

MEETING OF THE FINANCE & POLICY COMMITTEE OF BRACKLEY TOWN COUNCIL HELD IN THE UPPER HALL, TOWN HALL, BRACKLEY ON MONDAY 24<sup>th</sup> MAY 2010 at 7.38 pm

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Present: The Worshipful the Town Mayor (Councillor Chris Blunden)  
Councillors C S Billingham, K D Bonner-Dunham, C O Cartmell,  
D Dunham, T D Hayward, L Ross, W B Stimpson and P M Stocker.

Apologies: Councillor D Shaw

In attendance: Councillors K Dixon and P Joyce

#### **51. ELECTION OF CHAIRMAN**

Councillor Stimpson proposed Councillor Dunham for Chairman of this Committee and this was seconded by Councillor Stocker. It was

##### **RESOLVED:**

That Councillor Dunham be elected Chairman of this Committee for the ensuing year.

#### **52. ELECTION OF VICE CHAIRMAN**

Councillor Simpson proposed Councillor Cartmell for Vice Chairman and this was seconded by Councillor Billingham. It was

##### **RESOLVED:**

That Councillor Cartmell be elected Vice Chairman of this Committee for the ensuing year.

#### **53. DECLARATIONS OF INTEREST**

Declarations of interest were given by the Town Mayor in item 59, Councillor Hayward in items 60/61, Councillor Ross in item 54, Councillor Stimpson in item 61/62 and Councillor Billingham in item 62. All these items were in List of Accounts 2B which was attached to the Agenda.

#### **54. PUBLIC PARTICIPATION**

None

#### **55. DIRECT DEBIT PAYMENTS**

A list of Direct Debits were outlined in the report and Members approval was sought to the payment schedule. It was

##### **RESOLVED:**

That Members approved the payment schedule detailed in the report.

#### **56. ANNUAL REPORT**

A request had been made for reports from the Chairmen of the three committees in order that the Annual Report could be compiled and published. A report had already been received from Councillor Billingham, as Town Mayor for 2009/2010, and since the request a further report had been received from Councillor Blunden, as the incoming Town Mayor. As these were quite comprehensive, Members agreement was sought that these only be used for the Annual Report this year. It was

#### **RESOLVED:**

That the reports of Councillors Billingham and Blunden be used for the Annual Report for 2010/2011

#### **57. REGISTER OF MEMBERS DECLARATION OF INTEREST**

Members were reminded that they should review their notification of Financial and Other Interests if they had had any change in circumstances and notify the Returning Officer at South Northamptonshire Council accordingly. Members noted.

#### **58. FINANCIAL RISK ASSESSMENT**

A copy of the Financial Risk Assessment and Management for the Town Council was attached to the Agenda. Audit regulations require this to be reviewed annually and approved. It was

#### **RESOLVED:**

That the Financial Risk Assessment and Management for the Town Council be approved.

#### **59. FINANCIAL RESERVES**

Details of interest rates for the Town Council accounts were outlined to Members. The Town Clerk recommended that no changes be made at the present time. The Town Mayor commented that there was a considerable amount invested in one bank at the moment, where there was a maximum loss restriction, and said he was more concerned about security than interest. It was suggested that perhaps £70,000 be transferred to National Savings, where there was no risk to capital investment, and that this be reviewed monthly. Councillor Billingham suggested that contact be made with NALC for its recommendation. It was

#### **RESOLVED:**

That further investigations be made and a report made to a future meeting.

#### **60. MEMBERS INTERNAL AUDITOR**

Members were advised that the internal audit report had been completed by Councillor Joyce up to 31<sup>st</sup> March, including an audit of the equipment. A copy of his report was attached to the Agenda.

Councillor Joyce had indicated that he would not be continuing to undertake this audit. The Chairman thanked Councillor Joyce for his long term service. In the absence of volunteers to take on the role, Councillor Billingham suggested Councillor Titchener. This would have to be confirmed after an approach had been made to Councillor Titchener. In the meantime, Councillor Dunham said he would be happy to take on the responsibility in the short term.

It was

#### **RESOLVED:**

That a vote of thanks be given to Councillor Joyce for his work as internal auditor.

That Councillor Titchener be approached to ascertain if he would take on the role of internal auditor.

#### **61. APOLOGIES**

Members were reminded of the importance of conveying apologies to Meetings. Members noted.

#### **62. COUNCILLORS SURGERIES**

A list for Councillor Surgeries for 2010/11 was attached to the Agenda. Several Members had not indicated when they could undertake Surgery duties, although Councillors Cartmell and Stimpson committed to dates at the Meeting. It was agreed that as elections were due in 2011 that surgeries would not take place in March and April. After discussion it was

#### **RESOLVED:**

That the missing dates would be filled by the Members who had not returned their forms.

#### **63. CREATION OF FREEMEN AND FREEWOMEN**

Due to changes which came into force in 2009, information on the creation of Freemen and Freewomen was contained in the Report. Members noted the information and after discussion it was

#### **RESOLVED:**

That this matter lie on the table.

#### **64. HEALTH AND SAFETY POLICY**

A copy of the Town Council's Health and Safety Policy was attached to the Agenda with a request that the Mayor and Chairman of the Finance and Policy Committee sign the Statement and the Responsibilities and Organisation parts of the documents. It had been highlighted by Mr Leather that this was not being reviewed on an annual basis. It was therefore

##### **RESOLVED:**

That the Town Mayor and Chairman of the Finance Policy Committee sign the Statement and the Responsibilities and Organisation parts of the document.

That a diary note be made for the annual review.

#### **65. TOWN CREST AND BRACKLEY MEANS BUSINESS**

A written request had been received from Brackley Means Business for the use of the town crest to be displayed on their website. Councillor Cartmell pointed out that in the past if permission had been granted it was for use of the crest with the exclusion of the wording.

A second letter had been received from Brackley Means Business stating that the group would like to have representation in the Brackley Town Partnership, including the recruitment of a co-ordinator. Councillor Bonner-Dunham said she could understand the interest but questioned whether the Town Council would have any influence in the matter as any partnership would go forward under the direction of South Northamptonshire Council.

After discussion it was

##### **RESOLVED:**

That permission be granted for the use of the Town Council's Crest with the exclusion of the wording.

That Brackley Means Business be advised that the driving force for the Brackley Partnership will be through the enabler, South Northamptonshire Council, and that any correspondence should therefore be addressed to them. However, the Town Council would appreciate being copied in on any correspondence.

#### **66. FINANCE REPORTS**

##### List of Accounts

List of Accounts 2B had been circulated with the Agenda. It was

##### **RESOLVED:**

That List of Accounts 2B in the sum of £9,173.12 be approved and passed for payment.

**66. FINANCE REPORTS Cont'd.....**

NALC Internal Auditor Report

A copy of the end of year audit report 2009/10 was circulated at the Meeting. Members were advised that this would be the last audit conducted by Mrs Isaacs. It was

**RESOLVED:**

That a letter of thanks be sent to Mrs Isaacs for her work as the NALC internal auditor for the last five years.

**67. HS2**

Members were advised that a letter had been received from Northamptonshire County Council acknowledging the Town Council's concerns regarding HS2 and advising that these will be forwarded to the Environment, Growth and Commissioning directorate who are currently dealing with the matter. Members noted.

**68. TOWN TWINNING**

A copy of a letter from Jean Morgan, Chief Executive South Northamptonshire Council, regarding twinning with a village in the Westerwald region of Germany was circulated at the Meeting. Councillor Stimpson reminded Members that the Town Council is already twinned with a town within that region. Councillor Billingham advised that when this was set up it was done through County Council and she suggested that the Westerwald twinning organisation contact the County Council in the normal way. Councillor Cartmell confirmed that there was a County twinning committee and agreed to supply the office with the information.

**69. TWINNING**

Councillor Cartmell advised that this year would be the 35<sup>th</sup> anniversary of twinning with Montabaur and a visit to the town is planned for the weekend of 18<sup>th</sup> September 2010. Members noted.

**70. EXCLUSION OF PRESS AND PUBLIC**

It was

**RESOLVED:**

That the press and public be excluded from this Meeting during discussion on matters relating to staff matters as publicity would be prejudicial to the public by nature of the business to be transacted.

CONTINUATION OF A MEETING OF THE FINANCE AND POLICY COMMITTEE  
OF BRACKLEY TOWN COUNCIL HELD IN THE UPPER HALL, TOWN HALL,  
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**71. STAFF APPRAISAL**

The Town Clerk advised that her appraisal had been undertaken by the then Town Mayor, Councillor Billingham, and the responsibility would now pass to the current Town Mayor, Councillor Blunden. It was

**RESOLVED:**

That this matter be referred to the next meeting of this  
Committee

Meeting closed at 8.14 pm

Chairman