

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 19th February 2018 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell, Cllrs Bagot-Webb, Morrell, Tiller, Thompson, Waldron, P Wiltshire

Also Present: Cllrs Sharps, Stimpson and E Wiltshire

499/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Baker, Butler, Ross

500/17 DECLARATIONS OF INTEREST

None

501/17 PUBLIC PARTICIPATION

None

502/17 APPROVAL OF MINUTES

On the proposition of Cllr Bagot-Webb it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 22nd January 2018.

503/17 MEMBERS REPORTS

None

504/17 FINANCE REPORTS

On the proposition of Cllr Waldron it was **RESOLVED** to:

To receive and approve the List of Accounts 11 in the sum of £334,825.93

Cllr Thompson agreed to carry out the February payments audit –

505/17 INTERNAL AUDITOR'S INTERIM REPORT

On the proposition of Cllr Morrell it was **RESOLVED** to:

Receives the report and notes its content.

506/17 GENERAL DATA PROTECTION REGULATION

The Clerk updated members on the requirements as they are likely to affect the Town Council.

507/17 RECOMMENDATION FROM THE DIRECT RESPONSIBILITIES & GENERAL PURPOSES COMMITTEE

The Direct Responsibilities Committee, having received a report and presentation regarding Cemetery Charges made the following **RECOMMENDATION** to this committee for consideration.

That the charges levied on the cemetery should ensure that it breaks even in cost terms.

508/17 CHARGING POLICY FOR 2018/19

The Committee was asked to consider the charges to be set for the Cemetery and for the use of the Old Fire Station Community Room.

Last year the charges for the Old Fire Station were frozen with cemetery charges increased by 2%.

Members were asked to agree a policy for 2018/19, taking into account any recommendation from the Direct Responsibilities & General Purposes Committee in relation to the Cemetery.

On the proposition of Cllr Morrell it was **RESOLVED** to:

Set the Cemetery charges for 2018/19 as follows:

ERB Burial	£500
ERB Ashes	£250
Internment Burial	£500
Internment Double Burial	£550
Internment Ashes	£250
Memorial	£250
Tablet	£125
Inscription	£75

Prices would be trebled for non residents

Increase the age of Children for whom no burial Charge would be made up to 18 year of age from 16 years of age

Preparation of ashes plot by BTC £50 to £75

All administration costs £10 to £20 per item

On the proposition of Cllr Waldron it was **RESOLVED** to:

Set the Old Fire Station charges for 2018/19 as follows:

Commercial	£40 per hour
Residents	£20 per hour
Regular Groups	£12 per hour

509/17 MATTERS FOR DISCUSSION OR INFORMATION

The Clerk reported that the NCC Cabinet's proposal to the Council in respect of the Libraries is that they do not make any reductions for the next financial year and ask for officers to develop a strategy to support Option 1.

Sally Munday-Webb, Activity Planner for the Town Hall Restoration Project would be reducing her hours from the beginning of March and would generally be in the office on Mondays and Tuesdays.

Meeting closed: 21.55

Date:

Chair:

**Authorise Payments - February 2018
Month No 11**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salary/Tax & NI/Pension	Net Value	VAT	Invoice Total	Analysis Description
23/02/2018		SAL/FEB/01	Salaries	£ 14,418.46	£	-	£ 14,418.46	Salary
23/02/2018		SAL/FEB/02	Tax & NI	£ 4,841.34	£	-	£ 4,841.34	Tax & NI
23/02/2018		SAL/FEB/03	Pension	£ 6,216.86	£	-	£ 6,216.86	Pension
Payments made between meetings								
23/01/2018		618	Brackley European Association	£ 40.00	£	-	£ 40.00	Mayors allowance
01/02/2018		619	Jennys Pond	£ 250.00	£	-	£ 250.00	BTC Grant
04/02/2018		620	St Peters Church	£ 228.00	£	-	£ 228.00	BTC Grant
04/02/2018		621	Pioneer Bathrooms	£ 474.29	£	94.86	£ 569.15	Replacement taps - OFS Public Toilets
02/02/2018		622	CAB	£ 1,712.00	£	-	£ 1,712.00	BTC Grant
13/02/2018		623	C Hindson	£ 24.30	£	-	£ 24.30	Travel expenses
13/02/2018		624	M Banner	£ 64.80	£	-	£ 64.80	Travel expenses
Online payments								
15/01/2018	9577	625	ICCM	£ 130.00	£	26.00	£ 156.00	Cemetery Course - B Sharp
17/01/2018	157518	626	Hazchem Safety	£ 28.03	£	-	£ 28.03	Cleaning product
19/01/2018	353515	627	George Browns	£ 7.56	£	1.51	£ 9.07	Nylon Visor
16/01/2018	5915	628	Global Mapping Ltd	£ 1,910.00	£	-	£ 1,910.00	Town Guide map
12/01/2018	72006	629	Cemetery Development Services	£ 2,800.00	£	560.00	£ 3,360.00	Cemetery - plotting and survey
17/01/2018	4736318	630	PEAC	£ 299.00	£	59.80	£ 358.80	Photocopier rental
30/12/2017	63276	631	Souham Agricultural Services	£ 329.63	£	65.93	£ 395.56	Mule service
19/01/2018	4007570	632	SNC Grass Cutting	£ 17,945.95	£	3,589.19	£ 21,535.14	2017 - 2018 Grass cutting contract
19/01/2018	4007571	633	SNC Grass Cutting	£ 16,985.52	£	3,397.10	£ 20,382.62	2017 - 2018 Grass cutting contract
19/01/2018	262489	634	Shaw & Sons (Register of Burials)	£ 170.00	£	34.00	£ 204.00	Cemetery book
20/01/2018	8062031372	635	Wave (water - Cemetery)	£ 3.36	£	-	£ 3.36	Cemetery - Water
31/01/2018	9895	636	AH Contracts	£ 594.00	£	118.80	£ 712.80	Dog waste collection
24/01/2018	6620	637	NCALC	£ 72.00	£	-	£ 72.00	Parish Mapping training - A Moses, C Hindson
23/01/2018	104	638	Mike Carter Consultancy Services	£ 2,310.00	£	-	£ 2,310.00	Library consultation
26/01/2018	199304	639	Linnell Bros	£ 61.69	£	12.34	£ 74.03	Fencing timber
24/01/2018	-	640	Linda Carter - Expenses	£ 10.99	£	-	£ 10.99	Coloured card - Jems
30/01/2018	1801	641	Meister Continental Foods - Unit 2	£ 2,500.00	£	-	£ 2,500.00	Unit 2 - rental
30/01/2018	6641	642	NCALC	£ 49.00	£	-	£ 49.00	GDPR training - A Moses
30/01/2018	6918	643	Haverstock	£ 5,000.00	£	1,000.00	£ 6,000.00	HLF - Professional fees
29/01/2018	36120	644	Blachere	£ 3,436.50	£	687.30	£ 4,123.80	Christmas Lights
30/01/2018	4007642	645	SNC - Grass cutting	£ 3,219.48	£	643.90	£ 3,863.38	2017 - 2018 Grass cutting contract
31/01/2018	124488	646	Hydrimax Ltd	£ 142.17	£	28.44	£ 170.61	Consumables - Unit
31/01/2018	124696	647	SLCC	£ 140.00	£	28.00	£ 168.00	Regional Conference - L Carter, A Moses
01/02/2018	8025	648	Healthmatic	£ 494.17	£	98.83	£ 593.00	OFS - Toilet cleaning
31/01/2018	6630150395	649	Lyreo	£ 64.00	£	12.80	£ 76.80	Stationery
11/02/2018	10423	650	Microshade Business Consultants	£ 338.25	£	67.65	£ 405.90	Hosting
01/02/2018	2838261	651	Fuel Genie	£ 335.78	£	67.14	£ 402.92	January - Fuel
04/02/2018	H156A7D26A	652	E-on	£ 24.91	£	1.25	£ 26.16	Electricity - Town Hall
02/02/2018	8062445208	653	Wave (water - Unit 1)	£ 62.69	£	-	£ 62.69	Unit 1 - Water
07/02/2018	21238	654	Borras	£ 183,519.75	£	36,703.95	£ 220,223.70	HLF - Borras Construction
02/02/2018	124719	655	SLCC	£ 269.00	£	29.80	£ 298.80	Practitioners - A Moses
03/02/2018	Q014 BQ	656	BT	£ 274.10	£	54.82	£ 328.92	9 Market Place - Telephone
06/02/2018	163962771/18	657	Total Gas & Power	£ 399.76	£	79.96	£ 479.72	Town Hall - Electricity
14/02/2018	1402001	658	AGU Treecraft Ltd	£ 2,085.00	£	417.00	£ 2,502.00	Works to trees at rear of Southfield School
13/03/2018	122378	659	RT Machinery	£ 625.00	£	125.00	£ 750.00	Supply of Husqvarna machine and operator tags
14/02/2018	103136	670	Smith Of Derby	£ 899.40	£	179.88	£ 1,079.28	Deposition Clock for Egerton Hall
14/02/2018	0	671	K M R Sharps	£ 825.00	£	-	£ 825.00	Town Talk Delivery
Direct Debits								
21/02/2018	164167547/18	DD/Feb/01	Total Gas & Power	£ 178.01	£	8.90	£ 186.91	Town Centre - Electricity
23/02/2018	22308423	DD/Feb/02	Public Works Loan Board	£ 9,822.03	£	-	£ 9,822.03	Load repayment
				£ 259,361.73	£	48,194.15	£ 334,825.93	