

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **21st January 2019** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

16th January 2019



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

447/18 APOLOGIES FOR ABSENCE

448/18 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.

449/18 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

450/18 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 17th December 2018.

451/18 MEMBERS REPORTS

452/18 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 10 in the sum of £131,384.59
- 2) 3rd Quarter outturn
- 3) Appoint a Councillor for December payments audit

453/18 FLAGPOLE MAINTENANCE

The Northamptonshire company that installed the new flagpole in the Town Hall, and produced the new Council flag, has provided a quotation for regular annual maintenance in the sum of £295 per visit. This price includes replacement of the halyard and a full safety inspection, but any parts replaced at the time would be chargeable. In view of the condition of the previous pole and support brackets, and the HLF requirement for a quinquennial review of the fabric of the building, it would be advisable to enter into such a contract. Members instruction is requested.

454/18 NHS OXFORDSHIRE CLINICAL COMMISSIONING GROUP WORKSHOPS

The Council has been invited by the NHS Oxfordshire Clinical Commissioning Group, to attend two upcoming workshops to help consider potential solutions for maternity services delivered at the Horton General Hospital. The dates of the workshops are 22nd February 10am – 3.30pm and 14th June 10am – 3.30pm Two places are available.

455/18 RECOMMENDATIONS FROM THE VENUES WORKING PARTY

The minutes of the last meeting of the Venues Working Party on 10th January 2019 are attached.

The minutes contain the following **RECOMMENDATIONS** to this committee

- 1) To agree the proposed usage as outlined in the Venues Working Party minutes
- 2) To agree the proposed new charging structure for all venues as outlined in the Venues Working Party Minutes.
- 3) To agree the proposed new key and staffing for all venues as outlined in the Venues Working Party Minutes.

456/18 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee to be held on Monday 17th December 2018 in the Civic Hall, Brackley Town Hall, Brackley.

Present: Chair Cllr Cartmell
Cllr Baker, Bagot-Webb, Morrell, Waldron, P Wiltshire

Also Present: Cllrs Sharps, E Wiltshire

Officers: Deputy Clerk (A Moses)

385/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Butler, Ross, Stimpson and Tiller

386/18 DECLARATIONS OF INTEREST

Payment items 583, 590 – Cllr M Morrell

387/18 PUBLIC PARTICIPATION

None

388/18 APPROVAL OF MINUTES

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 19th November 2018.

389/18 MEMBERS REPORTS

None

390/18 FINANCE REPORTS

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

Receive and approve the List of Accounts 9 in the sum of £66,384.46

Cllr Cartmell was appointed to carry out the December payments audit

391/18 BUDGET

Member discussed the proposed budget and were advised that there had been no response from the public consultation via the website.

On the proposition of Cllr P Wiltshire, it was **RESOLVED** to:

Agree the Budget and to **RECOMMEND** that Budget to Council. The agreed budget provides for expenditure of £1,039,058 and a precept of £760,008, with much of the income being from s106 funds against specific items of expenditure. The precept requirement equates to a Band D Charge of £139.54

392/18 LEASE FOR 20 HIGH STREET

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

Approve the signing and sealing of the lease for 20 High Street by the Mayor & Town Clerk, subject to assurances regarding the Ground floor of the Town Hall.

393/18 REFURBISHMENT OF NEW COUNCIL OFFICES

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

Approve the maximum budget of £40k for the fitting out for the new Council offices at 20 High Street, with the cost being met from Capital Income not precept.

394/18 FLAGPOLE MAINTENANCE

The Company that installed the new flagpole on the Town Hall has provided quotation for regular annual maintenance in the sum of £295 per visit.

Members have asked for this to be deferred to the next Finance and Policy Committee meeting, and have asked for more information be provided regarding what is included within the annual maintenance contract.

395/18 DIRECT DEBIT – PENINSULA HR SERVICES

The Committee noted that a Direct Debit Mandate for Peninsula HR Services has been signed by Cllrs Cartmell and E Wiltshire in accordance with the decision taken by Council (Minute Number 356/18)

396/18 EXCLUSION OF PRESS AND PUBLIC

On the proposition of Cllr P Wiltshire it was **RESOLVED** that:

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

397/18 LAND AT BANBURY ROAD

Members discussed the matter but requested more information before taking a decision on this proposal. They asked that the Clerk prepares a report for the next meeting of Council on 7th January 2019.

398/18 MATTERS FOR DISCUSSION OR INFORMATION

Councillors were informed of the proposed office closing for the Christmas period, with the office closing at 1.00pm on Monday 24th December and re-opening on Tuesday 2nd January 2019.

In view of the timing of Christmas this year, the Committee asked that the Town Clerk closes the office on Monday 24th December without staff needing to use annual leave.

The phones would be manned 27th, 28th and 31st December but the office would be closed to the public.

The office would reopen to the public on the 2nd January 2019.

Council asked for this to be ratified at the next Council meeting.

Cllr P Wiltshire asked what progress has been made regarding the ownership of the piazza, Cllr Baker reported that she had not heard of progress.

Meeting Closed: 20:36

Dated:

Signed:

**Authorise Payments - 2018
Month No 9**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
23/11/2018									
23/11/2018	575		✓	Neopost	£ 100.00	-	100.00		Franking Machine - Top Up
23/11/2018	576		✓	Linda Carter	£ 55.99	-	55.99	4095/151 - Postage	Town Hall - Smith Wall Clock
23/11/2018	577		✓	Linda Carter	£ 54.65	10.99	65.64	4285/252 - HLF Exp.	OFS - Opening Plaque
23/11/2018	578		✓	Allison Moses	£ 39.93	-	39.93	4330/261 - Signs	Travel - Course Burton Latimer 22/11/2018
23/11/2018	579		✓	Linda Carter	£ 34.20	-	34.20	4075/151 - Travel Expenses	Travel - Course Burton Latimer 22/11/2018
20/11/2018	580		✓	Brackley European Society	£ 14.00	-	14.00	4075/151 - Travel Expenses	Mayor Allowance - M.Morrill
21/11/2018	581		✓	Stephanie Campbell	£ 6.50	-	6.50	4500/501 - Mayors Allowance	Laminating Pouches
21/11/2018	582		✓	Linda Carter	£ 13.75	-	13.75	4090/151 - Stationary	Postage - Pat Testing
21/11/2018	583		✓	Caryl Billingham	£ 40.00	-	40.00	4221/201 - Unit 2	Mayor Allowance - M.Morrill
21/11/2018	584		✓	SNVB	£ 1,000.00	-	1000.00	4455/451 - Grants	Grant
17/11/2018	0024807		✓	Focus Magazine Group	£ 92.00	18.40	110.40	4110/151 - Advertising	Half Page Landscape Advert
22/11/2018	19353		✓	Ningbo	£ 117.95	23.59	141.54	4315/701 - Misc Exp Egerton	Egerton - Round Table
28/11/2018			✓	Chris Hindson	£ 175.41	-	175.41	4075/151 - Travel & 4221/201 Unit 2	Travel / Magnets Weatherproof box & Button for
08/11/2018			✓	Moulton College	£ 150.00	-	150.00	4075/151 - Travel	Transport fee to college - R.Willoughby
27/11/2018	INV1116971		✓	Hearstart	£ 50.00	-	50.00	4510/501 - Civic Costs	Donation for attending Remembrance Service & Parade
03/12/2018			✓	Mark Morrill	£ 93.80	-	93.80	4500/501 - Mayors Allowance	Travel & Donations
04/12/2018	1021528		✓	Brackley MOT & Service Centre	£ 120.06	24.01	144.07	4200/201 - Vehicle Costs	MOT on Ford Transit Connect Van
04/12/2018	PG007149		✓	Purple Guide	£ 25.00	5.00	30.00	4080/151 - Subscriptions	Purple Guide Subscription - Information for Events
03/12/2018			✓	Matthew Banner	£ 51.30	-	51.30	4075/151 - Travel Expenses	Travel Expenses - Fireworks / Remembrance & Light switch on
30/11/2018			✓	Brian Sharp	£ 100.80	-	100.80	4075/151 - Travel Expenses	Travel Expenses - Fireworks / Remembrance & Light switch on
30/11/2018			✓	Rory Willoughby	£ 19.65	-	19.65	4315/151 - Misc Expenditure	Expenses - R.Willoughby
04/12/2018			✓	Linda Carter	£ 27.00	-	27.00	4290/261 - OFS Equipment	Padlock Keys - General
05/12/2018			✓	Neopost	£ 100.00	-	100.00	4095/151 - Postage	Franking Machine - Top Up
05/12/2018	18039724		✓	Nisbets	£ 110.59	22.11	132.70	4285/252 - HLF Exp.	Town Hall - Water Boiler and Hot Water Sign
07/12/2018			✓	Brackley & District Brass Band	£ 300.00	-	300.00	4500/501 - Mayors Allowance	Donation for Supporting BTC during the year
07/12/2018			✓	Rory Willoughby	£ 4.20	-	4.20	4315/151 - Misc Expenditure	Expenses - R.Willoughby
07/12/2018			✓	Allgood	£ 37.64	7.53	45.17	4285/252 - HLF Exp.	HLF - Town Hall Hardware
07/12/2018			✓	Fuel Genie	£ 430.38	86.04	516.42	4225/201 - Fuel	Fuel - November
03/12/2018	3248051		✓						
23/11/2018	SFA/2012		✓	Safety First Associates	£ 1,835.10	367.02	2202.12	4600/701 - S106	Egerton Hall - Specification Development
23/11/2018	41647502		✓	Denmans	£ 23.81	4.76	28.57	4221/201 - Unit 2	Plug Top / Extension & Voltage Stick
16/11/2018	7259		✓	NCALC	£ 126.00	-	126.00	4105/151 - Conference & Training	Off to a flying start Course - LS MC & AG
15/11/2018	9070327710		✓	Wave	£ 206.47	-	206.47	4216/251 - TH - Water	Town Hall - Water & Sewage 23/08/18 - 06/11/18
16/11/2018	187953		✓	Hazchem	£ 20.61	4.12	24.73	4085/151 - Health & Safety	Combat Trousers
01/10/2018	BTCL804		✓	Melster Continental Foods	£ 2,500.00	-	2500.00	4218/201 - Rent	Unit 2 - Rent - 01/10/18 - 31/12/18
14/11/2018	SN297668		✓	Office Furniture	£ 319.20	63.84	383.04	4285/252 - HLF Exp.	Town Hall - Double Door Storage Cupboard & Shelf
20/11/2018	218078888		✓	Neopost	£ 58.00	11.60	69.60	4250/151 - Maintenance & Repairs	Franking Machine Maintenance - 27/12/18 - 26/03/19
23/11/2018	314279		✓	George Browns	£ 100.00	20.00	120.00	4221/201 - Unit 2	Blade Set
23/11/2018	1229		✓	Quick Test	£ 45.00	9.00	54.00	4221/201 - Unit 2	Micropat Calibration
14/11/2018	237069		✓	Tudor Environmental	£ 50.71	10.14	60.85	4221/201 - Unit 2	Leaf Rake Head & 2 Wooden Handles
14/11/2018	237013		✓	Tudor Environmental	£ 396.00	79.20	475.20	4221/201 - Unit 2	Brown & White Rock Salt
04/12/2018	4011230		✓	SNC	£ 698.63	-	698.63	4385/351 - Litter / Dog Clearance	Commercial Waste Collection St James Lake, Cemetery & Units
21/11/2018	SN299138		✓	Office Furniture	£ 397.10	79.42	476.52	4285/252 - HLF Exp.	Town Hall - Heavy Duty Cupboard
26/11/2018	118658		✓	ARB	£ 650.00	132.00	782.00	4510/501 - Civic Costs	10 Hand Held Radio - Remembrance Day
26/11/2018	118659		✓	ARB	£ 50.00	10.00	60.00	4285/252 - HLF Exp.	Projector Hire - HTLAV1B - HLF
15/10/2018	2177		✓	Greatfield Plants	£ 794.56	158.91	953.47	4335/301 - Blooming Brackley	Bedding Plants - High Street / Planters & Tesco roundabout
28/11/2018	SS12204		✓	Northants Refrigeration	£ 145.00	29.00	174.00	4250/281 - Maintenance/Repairs	20 High Street - Service air Conditioning
29/11/2018	50711		✓	Milton Keynes Garden Machinery	£ 1,392.00	266.40	1658.40	4385/351 - Dog Waste	Dog Waste Collection
28/11/2018	M003 86		✓	BT	£ 34.90	6.98	41.88	4100/251 - TH - Telephones	Town Hall - Broadband
27/11/2018	S150662		✓	Blachere Illumination UK	£ 4,000.00	800.00	4800.00	4345/301 - Christmas Lights	Christmas Lights Additional Installation
30/11/2018	364864		✓	George Browns	£ 52.50	10.50	63.00	4221/201 - Unit 2	Blade, Scratcher Tooth
01/12/2018	SM19722		✓	Rialtas Business Solutions	£ 189.00	37.80	226.80	4080/151 - Subscriptions	RBS Booking Software Annual Support subscription
30/11/2018	134503		✓	Hydraflex	£ 40.75	8.15	48.90	4221/201 - Unit 2	Cable Tie & Bolt
01/12/2018	AUB6891		✓	Aubergine	£ 499.00	99.80	598.80	4285/252 - HLF Exp.	HLF - Town Hall Restoration Website
28/11/2018	136993		✓	RVS Group	£ 343.99	68.80	412.79	4060/151 - Office Equipment	Photocopier rental - quarterly rental Oct'18-Dec'18
30/11/2018	65		✓	Dixon House Maintenance	£ 450.00	-	450.00	4250/261 - Maintenance & Repairs OFS	OFS - Supply & fit tap in kitchen & pressure reducing value on incoming water
10/11/2018	530		✓	Robert D Bowerman	£ 62.42	-	62.42	4218/151 - Rent	Parking Permit - November - 3 spaces
10/12/2018			✓	Robert D Bowerman	£ 371.84	71.39	443.23	4090/151 - Stationary	Stationary - £32.88 HLF Costs
30/11/2018	6520187524		✓	Lyreco	£ 360.74	76.15	436.89	4060/151 - Office Equipment	Citrix Hosting Fee - November
11/12/2018	11263		✓	Microshade Business Consultants	£ 360.74	76.15	436.89		

**Authorise Payments - 2018
Month No 9**

30/11/2018	88997	634	✓	Paragon Tool Hire	£	752.00	£	150.40	902.40	4550/601 - Events	Hire of Tower Lights & Diesel Fireworks 2018
30/11/2018	88998	635	✓	Paragon Tool Hire	£	218.00	£	43.60	261.60	4510/501 - Civic Costs	Hire of Pedestrian Barriers Remembrance Day 2018
30/11/2018	89085	636	✓	Paragon Tool Hire	£	575.00	£	115.00	690.00	4085/151 - Health & Safety	Purchase of 10 Pedestrian Barriers & 20 Road Cones
30/11/2018	1NVO419	637	✓	Ingham Pinnacle Associates	£	2,186.99	£	437.40	2624.39	4055/251? - check previous	HLF - Town Hall Delivery Phase
03/12/2018	248009	638	✓	Bee Tee Alarms Ltd	£	17.00	£	3.40	20.40	4290/261 - OFS Equipment	OFS - 2 x E-Tag Alarm proximity tags
30/11/2018	89120	639	✓	Paragon Tool Hire	£	502.54	£	100.50	603.04	4510/501 - Civic Costs	Hire of Led Tower Light & Diesel Remembrance 2018
06/12/2018	8790	640	✓	Healthmatic	£	494.17	£	98.83	593.00	4265/261 - Cleaning OFS	OFS - Cleaning Services - Public Toilets - Oct - Nov
01/12/2018	8552120	641	✓	Alternative Communications	£	63.58	£	12.72	76.30	4100/251 - Telephones	Town Hall - Broadband & Alarm Lines
02/12/2018	H1690974A66	642	✓	E-on	£	24.04	£	1.20	25.24	4214/201 - Electric	Unit 2 - Electricity 04/11/18 - 02/12/18
28/11/2018	3530 AG1375	643	✓	Travis Perkins	£	6.34	£	1.27	7.61	4221/201 - Unit 2	Sanitary Silicone Sealant
30/11/2018	3530 AG1343	644	✓	Travis Perkins	£	14.99	£	3.00	17.99	4250/261 - Maintenance & Repairs	OFS - Emergency Roof Repair
30/11/2018	28781	645	✓	Brinrick Locksmith	£	35.39	£	6.25	41.64	4221/201 - Unit 2	Mul-T-Lock Intergrator Keys
10/12/2018	365139	646	✓	George Browns	£	17.49	£	3.50	20.99	4221/201 - Unit 2	Trojan Blade
11/12/2018	553	647	✓	PNB	£	1,200.00	£	240.00	1,440.00	4120/151 - Website	Town App Maintenance Services - Annual Charge
06/12/2018	181303710/18	648	✓	Total Gas & Power	£	371.55	£	74.31	445.86	4214/251 - Electric	Town Hall Electric - 1/11/18 - 30/11/18
21/12/2018		649	✓	Salaries	£	19,745.51	£	19745.51		4000-101 - Salary	Salary
21/12/2018		650	✓	Tax & NI	£	6,686.62	£	6,686.62		4010/101 - PAYE/INS	Tax & NI
21/12/2018		651	✓	Pension	£	8,403.65	£	8,403.65		4015/101 - Pension	Pension
20/11/2018	0000348239	DDDEC01	✓	SGW Payroll	£	62.00	£	12.40	74.40	4025/101 - Payroll Costs	Payroll Costs - Month 8
08/12/2018	182110824/18	DDDEC02	✓	Total Gas & Power	£	569.40	£	113.88	683.28	4212/251 - Gas	Town Hall - Gas 30/10/18 - 30/11/18
					£	61,212.04	£	4,029.32	65241.36		
11/12/2018	190697	652	✓	Hazchem	£	64.63	£	12.93	77.56	4285/252 - HLF Exp.	Town Hall - Emergency First Aid & Burns Kit
12/12/2018	1007395	653	✓	Dline Xsign Ltd	£	165.00	£	33.00	198.00	4285/252 - HLF Exp.	HLF - Door Signs - The Loft & Plant Room
12/12/2018	A5762	654	✓	Auditing Solutions	£	430.00	£	86.00	516.00	4050/151 - Audit	Internal Audit 11/12/18
10/12/2018	SIN898874	655	✓	PPL PRL	£	292.95	£	58.59	351.54	4275/261 - Licences	OFS - Music Licence
					£	62,164.62	£	4,219.84	66384.46		

**Authorise Payments - 2018
Month No 10**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Payments Made Between Meetings							
04/12/2018	180994820/18		Total Gas & Power	£ 297.36	£ 14.87	£ 312.23	OFS - Gas -01/09/18 - 30/11/18
20/12/2018	656		Rory Willoughby	£ 8.95	£ -	£ 8.95	Expenses - R. Willoughby
03/01/2018	657		Mark Morrell	£ 134.30	£ -	£ 134.30	Travel & Donations
02/01/2019	658		Brian Sharp	£ 65.25	£ -	£ 65.25	Expenses - OFS
04/01/2019	659		Chris Hindson	£ 23.40	£ -	£ 23.40	Expenses - Carols
08/01/2019	660		Brackley Players	£ 18.00	£ -	£ 18.00	Mayor x 2 Tickets for Aladdin
09/01/2019	661		BEA	£ 44.00	£ -	£ 44.00	Mayor x 2 Post Christmas Dinner
08/01/2019	662		Allgood	£ 163.35	£ 32.67	£ 196.02	5 x Cylinder Pulls for Town Hall
02/10/2018	SI-14536		Hewitt's Tyres	£ 97.50	£ 19.50	£ 117.00	Tyres for Red Massey Pickup
10/01/2019	663		Stephanie Campbell	£ 6.60	£ -	£ 6.60	Civic Function - Brackley Medical Function 11/01/2019
10/01/2019	664		Sally Munday-Webb	£ 28.80	£ -	£ 28.80	Travel Expenses - Buckingham & Newport Pagnell
14/01/2019	665		Brackley Methodist Church	£ 50.00	£ -	£ 50.00	Expenses for refreshments - Remembrance Day
Online payments							
11/12/2018	087717		E-on	£ 83.37	£ 16.67	£ 100.04	Town Street Lighting - Electricity 01/10/18 - 31/12/18
12/12/2018	C04018		Brackley Photographic	£ 255.00	£ -	£ 255.00	HLF - Official Opening Photographs Town Hall
12/12/2018	C04118		Brackley Photographic	£ 75.00	£ -	£ 75.00	Photographs for Civic Reception Brackley Town FC
12/12/2018	C56/6218		Brackley Photographic	£ 20.00	£ -	£ 20.00	Mayors Christmas Card - Photo Editing
30/11/2018	356181		George Browns	£ -52.50	£ 10.50	£ 63.00	Blade, Scratchers Tooth
20/12/2018	35239		AksWard	£ 3,365.00	£ 673.00	£ 4,038.00	Brackley Phase 2.2 Attenuation
14/12/2018	0000107636		Smith of Derby	£ 235.00	£ 47.00	£ 282.00	TH-Repair fault with clock
19/12/2018	127375		SLCC	£ 275.00	£ 55.00	£ 330.00	Job Advertising Services
28/12/2018	50715		Milton Keynes Garden Machinery	£ 1,332.00	£ 266.40	£ 1,598.40	Dog Waste Collection
28/12/2018	365719		George Browns	£ 32.02	£ 6.41	£ 38.43	Blade Clip, Washers and Air Filters
28/12/2018	365718		George Browns	£ 26.53	£ 5.31	£ 31.84	Annular Buffers & Brake Band
29/12/2018	M004 CT		BT	£ 34.90	£ 6.98	£ 41.88	TH - Broadband
14/12/2018	23869		Texprep	£ 102.00	£ 20.40	£ 122.40	100 x Christmas Cards
30/11/2018	000069002		Southern Agricultural Services	£ 403.27	£ 80.65	£ 483.92	Annual Service and check on Kawasaki Mule
02/01/2019	4011533		SNC	£ 20.00	£ -	£ 20.00	Lottery Licence
01/01/2019	0392		Green Park Groundcare	£ 53,449.08	£ 10,689.81	£ 64,138.89	Biodiversity Works - S106 - Improvements Pocket Park
31/12/2018	135373		Hydramex	£ 105.70	£ 21.14	£ 126.84	Chain Oil & Battery
31/12/2018	23886		Texprep	£ 31.10	£ 6.22	£ 37.32	250 x Business Cards
19/12/2018	2018-12-119		Arnold Thomson	£ 1,647.17	£ 321.43	£ 1,968.60	20 High Street - Professional Fees - <u>Only paying £1718.60</u>
11/01/2018	11348		Microshade	£ 380.74	£ 76.15	£ 456.89	Citrix Hosting Fee - December
31/12/2018	8638254		ARB	£ 63.78	£ 12.76	£ 76.54	Town Hall - Broadband & Alarm Lines
31/12/2018	118969		Healthmatic	£ 522.00	£ 104.40	£ 626.40	Civic Costs - Equipment Hire for Carols
04/01/2019	8838		Meister Contiential Foods	£ 494.17	£ 98.83	£ 593.00	OFS - Cleaning Services - Public Toilets - Oct - Nov
01/01/2019	BTC1901		Fuel Genie	£ 2,500.00	£ -	£ 2,500.00	Unit 2 - Rent - 01/01/19 - 31/03/19
02/01/2019	3290960		Ingham Pinnock	£ 252.85	£ 50.57	£ 303.42	Fuel - December
31/12/2018	INV0424		E-on	£ 2,000.00	£ 400.00	£ 2,400.00	HLF - Town Hall Delivery Phase
02/01/2019	011871974960		2Commune	£ 211.66	£ 10.58	£ 222.24	Town Street Lighting - Electricity 01/10/18 - 31/12/18
07/01/2019	1781		Badgemaster	£ 775.00	£ 155.00	£ 930.00	UKLC Website annual licence/hosting & Support to 06/03/2020
01/12/2018	0001488494		Lyreco	£ 6.76	£ 1.35	£ 8.11	1 Name Badge
07/01/2019	6520188748		Lyreco	£ 7.30	£ 1.46	£ 8.76	Stationary -Pkt of 20 Key Rings
31/12/2018	6520188263		Robert D Bowerman	£ 314.53	£ 62.91	£ 377.44	Stationary
10/01/2019			Wildlife Trust BCN	£ 62.42	£ -	£ 62.42	Parking Permit - January - 3 spaces
10/01/2019	SIN017284			£ 10,000.00	£ 2,000.00	£ 12,000.00	Project Management of Brackley Green Wheel 2018/19

Authorise Payments - 2018

Month No 10

11/01/2019	OP/112582	701	Surcliffe Play	£	955.50	£	191.10	£	1,146.60	Zip Wire Park - Replacement Green Matting
14/01/2019	366155	702	George Browns	£	20.83	£	4.17	£	25.00	Trojan Blade
08/01/2019		703	Clarks & Councils Direct	£	12.00	£	-	£	12.00	Annual Subscription
07/01/2019	28885	704	Brimnick Locks	£	22.58	£	4.51	£	27.09	2 x Mul-T-Lock Intergrator Keys - OFS
09/01/2019	190101	705	Geomatters Consulting Engineers	£	200.00	£	40.00	£	240.00	Prof.Consultancy Service - Site metting 04/01/19 - New Skate Park
06/01/2019	H16AE2594A	706	E-on	£	143.92	£	7.20	£	151.12	Unit 2 - Electricity - 02/12/18 - 21/12/18
09/01/2019	183293137/19	707	Total Gas & Power	£	448.41	£	84.89	£	533.30	Town Hall - Electricity 01/12/18 - 31/12/18
09/01/2019	Q014 6V	708	British Telecom	£	273.10	£	46.62	£	319.72	Town Hall - Cloud Voice Package - 01/01/19 - 31/03/19
09/01/2019	8031	709	M-Trac	£	26.00	£	5.20	£	31.20	Hydraulic filter for Hedgecutter
				Salary/Tax & NI/Pension						
25/01/2019		710	Salaries	£	17,712.17	£	-	£	17,712.17	Salary
25/01/2019		711	Tax & NI	£	5,596.39	£	-	£	5,596.39	Tax & NI
25/01/2019		712	Pension	£	7,407.50	£	-	£	7,407.50	Pension
				Direct Debits						
12/12/2018	0000350249	DDJAN01	SGW Payroll	£	84.00	£	16.80	£	100.80	Payroll Costs - Month 9
14/12/2018	000035796	DDJAN02	SGW Payroll	£	25.00	£	5.00	£	30.00	Payroll Re-run
30/12/2018	20559868	DDJAN03	O2	£	157.62	£	31.52	£	189.14	Mobile Phones - 6 x staff
10/01/2019	0000352276	DDJAN04	SGW Payroll	£	64.00	£	12.80	£	76.80	Payroll Costs - Month 10
09/01/2019	182955426/19	DDJAN05	Total Gas & Power	£	735.06	£	147.01	£	882.07	Town Hall - Gas -30/11/18 - 31/12/18
09/01/2019	182955437/19	DDJAN06	Total Gas & Power	£	1,406.96	£	281.40	£	1,688.36	OFS - Electricity 04/10/18 - 03/01/19
				£	115,259.40	£	16,125.19	£	131,384.59	

Month No : 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101 Payroll						
4000 Salaries - Office	150,843	227,878	77,035		77,035	66.2 %
4010 PAYE/NI	45,944	21,200	-24,744		-24,744	216.7 %
4015 Pensions	62,195	61,513	-682		-682	101.1 %
4025 Payroll costs	573	1,200	627		627	47.8 %
Payroll :- Expenditure	259,555	311,791	52,236	0	52,236	83.2 %
Net Expenditure over Income	259,555	311,791	52,236			
151 General Administration						
1085 Insurance/Health & Safety	-228	0	228		228	0.0 %
4050 Audit Fees	3,250	2,976	-274		-274	109.2 %
4055 Architect/Legal Fees	4,665	5,410	745		745	86.2 %
4060 Office Equipment	7,082	7,800	718		718	90.8 %
4075 Travel	1,212	1,082	-130		-130	112.0 %
4080 Subscriptions	4,177	4,869	692		692	85.8 %
4085 Insurance/Health & Safety	13,788	16,000	2,212		2,212	86.2 %
4090 Stationery	2,016	1,623	-393		-393	124.2 %
4095 Postage	833	1,948	1,115		1,115	42.8 %
4100 Telephones	3,118	4,000	882		882	77.9 %
4105 Conferences & Training	1,551	2,500	949		949	62.0 %
4110 Advertising & Publicity	387	3,000	2,613		2,613	12.9 %
4115 Town Talk	4,493	6,292	1,799		1,799	71.4 %
4120 Website	10,964	500	-10,464		-10,464	2192.9 %
4125 Card Pay Terminal	0	500	500		500	0.0 %
4218 Rent	624	0	-624		-624	0.0 %
4250 Maintenance/Repairs	58	0	-58		-58	0.0 %
4315 Misc. Expenditure	196	0	-196		-196	0.0 %
General Administration :- Expenditure	58,186	58,500	314	0	314	99.5 %
1076 Precept	658,728	658,728	0			100.0 %
1090 Interest Received	1,024	0	1,024			0.0 %
1100 Miscellaneous Income	155	0	155			0.0 %
General Administration :- Income	659,907	658,728	1,179			100.2 %
Net Expenditure over Income	-601,721	-600,228	1,493			
201 Units						
4200 Vehicle Costs	1,566	2,164	599		599	72.3 %
4201 Vehicle Replacement Fun	0	3,000	3,000		3,000	0.0 %
4210 Rates	7,082	10,155	3,073		3,073	69.7 %

Month No : 10

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4214	Electricity	579	650	71		71	89.1 %
4216	Water	242	259	17		17	93.5 %
4218	Rent	7,500	10,400	2,900		2,900	72.1 %
4221	Unit 2 Costs	9,160	17,250	8,090		8,090	53.1 %
4225	Fuel	2,570	3,646	1,076		1,076	70.5 %
4230	Training	400	4,000	3,600		3,600	10.0 %
4250	Maintenance/Repairs	1,285	0	-1,285		-1,285	0.0 %
4265	Cleaning	0	325	325		325	0.0 %
4315	Misc. Expenditure	138	0	-138		-138	0.0 %
	Units :- Expenditure	30,521	51,849	21,328	0	21,328	58.9 %
1100	Miscellaneous Income	100	0	100			0.0 %
	Units :- Income	100	0	100			
	Net Expenditure over Income	30,421	51,849	21,428			
251	Town Hall						
4055	Architect/Legal Fees	14,417	0	-14,417		-14,417	0.0 %
4100	Telephones	797	0	-797		-797	0.0 %
4210	Rates	0	5,000	5,000		5,000	0.0 %
4212	Gas	1,192	1,500	308		308	79.5 %
4214	Electricity	3,266	1,000	-2,266		-2,266	326.6 %
4216	Water	611	600	-11		-11	101.8 %
4250	Maintenance/Repairs	0	5,000	5,000		5,000	0.0 %
4265	Cleaning	95	5,000	4,905		4,905	1.9 %
4270	Town Hall Equipment	450	500	50		50	90.1 %
4275	Licences	1,950	2,600	650		650	75.0 %
	Town Hall :- Expenditure	22,779	21,200	-1,579	0	-1,579	107.4 %
1250	Lettings - Town Hall	2,759	5,000	-2,241			55.2 %
	Town Hall :- Income	2,759	5,000	-2,241			55.2 %
	Net Expenditure over Income	20,020	16,200	-3,820			
252	Heritage Lottery Fund						
4285	Heritage Lottery Expenditure	978,956	0	-978,956		-978,956	0.0 %
	Heritage Lottery Fund :- Expenditure	978,956	0	-978,956	0	-978,956	
1270	Heritage Lottery Income	829,967	0	829,967			0.0 %
	Heritage Lottery Fund :- Income	829,967	0	829,967			
	Net Expenditure over Income	148,989	0	-148,989			

Month No : 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
261 Old Fire Station						
4055 Architect/Legal Fees	0	1,040	1,040		1,040	0.0 %
4100 Telephones	340	0	-340		-340	0.0 %
4210 Rates	1,908	1,800	-108		-108	106.0 %
4212 Gas	515	2,100	1,585		1,585	24.5 %
4214 Electricity	3,102	2,500	-602		-602	124.1 %
4216 Water	0	1,060	1,060		1,060	0.0 %
4250 Maintenance/Repairs	2,168	3,000	832		832	72.3 %
4265 Cleaning	4,568	6,000	1,432		1,432	76.1 %
4275 Licences	293	0	-293		-293	0.0 %
4290 OFS - Equipment	681	500	-181		-181	136.3 %
4298 OFS - PWLB Repayments	238,792	0	-238,792		-238,792	0.0 %
4315 Misc. Expenditure	10	0	-10		-10	0.0 %
4330 Signs	55	0	-55		-55	0.0 %
Old Fire Station :- Expenditure	252,432	18,000	-234,432	0	-234,432	1402.4
1260 Lettings - Old Fire Station	15,086	8,000	7,086			188.6 %
1261 Rental - Old Fire Station	-17	10,000	-10,017			-0.2 %
Old Fire Station :- Income	15,069	18,000	-2,931			83.7 %
Net Expenditure over Income	237,363	0	-237,363			
270 The Loft						
1245 Lettings - The Loft	27	0	27			0.0 %
The Loft :- Income	27	0	27			
Net Expenditure over Income	-27	0	27			
271 9 Market Place						
4100 Telephones	92	0	-92		-92	0.0 %
4210 Rates	2,256	5,096	2,840		2,840	44.3 %
4214 Electricity	1,065	520	-545		-545	204.9 %
4218 Rent	6,000	12,000	6,000		6,000	50.0 %
4250 Maintenance/Repairs	0	1,000	1,000		1,000	0.0 %
4265 Cleaning	312	500	188		188	62.4 %
4275 Licences	7,000	0	-7,000		-7,000	0.0 %
9 Market Place :- Expenditure	16,725	19,116	2,391	0	2,391	87.5 %
Net Expenditure over Income	16,725	19,116	2,391			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
281 20 High Street						
4055 Architect/Legal Fees	876	0	-876		-876	0.0 %
4250 Maintenance/Repairs	145	0	-145		-145	0.0 %
20 High Street :- Expenditure	<u>1,021</u>	<u>0</u>	<u>-1,021</u>	<u>0</u>	<u>-1,021</u>	
Net Expenditure over Income	<u>1,021</u>	<u>0</u>	<u>-1,021</u>			
301 Town Centre						
4214 Electricity	940	1,082	142		142	86.9 %
4250 Maintenance/Repairs	0	271	271		271	0.0 %
4300 Bus Shelters	0	541	541		541	0.0 %
4305 War Memorial	0	541	541		541	0.0 %
4310 Town Centre Equipment	543	541	-2		-2	100.4 %
4315 Misc. Expenditure	402	541	139		139	74.3 %
4320 SNC Toilets	8,000	5,410	-2,590		-2,590	147.9 %
4330 Signs	0	541	541		541	0.0 %
4335 Blooming Brackley	2,993	4,328	1,335		1,335	69.2 %
4340 Market Expenses	0	541	541		541	0.0 %
4345 Christmas Lights	31,866	20,800	-11,066		-11,066	153.2 %
Town Centre :- Expenditure	<u>44,745</u>	<u>35,137</u>	<u>-9,608</u>	<u>0</u>	<u>-9,608</u>	<u>127.3 %</u>
1250 Lettings - Town Hall	126	0	126			0.0 %
1300 Fair Rights	2,900	3,000	-100			96.7 %
1305 Friday Market	2,929	3,120	-191			93.9 %
1310 Electricity Recharge	185	380	-195			48.7 %
Town Centre :- Income	<u>6,140</u>	<u>6,500</u>	<u>-360</u>			<u>94.5 %</u>
Net Expenditure over Income	<u>38,605</u>	<u>28,637</u>	<u>-9,968</u>			
351 Parks & Open Spaces						
4055 Architect/Legal Fees	900	0	-900		-900	0.0 %
4218 Rent	2,994	0	-2,994		-2,994	0.0 %
4250 Maintenance/Repairs	24	0	-24		-24	0.0 %
4315 Misc. Expenditure	885	0	-885		-885	0.0 %
4330 Signs	601	3,000	2,399		2,399	20.0 %
4350 Open Space Equipment & Repairs	43,288	15,000	-28,288		-28,288	288.6 %
4355 Play Equip. Inspect/Security	927	2,208	1,281		1,281	42.0 %
4375 St James' Lake	13,256	2,917	-10,339		-10,339	454.4 %
4380 Fence Repairs	3,752	552	-3,200		-3,200	679.8 %
4385 Litter/Dog Clearance	11,736	10,000	-1,736		-1,736	117.4 %
4390 Open Spaces Rents	0	108	108		108	0.0 %

Month No : 10

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4395	Ditches, Hedges & Trees	3,463	15,000	11,537		11,537	23.1 %
4396	Biodiversity Works	2,483	0	-2,483		-2,483	0.0 %
4400	Grass Cutting	74,112	100,000	25,888		25,888	74.1 %
4410	Footway Lighting	167	1,500	1,333		1,333	11.1 %
	Parks & Open Spaces :- Expenditure	158,588	150,285	-8,303	0	-8,303	105.5 %
1100	Miscellaneous Income	55	0	55			0.0 %
1355	Angling Club	0	1,800	-1,800			0.0 %
1365	Recharge for Services	0	1,103	-1,103			0.0 %
1370	Allotments	187	120	67			155.7 %
1375	Barrel Lines rent	5	0	5			0.0 %
	Parks & Open Spaces :- Income	247	3,023	-2,776			8.2 %
	Net Expenditure over Income	158,341	147,262	-11,079			
401	Cemetery						
4210	Rates	448	703	255		255	63.7 %
4216	Water	81	271	190		190	29.8 %
4250	Maintenance/Repairs	0	2,164	2,164		2,164	0.0 %
4315	Misc. Expenditure	250	271	21		21	92.3 %
	Cemetery :- Expenditure	778	3,409	2,631	0	2,631	22.8 %
1400	Burials	19,147	12,000	7,147			159.6 %
1405	Memorials	2,300	3,246	-946			70.9 %
	Cemetery :- Income	21,447	15,246	6,201			140.7 %
	Net Expenditure over Income	-20,669	-11,837	8,832			
451	Grants & Donations						
4450	S137 Grants	20	3,000	2,980		2,980	0.7 %
4455	Other Grants	7,962	10,000	2,038		2,038	79.6 %
4460	Youth Council	0	1,000	1,000		1,000	0.0 %
	Grants & Donations :- Expenditure	7,982	14,000	6,018	0	6,018	57.0 %
1455	Donations Received	324	0	324			0.0 %
	Grants & Donations :- Income	324	0	324			
	Net Expenditure over Income	7,658	14,000	6,342			
501	Civic						
4500	Mayor's Allowance	1,626	3,640	2,014		2,014	44.7 %
4510	Civic Costs	3,636	5,406	1,770		1,770	67.3 %

Month No : 10

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4515	Mayor's Travel	237	0	-237		-237	0.0 %
4520	Deputy Mayor's Allowance	59	364	305		305	16.2 %
4525	Civic Regalia Maintenance	1,059	1,000	-59		-59	105.9 %
	Civic :- Expenditure	6,617	10,410	3,793	0	3,793	63.6 %
	Net Expenditure over Income	6,617	10,410	3,793			
601	Events						
4315	Misc. Expenditure	24	0	-24		-24	0.0 %
4325	Events Expenditure-DO NOT USE	120	0	-120		-120	0.0 %
4550	Event costs	12,735	10,500	-2,235		-2,235	121.3 %
	Events :- Expenditure	12,879	10,500	-2,379	0	-2,379	122.7 %
	Net Expenditure over Income	12,879	10,500	-2,379			
701	Egerton Hall						
4055	Architect/Legal Fees	1,811	0	-1,811		-1,811	0.0 %
4210	Rates	0	1,000	1,000		1,000	0.0 %
4212	Gas	0	400	400		400	0.0 %
4214	Electricity	0	400	400		400	0.0 %
4216	Water	0	200	200		200	0.0 %
4250	Maintenance/Repairs	0	500	500		500	0.0 %
4265	Cleaning	0	500	500		500	0.0 %
4275	Licences	0	500	500		500	0.0 %
4315	Misc. Expenditure	118	0	-118		-118	0.0 %
4600	S106	1,835	0	-1,835		-1,835	0.0 %
	Egerton Hall :- Expenditure	3,764	3,500	-264	0	-264	107.6 %
1100	Miscellaneous Income	2,205	0	2,205			0.0 %
1255	Lettings - Egerton Hall	0	1,200	-1,200			0.0 %
	Egerton Hall :- Income	2,205	1,200	1,005			183.7 %
	Net Expenditure over Income	1,560	2,300	740			
801	Developers Fund						
4600	S106	25,965	0	-25,965		-25,965	0.0 %
	Developers Fund :- Expenditure	25,965	0	-25,965	0	-25,965	
1100	Miscellaneous Income	350,420	0	350,420			0.0 %
1600	S106 income	74,776	0	74,776			0.0 %
1610	CIL income	1,231	0	1,231			0.0 %
	Developers Fund :- Income	426,427	0	426,427			
	Net Expenditure over Income	-400,463	0	400,463			

Brackley Town Council

Venues Working Party

10th January 2019 9am Brackley Town Hall

Minutes

1. Appoint the Chairman – Cllr Bagot Webb was proposed by Cllr Cartmell and seconded by Cllr Baker, this was agreed by all councillors present so Cllr Bagot-Webb was elected as Chairman of the Working Party.
2. Apologies – Cllr Sharps
3. Recommended uses of venues – after a discussion, the following was agreed:
 - The Old Fire Station works as the current 'Village Hall' offer. For groups, meetings, classes, children's parties, afternoon teas etc
 - Egerton Hall will be the community centre offer. For groups, classes, children's parties etc PLUS functions, weddings and larger parties PLUS block bookings for performances, conferences etc
 - The Town Hall will be the Civic Offer. Ceremonies, dinners, drinks receptions etc. Wedding ceremonies for up to 30-40 people could also hold their reception in the Town Hall. Wedding ceremonies over this number will be encouraged to book Egerton (or elsewhere) for their reception. Egerton will be far better suited to host parties that go on beyond 10:30pm, or that have live or loud music or dancing.

RECOMMENDATION to Finance and Policy Committee that the above agreed usage is approved.

4. Prices and Rates – after a discussion the following was agreed:
 - All prices to be inclusive of VAT
 - Mayor can have halls for free for civic use, no other cllrs can.
 - Anything outside of the following will be discussed with the Clerk, Mayor and Chair of Finance
 - Old Fire Station – following many months of incorrect charging and confused rates, based on market and user research, to change what we mean as 'commercial' from anyone charging people to attend their session, to anyone with a national remit that is not from Brackley eg Weight Watchers. This means that local people running their business from within Brackley can take advantage of the Local Rate (previously known as Resident Rate') e.g. children's music classes, flower arranging classes. The new rates will be:
 - Commercial Rate - £34 per hour
 - Local Rate - £20 per hour
 - Groups/ Charity Rate - £10 per hour

- **Brackley Town Hall – To drop the hourly rate as staffing the building makes this unviable. To introduce session charges that also encourages daytime Monday-Friday use. To change the charges to:**
 - 3 hourly hire (Monday- Friday 9-5) - £120
 - 3 hourly hire (after 5pm, weekends and bank holidays) - £200
 - 6 hourly Hire - £300
 - All day Hire - £500
 - **Weddings-**
 - Ceremony Only - £500
 - Ceremony and Reception (under 40 people) - £1000
 - Ceremony and Reception (over 40 people) - £1500 (we would encourage couples to have their reception at Egerton Hall at this number as logistics of changing the room around is too great – it would be up to the caterers or planners to do this)
 - Ceremony at Town Hall and Reception at Egerton Hall - £2000

- **Egerton Hall – most complex building as there is the need for this to be accessible as a community centre and a function venue as well as a performance venue by local and national companies. Therefore, varying rates needed.**
 - LARGE HALL – all rates include kitchen**
 - **Community Centre Rates – hourly hire – more like OFS**
 - Commercial - £40 per hour
 - Local Rate - £30 per hour
 - Groups / Charity Rate - £15 per hour
 - **Function Rates – session hire – includes BTC Staff Keyholding**
 - 6 hours - £300
 - All day - £500
 - SMALL ROOM**
 - **Community Centre Rates**
 - Commercial Rate - £20
 - Local Rate - £15
 - Groups and Charities - £10
 - **Function Rates**
 - £50 surcharge for whole building
 - **Block Bookings – Arts Companies, Corporate etc**
 - Commercial – Price On Application
 - Local Rate - £600 (up to 7 days)
 - **Weddings-**
 - Ceremony Only - £500
 - Ceremony and Reception - £1500
 - Ceremony at Town Hall and Reception at Egerton Hall - £2000

RECOMMENDATION to Finance and Policy Committee to accept new charges for all venues (from April 1st 2019)

5. Staffing/ Keys – after discussion, the following was agreed:
 - That BTC staff should never be in charge of security of large scale functions in any venue – SMW to continue researching security companies and report back. The price of security staff would be compulsory and additional for hirers of BTH/ Egerton Hall for evening functions/ weddings
 - Old Fire Station – a key safe with regular code changes instead of key collection from office
 - Egerton – key coded entry or key safe for regular/ community users. Staff/ security for functions and weddings
 - BTH – Before 5pm Monday-Friday – staff manage keys with users. Otherwise staff/security.

RECOMMENDATION to Finance and Policy Committee that the above is approved.

6. New Booking Form - SMW will send to Working Party councillors for feedback, security information to be added to the new Terms and Conditions
7. Any Other Business –
 - It was agreed that set-ups and extras such as projector and screen should be charged for, anyone who is currently getting these things for free will have a letter sent to them
 - It was agreed that BTC should apply for a marriage license for Egerton Hall.
 - The names of the rooms at Egerton were discussed. 'Scroop Hall' and 'Francis Room' were suggested as they were the two Egertons who were involved in the building and extending of the Town Hall. Small plaques which explain who Scroop and Francis were could be on the walls of the rooms. This decision needs to be taken to council.
8. Date of Next Meeting – 6th February – 9:30 – Civic Hall