

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **23rd January 2017** in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 18th January 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

393/16 APOLOGIES FOR ABSENCE

394/16 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

395/16 PUBLIC PARTICIPATION

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

396/16 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 19th December 2016.

397/16 MEMBERS REPORTS

398/16 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 10 in the sum of £60,323.17

399/16 APPRAISAL POLICY AND PROCEDURE

The Staffing Committee has discussed the current appraisal policy and suggested that Councillors should be involved in staff appraisals. In order to begin drafting a policy for consultation with staff, guidance is requested on the level at which Councillors wish to be involved.

400/16 RECOMMENDATION FROM COMMUNICATIONS WORKING PARTY

Members are asked to receive and consider a recommendation from the Communications Working Party in relation to the production of future editions of Town Talk.

401/16 RECOMMENDATION FROM DIRECT RESPONSIBILITIES & GENERAL PURPOSES COMMITTEE

Members are asked to receive and consider a recommendation from the Direct Responsibilities and General Purposes Committee to carry forward funds for a replacement vehicle if no decision had been reached regarding this matter before the end of the current financial year

402/16 MATTERS FOR DISCUSSION OR INFORMATION

**Authorise Payments - January 2017
Month 10**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salary/Tax & NI/Pension	Net Value	VAT	Invoice Total	Analysis Description
25/12/2016	0	Jan/sal/01	Salaries	£ 13,135.24	£ -	£ -	£ 13,135.24	Salary
25/12/2016	0	Jan/sal/02	Tax & NI	£ 4,032.26	£ -	£ -	£ 4,032.26	Tax & NI
25/12/2016	0	Jan/sal/03	Pension	£ 4,924.89	£ -	£ -	£ 4,924.89	Pension
Payments made before the meeting								
23/12/2016	0	2016/403	Richard Horth	£ 3,000.00	£ -	£ -	£ 3,000.00	Rent - 9 Market Place
23/12/2016	0	2016/404	A Mosses	£ 37.53	£ -	£ -	£ 37.53	Expenses - postage
23/12/2016	0	2016/405	SNC	£ 48.50	£ -	£ -	£ 48.50	Planning fees - Town Hall
23/12/2016	0	2016/406	SNC	£ 97.50	£ -	£ -	£ 97.50	Planning fees - Town Hall
23/12/2016	0	2016/407	TBS Hygiene Ltd	£ 1,144.80	£ 228.96	£ -	£ 1,373.76	Dog waste collection
20/12/2016	0	2016/408	Franking Supplies	£ 78.50	£ 15.70	£ -	£ 94.20	Franking Machine - Ink
09/01/2017	0	2016/409	Banbury Town Council	£ 70.00	£ -	£ -	£ 70.00	Mayors event
09/01/2017	0	2016/430	Arnold Thomson	£ 150.00	£ -	£ -	£ 150.00	VAT on previous pre-payment (NT Fees)
17/01/2017	D858874	2016/431	Nene Valley Community Action	£ 273.00	£ -	£ -	£ 273.00	D85 Fees - 7 members of staff
17/01/2017	0	2016/432	Brackley European Association	£ 22.50	£ -	£ -	£ 22.50	Mayors Allowance - Dinner
Online payments								
15/12/2016	0	2016/410	Robert D Bowerman	£ 41.66	£ -	£ -	£ 41.66	Parking fees
25/11/2016	71298	2016/411	Mark Morrell	£ 11.70	£ -	£ -	£ 11.70	Expenses - HS2 Meeting
09/12/2016	71335	2016/412	E-on	£ 83.37	£ 16.67	£ -	£ 100.04	Quarterly Maintenance
12/12/2016	025AA46102	2016/413	E-on	£ 1,048.00	£ 209.60	£ -	£ 1,257.60	Replacement column
21/12/2016	Q005 US	2016/414	Medigold	£ 25.00	£ 5.00	£ -	£ 30.00	Pre placement questionnaire
03/01/2017	150342	2016/415	BT	£ 105.50	£ 21.10	£ -	£ 126.60	Broadband - 9 Market Place
25/11/2016	2314406	2016/416	TBS Hygiene Ltd	£ 583.20	£ 116.64	£ -	£ 699.84	Dog Waste collection - November
01/12/2016	22511	2016/417	Fuel Genie	£ 214.36	£ 42.85	£ -	£ 257.21	Fuel - November
16/12/2016	6690	2016/418	Texprep	£ 96.00	£ 19.20	£ -	£ 115.20	Christmas Cards
22/12/2016	92276638	2016/419	Haverstock	£ 10,577.00	£ 2,115.40	£ -	£ 12,692.40	Town Hall - HLF
04/01/2017	2350453	2016/420	Neopost	£ 194.01	£ 26.80	£ -	£ 220.81	Franking Machine - Rental
09/01/2017	7217	2016/421	Fuel Genie	£ 157.61	£ 31.53	£ -	£ 189.14	Fuel - December
05/01/2017	9491	2016/422	Healthmatic	£ 494.17	£ 98.83	£ -	£ 593.00	Cleaning - OFS
11/01/2017	1956	2016/423	Microshade Business Consultants	£ 252.80	£ 50.56	£ -	£ 303.36	Hosting
19/12/2016	INV0252	2016/424	Greatfield Plants	£ 390.50	£ 66.10	£ -	£ 456.60	Hedging
31/12/2016	150401	2016/425	Ingham Pinnock	£ 2,500.00	£ 500.00	£ -	£ 3,000.00	Delivery Phase - HLF
31/12/2016	h13e5317a	2016/426	TBS Hygiene Ltd	£ 742.50	£ 148.50	£ -	£ 891.00	Dog Waste - December
02/01/2017	4003045	2016/427	E-on	£ 170.27	£ 8.51	£ -	£ 178.78	Town Hall - Electricity
26/12/2016	112313	2016/428	SNC	£ 20.00	£ -	£ -	£ 20.00	Lottery Licence
31/12/2016	184008	2016/429	Hydramex Ltd	£ 203.53	£ 40.71	£ -	£ 244.24	Consumables - Unit 1
09/01/2017	Q006 9H	2016/433	Linnell Bros	£ 264.50	£ 52.90	£ -	£ 317.40	Materials for kneerail fencing
12/01/2017	25570	2016/434	BT	£ 188.70	£ 29.74	£ -	£ 218.44	Office telephones
31/12/2016	INV0252	2016/435	Brinick Locksmiths	£ 165.00	£ 33.00	£ -	£ 198.00	Change locks on Town Hall & move to Unit 2
07/01/2017	6151562	2016/436	Ingham Pinnock Associates	£ 2,500.00	£ 500.00	£ -	£ 3,000.00	Town Hall project support
10/01/2017	34242	2016/437	Chubb	£ 85.11	£ 17.02	£ -	£ 102.13	Disconnect intruder Alarm - Town hall
04/01/2017	BTCL701	2016/438	Blachere	£ 2,956.50	£ 587.30	£ -	£ 3,543.80	Christmas Lights
10/01/2016	125572	2016/439	Melster Continental Foods	£ 2,500.00	£ -	£ -	£ 2,500.00	Rent - Unit 2
08/01/2017	H13EB75C9	2016/440	Hazchem Safety	£ 47.32	£ 9.46	£ -	£ 56.78	Safety Boots
10/01/2017	124359624	2016/441	E-on	£ 10.40	£ -	£ -	£ 10.40	Electricity - The Sidings
08/01/2017	11982099	2016/442	Anglian Water	£ 49.46	£ -	£ -	£ 49.46	Unit 1 The Sidings
03/01/2017	07/01/2016	2016/443	Anglian Water	£ 44.11	£ -	£ -	£ 44.11	Cemetery & Allotments
Paid by Direct Debit								
07/01/2016	B975879694	2016/444	Utility Warehouse	£ 15.50	£ 3.10	£ 18.60	£ 18.60	Alarm line Town Hall
05/01/2017	141809299/17	2016/445	Total Gas & Power	£ 241.59	£ -	£ -	£ 241.59	Electricity - OFS
05/01/2016	141560711/17	2016/446	Total Gas & Power	£ 1,473.90	£ -	£ -	£ 1,473.90	Gas - Town Hall
TOTAL								
				£ 55,177.89	£ 5,145.18	£ -	£ 60,323.17	

FINANCE AND POLICY COMMITTEE

Minutes of the **Finance and Policy Committee** held on Monday 19th December 2016 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chairman Cllr Cartmell, Cllrs Bagot-Webb, Baker (Ex-Officio) Barrie, Butler, Morrell, Ross, Thompson (Ex-Officio), Waldron, P Wiltshire

Also Present: Cllr E Wiltshire

Officers: Town Clerk (L Carter) RFO (A Moses)

337/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield and Rawlinson

338/16 DECLARATIONS OF INTEREST

Cllr Baker - Payment reference 2016/378

339/16 PUBLIC PARTICIPATION

None

340/16 APPROVAL OF MINUTES

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 21st November 2016.

341/16 MEMBERS REPORTS

None

342/16 FINANCE REPORTS

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

Approve the list of accounts 9 in the sum of £117,869.72

Internal Monitoring Report

Cllr Waldron reported to the Committee what he had seen during the Internal Monitoring Report and that he was happy that all the actions have or are being addressed. Cllr Barrie had agreed to do the next Internal Monitoring Report in March 2017.

Members of the Committee thanked Cllr Waldron for carrying out the monitoring exercise.

343/16 PROPOSED BUDGET FOR 2017/18

Following the draft budget being uploaded to the Council's website and facebook page for consultation one complaint/comment had been received by the Clerk.

The Clerk advised that the tax base figures had now been confirmed and explained the options open to the council taking these figures into account.

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

Confirm that the budget to be proposed to Council on 9th January would be based on the 4.3% increase that had been consulted upon.

Councillors asked that the Clerk contact Mr Wilkins to thank him for his comments, which had been noted.

FINANCE & POLICY COMMITTEE

344/16 INSURANCE PROVISION FOR TOWN HALL CONTRACT

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

Approve the additional payment, as necessary, for which there was sufficient funding available in the current year under this budget heading.

345/16 RECOMMENDATION FROM DIRECT RESPONSIBILITIES

This item was removed and would be discussed at a later date.

346/16 MATTERS FOR DISCUSSION OR INFORMATION

The Clerk advised that South Northamptonshire Council would be carrying out a Community Governance review in 2017 and asked if Brackley Town Council would like to be involved. Issues to be considered include changes to parish boundaries, ward boundaries and numbers of Councillors – all of which could be relevant to Brackley

It was agreed that the Council should be involved due to the changing face of Brackley Town.

Meeting ends at 20.35

Chairman

Date

**Authorise Payments - December 2016
Month 9**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salary/Tax & NI/Pension	Net Value	VAT	Invoice Total	Analysis Description
23/12/2016		Dec/sal/01	Salaries	£ -	£ -	£ -	£ 14,020.93	Salary
23/12/2016		Dec/sal/02	Tax & NI	£ -	£ -	£ -	£ 4,649.57	Tax & NI
23/12/2016		Dec/sal/03	Pension	£ -	£ -	£ -	£ 5,360.21	Pension
Payments made before the meeting								
08/12/2016	LW2719	2016/372	Lockwood Landscape	£ 35,874.40	£ 7,174.88	£ -	£ 43,049.28	St James Lake Pathway
13/12/2016		2016/373	Arnold Thomson	£ 750.00	£ -	£ -	£ 750.00	Legal - OFS
13/12/2016	1	2016/374	K M R Sharps	£ 450.00	£ -	£ -	£ 450.00	Town Talk - Delivery
Online payments								
14/11/2016	3217	2016/375	Banner Contracting Ltd	£ 13,794.00	£ 2,764.80	£ -	£ 16,498.80	Grass cutting
17/11/2016	INV1145	2016/376	Soundwave Audio	£ 334.00	£ 66.80	£ -	£ 400.80	Armistice Day 2016
17/11/2016	INV1146	2016/377	Soundwave Audio	£ 334.00	£ 66.80	£ -	£ 400.80	Remembrance Day 2016
22/11/2016		2016/378	Fiona Baker	£ 27.39	£ -	£ -	£ 27.39	
15/11/2016		2016/379	Robert D Bowerman	£ 41.66	£ -	£ -	£ 41.66	Parking Fees - November
21/09/2016	7143	2016/380	M-Trac	£ 135.10	£ 27.02	£ -	£ 162.12	Hedge Cutter Repairs
23/11/2016	122442	2016/381	RVS Group	£ 243.72	£ 48.74	£ -	£ 292.46	Photocopier Rental
25/11/2016	6676	2016/382	Haverstock	£ 10,577.00	£ 2,115.40	£ -	£ 12,692.40	Professional Services - HLF
24/11/2016		2016/383	Stephanie Campbell	£ 13.10	£ -	£ -	£ 13.10	Civic expenses
20/11/2016		2016/384	Matthew Banner	£ 26.99	£ -	£ -	£ 26.99	PPE Expenses
28/11/2016	2811001	2016/385	AGU Treecraft	£ 345.00	£ 69.00	£ -	£ 414.00	T97 - Maple tree works
30/11/2016	A4760	2016/386	Auditing Solutions Ltd	£ 840.00	£ 168.00	£ -	£ 1,008.00	Internal Audit
30/11/2016	INV0246	2016/387	Ingham Pinnock	£ 2,500.00	£ 500.00	£ -	£ 3,000.00	Delivery Phase - HLF
11/12/2016	9424	2016/388	Microshade	£ 252.80	£ 50.56	£ -	£ 303.36	Hosting
01/12/2016	24544935	2016/389	WPS Insurance	£ 900.00	£ 85.50	£ -	£ 985.50	Commercial Combined
01/12/2016	7169	2016/390	Healthmatic	£ 494.17	£ 98.83	£ -	£ 593.00	Cleaning - Toilets OFS
28/11/2016	182740	2016/391	Linnell Bros	£ 23.00	£ 4.60	£ -	£ 27.60	Sand
30/11/2016	6630135058	2016/392	Lyreco	£ 159.95	£ 31.99	£ -	£ 191.94	Stationery
01/12/2016	5299	2016/393	Playground Supplies Ltd	£ 685.00	£ 137.00	£ -	£ 822.00	Basket Swing - Egerton
30/11/2016	111496	2016/394	Hydramex	£ 116.41	£ 23.29	£ -	£ 139.70	Consumables
07/12/2016	34072	2016/395	Blachere Illumination	£ 4,500.00	£ 900.00	£ -	£ 5,400.00	2nd Year
23/11/2016	1611024027	2016/396	Aviva (Borras)	£ 4,135.88	£ 413.59	£ -	£ 4,549.47	Construction Insurance
09/12/2016		2016/397	Anthony Hayward	£ 1,150.00	£ -	£ -	£ 1,150.00	Cemetery works
23/11/2016	4002375	2016/398	SNC	£ 180.00	£ -	£ -	£ 180.00	Licence TH
Direct Debit								
08/12/2016	B975879694	2016/400	Utility Warehouse	£ 15.50	£ 3.10	£ -	£ 18.60	
08/12/2016	289274	2016/401	SGW Payroll	£ 58.00	£ 11.60	£ -	£ 69.60	
02/12/2016	139899622/16	2016/402	Total Gas & Power	£ 180.44	£ -	£ -	£ 180.44	
				£ 79,077.51	£ 14,761.50	£ -	£ 117,869.72	

BRACKLEY TOWN COUNCIL

**Finance & Policy Committee
Monday 23 January 2017**

PURPOSE OF REPORT: Procurement of design and print of Town Talk

RECOMMENDATION:

That the Finance Committee agrees the RECOMMENDATION from the Communications Working Party to change supplier from April 2017

MAIN ISSUES AND CONSIDERATIONS:

The Communications Working Party have discussed a change to the supply of design and printing services in relation to Town Talk, with effect from April 2017.

After considering quotations received from three suppliers, the Communications Working Party wish to proceed with quotation received from Harlequin Press, which has previous experience of supplying print services to Brackley Town Council.

Town Talk is currently printed in A5 format with either 8 or 12 pages, depending on content, with a current print run of 6,000.

FINANCIAL IMPLICATIONS:

Design and print:
8 page - £639.00
12 page - £890.00
Prices are inclusive of delivery to Brackley.
Prices are Zero rated for VAT.

STAFFING IMPLICATIONS:

Co-ordination of publication between supplier and Communications Support Officer.

OTHER IMPLICATIONS:

None perceived

BACKGROUND PAPERS:

None

AUTHOR

Stephanie Campbell
Communications Support Officer