,188.00	10 hours website support - Museum Website
241134	The Slackline School	£ 700.00	£ -	£ 700.00	Slacklining Activity - 13th August 2025 - Holiday Activities
241135	Travis Perkins	£ 372.21	£ 74.45	£ 446.66	Timber - Repair of Fence in Open Spaces
241136	Vitality	£ 257.91	£ -	£ 257.91	Employee Health Insurance 07/03/25 to 06/04/2025
241137	VoiceHost	£ 16.81	£ 3.36	£ 20.17	VOIP calls and charges February 2025
241138	West Northants Norse	£ 29.04	£ 5.81	£ 34.85	Trade Waste Collection Feb'25
241139	West Northants Norse	£ 66,657.44	£ 13,331.49	£ 79,988.93	Open Spaces Contract March'25
241140	Zurich	£ 14,283.04	£ -	£ 14,283.04	Council Insurance 04/03/2025 to 03/03/2026
241141	Total Gas & Power	£ 312.31	£ 62.46	£ 374.77	3 New Street Electricity - 01/02/2025 to 28/02/2025
241142	Total Gas & Power	£ 123.37	£ 6.17	£ 129.54	Cemetery Lodge Electricity - 01/02/2025 to 28/02/2025
241143	Total Gas & Power	£ 61.37	£ 3.07	£ 64.44	Feeder Pillars Electricity - 18/01/2025 to 28/02/2025
241144	Total Gas & Power	£ 16.84	£ 0.84	£ 17.68	Gazebo Electricity - 01/02/2025 to 28/02/2025

Invoices Paid via DTC Card

241145 Amazon	£ 74.93	£ 14.33	£ 89.26	British Science Week - Stones, Bicarb
241146 World of Sweets (Hancocks)	£ 143.38	£ 28.68	£ 172.06	Gold Filled Bunnies & Mini Rolls Love Hearts
241147 UK Public College London	£ 77.00	£ -	£ 77.00	Community Development Certificate Level 6 - Ranger
241148 Instaprint	£ 16.67	£ 3.33	£ 20.00	A1 Poster - Museum
241149 NSL Restormate	£ 63.40	£ 12.68	£ 76.08	Measuring Wheel - Markets
241150 Hootsuite	£ 1,068.00	£ 213.60	£ 1,281.60	Hootsuite Subscription 24/25
241151 Amazon	£ 42.61	£ 4.53	£ 47.14	First Aid Kit, Cold Ice Packs and Teabags
241152 Amazon	£ 38.74	£ 7.75	£ 46.49	Pritt Glue Sticks and Coat Rack First Floor Office Left
241153 Amazon	£ 24.99	£ 5.00	£ 29.99	Coat Rack 1st Floor Office Right
Total Card Payments	£ 1,549.72	£ 289.90	£ 1,809.63	

Additional Invoices for Consideration

£ - £ - £ -

Additional Total Invoices

Approved.....

Date.....