

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **18<sup>th</sup> January 2016** in the Upper Hall, Town Hall, Brackley, immediately following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 13<sup>th</sup> January 2016



Town Clerk

**MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

**444/15 APOLOGIES FOR ABSENCE**

**445/15 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.

**446/15 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

**447/15 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 21<sup>st</sup> December 2015.

**448/15 MEMBERS REPORTS**

None received to date.

**449/15 FINANCE REPORTS**

To receive for approval:

- 1) List of Accounts 10 in the sum of £43,531.73

**450/15 REPORT ON CHARGES 16/17**

Town Clerk's report is attached and makes recommendations regarding the level of charges for the coming financial year in line with the proposed increase to the precept.

**451/15 APPOINTMENT OF DESIGN TEAM – TOWN HALL RESTORATION**

An extensive tendering process for the procurement of a Design Team for the second stage of the Heritage Lottery Funded project resulted in over 50 enquiries, seven Expressions of Interest and two completed tenders.

It is **RECOMMENDED** that the Committee approves the appointment of Haverstock Architects.

A **confidential** Tender Report is attached for Councillors Information

**452/15 REPORT FROM FIRE STATION SUB COMMITTEE**

The first report from the Fire Station Sub Committee regarding progress with the construction project is attached.

**453/15 MEMBERSHIP OF THE GRANTS WORKING PARTY**

Members are asked to consider the membership of the Grants Working Party. This group has not met since the elections in May.

**454/15 MATTERS FOR DISCUSSION OR INFORMATION**

## FINANCE AND POLICY COMMITTEE

Minutes of a Meeting of the Finance and Policy Committee held on Monday 21 December 2015, in the Upper Hall, Town Hall, Brackley.

Present: Councillor Peter Rawlinson (Chair)  
Councillors Bagot-Webb, Barrie, Broomfield, Cartmell, Morrell, Waldron & P Wiltshire

Officers: Town Clerk (Linda Carter), Finance & Development Officer (Alison Moses) and Communications Support Officer (Stephanie Lloyd-Berry)

In Attendance: Councillors Sharps & Thompson

### 397/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from: Councillor Butler

### 398/15 DECLARATIONS OF INTEREST

None.

### 399/15 PUBLIC PARTICIPATION

None.

### 400/15 APPROVAL OF MINUTES

On the proposition of Councillor Broomfield (The Mayor), it was **RESOLVED**:

To receive and approve the Minutes of the previous meeting of the Finance & Policy Committee held on Monday 16 November 2015.

### 401/15 MEMBERS REPORT

None received.

### 402/15 FINANCE REPORTS

1. On the proposition of Councillor Barrie, it was **RESOLVED** to:

Approve the List of Accounts 9 in the sum of £33,598.11 and List of Accounts 9A in the sum of £5,446.32.

2. On the proposition of Councillor P Wiltshire, it was **RESOLVED** to:

To receive the Bank reconciliation for Month 8

### 403/15 BUDGET, PRECEPT AND RESERVES

At its previous meeting on 16 November 2015, this Committee agreed that the proposed budget would form the basis of the precept calculations for 2016-2017. Since that meeting, Council had received notification of its Tax Base for the coming year, which was less than previously anticipated. As a result, 2 choices were available to the Council; reduce the Budget by around £6,000, or increase the precept.

Papers were circulated to Members prior to this meeting showing the effect of both options in relation to the 5 year plan, and Members were asked to decide how they wished to proceed,

On the basis of the forgoing discussion, the Committee was asked to confirm and approve the following for **RECOMMENDATION** to Council on Monday 4 January 2016:

That Brackley Town Council:

- 1) Sets a budget for 2016/17 of £619,894
- 2) Submits a precept demand to South Northamptonshire Council for £548,000 equating to a Band D Charge of £115.44
- 3) Notes the estimated year end reserves total as £576,014 in Earmarked Reserves, with £440,298 allocated to the Town Hall Restoration Scheme as match funding for the Heritage Lottery Award.

On the proposition of Councillor Ross, it was **RESOLVED:**

To approve the above **RECOMMENDATIONS** for presentation to Council on Monday 4 January 2015.

**404/15 TRAINING COURSE & COSTS**

Staff Health & Safety Training (Emergency First Aid, Manual Handling and Fire Marshall training) had been sourced at a cost of £1,380. This would be for six members of staff and provided by St. John Ambulance. All courses would be delivered at the Town Hall.

On the proposition of Cllr Broomfield (The Mayor), it was **RESOLVED:**

To approve the training requirements for staff to be delivered during February/March 2016.

**405/15 MATTERS FOR DISCUSSION OR INFORMATION**

The Clerk informed Members that Northamptonshire Police & Crime Commissioner, Mr Adam Simmonds would attend next Full Council Meeting on Monday 4 January 2016.

**Brackley Town Council Office:** Would close from 1.00pm on Thursday 24<sup>th</sup> December. It will re-open to the general public on Monday 4 January 2016.

Meeting closed at: 8.04pm

Chairman

Date

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
24/12/2015			Salaries	Salaries/Pension/Tax & NI	£ 9,654.92	£ -	£ 9,654.92	Salary	4000 - Salaries
24/12/2015			Tax & NI	Salaries/Pension/Tax & NI	£ 3,522.69	£ -	£ 3,522.69	Tax & NI	4010 - PAYE/IN
24/12/2015			Pension	Salaries/Pension/Tax & NI	£ 4,107.85	£ -	£ 4,107.85	Pension	4015 - Pension
None									
<b>By BAC</b>									
21/12/2015	100682	2015/592	Hydramex Ltd	Hydramex Ltd	£ 412.60	£ 82.52	£ 495.12	Unit consumables	4220 - Equipment & unit repairs
21/12/2015	149754	2015/593	TBS Hygiene Ltd	TBS Hygiene Ltd	£ 1,287.90	£ 257.58	£ 1,545.48	Dog collection - November	4385 - litter/dog waste
21/12/2015	2006/2011003/2011	2015/594	AGU Treecraft Ltd	AGU Treecraft Ltd	£ 1,355.00	£ 271.00	£ 1,626.00	Tree works	4395 - Ditches, hedges & Trees
21/12/2015		2015/595	E-on	E-on	£ 83.37	£ 16.67	£ 100.04	Street light maintenane	4410 - Footway light
21/12/2015	403920	2015/596	Brackley DIY Supplies	Brackley DIY Supplies	£ 19.83	£ 3.97	£ 23.80	Keys	4060 - Office Equipment
21/12/2015		2015/597	Bernie Tiller	Bernie Tiller	£ 50.00	£ -	£ 50.00	Sound - Christmas Lights	4510 - Civic Expenses
21/12/2015	1884150	2015/598	Fuel Genie	Fuel Genie	£ 169.39	£ 33.86	£ 203.25	Fuel - November	4225 - Fuel
21/12/2015	8657	2015/599	Microshade	Microshade	£ 117.75	£ 23.55	£ 141.30	Hosting	4060 - Office Equipment
21/12/2015	1218186092	2015/600	Orange	Orange	£ 67.12	£ 13.42	£ 80.54	Mobile phones	4100 - Telephones
21/12/2015	182611	2015/601	Bruce Hopkins Ltd	Bruce Hopkins Ltd	£ 115.32	£ 20.97	£ 136.29	Unit consumables	4220 - Equipment & unit repairs
21/12/2015	6630123211	2015/602	Lyreco	Lyreco	£ 348.98	£ 69.80	£ 418.78	Stationery	4090 - Stationery
21/12/2015	170	2015/603	Ingham Pinnock Associates	Ingham Pinnock Associates	£ 2,672.00	£ 534.40	£ 3,206.40	HLF - Town Hall	4285 - Architects Fees
21/12/2015	104704	2015/604	Sutcliffe Play	Sutcliffe Play	£ 441.10	£ 88.22	£ 529.32	Equipment repair	4355 - Play equipment
21/12/2015	92442	2015/605	WPS Insurance	WPS Insurance	£ 122.15	£ -	£ 122.15	Insurance	4085 - Insurance
21/12/2015	921	2015/606	Soundwaves Audio Ltd	Soundwaves Audio Ltd	£ 1,045.00	£ 209.00	£ 1,254.00	Christmas Light Switch on	4510 - Civic Expenses
21/12/2015	2834	2015/607	Tractor Guard Ltd	Tractor Guard Ltd	£ 325.00	£ 65.00	£ 390.00	Unit consumables	4220 - Equipment & unit repairs
21/12/2015	115870	2015/608	RVS Group	RVS Group	£ 207.36	£ 41.47	£ 248.83	Photocopier hire charge	4060 - Office Equipment
21/12/2015		2015/609	Robert D Bowerman	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Parking rental	4275 - Licences
21/12/2015	30378112	2015/610	South Northamptonshire	South Northamptonshire	£ 1,208.13	£ -	£ 1,208.13	Rates - 9 Market Place	4210 - Rates
21/12/2015	93731/94222	2015/611	Hazchem Safety	Hazchem Safety	£ 119.74	£ 23.95	£ 143.69	Unit consumables	4220 - Equipment & unit repairs
21/12/2015		2015/612	Paul Stephenson	Paul Stephenson	£ 10.98	£ -	£ 10.98	Cleaning products	4265 - Cleaning
21/12/2015	10347	2015/613	GSS Architecture	GSS Architecture	£ 1,938.92	£ 387.78	£ 2,326.70	OFS	4055 - Architect/legal fees
<b>Direct Debits</b>									
Dec-15		2015/614	SGW Payroll	SGW Payroll	£ 64.00	£ 12.80	£ 76.80	Payroll	4025 - Payroll Costs
Dec-15		2015/615	E-on	E-on	£ 363.56	£ 72.71	£ 436.27	Electricity - Town Hall	4214 - Electricity
Dec-15		2015/616	E-on	E-on	£ 26.33	£ 1.32	£ 27.65	Electricity - Unit	4214 - Electricity
Dec-15		2015/617	E-on	E-on	£ 65.78	£ 3.29	£ 69.07	Electricity - Market Place	4214 - Electricity
Dec-15		2015/618	Utility Warehouse	Utility Warehouse	£ 17.42	£ 3.48	£ 20.90	Office Telephone	4100 - Telephones
					£ 29,981.85	£ 2,236.76	£ 32,218.61		
<b>Invoice Summary</b>									
Invoice Date	Invoice No	Our Ref Number	Supplier Name	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
22/10/2015	2210003	2015/619	AGU Treecraft Ltd	AGU Treecraft Ltd	£ 585.00	£ 117.00	£ 702.00	78 Johnson Avenue	4395 - Ditches, hedges & Trees
24/11/2015		2015/620	Gilroy Steel	Gilroy Steel	£ 300.00	£ -	£ 300.00	New unit	4055 - Architect/legal fees
11/12/2015		2015/621	Signs of Quality	Signs of Quality	£ 106.25	£ 21.25	£ 127.50	Banner	4090 - Stationery
26/11/2015		2015/592a	Josie & the outlaw	Josie & the outlaw	£ 250.00	£ -	£ 250.00	Christmas Light Switch on	4510 - Civic Expenses
					£ 31,223.10	£ 2,375.01	£ 33,598.11		

Paid before the meeting

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
By BAC								
07/12/2015	2015087790	2015/622	Neopost	£ 59.43	£ 11.89	£ 71.32	Franking Machine Rental	4095 - Postage
11/12/2015	805	2015/623	DMH Solutions Ltd	£ 100.34	£ 20.07	£ 120.41	Local Council Risk System	4085 - Insurance/Health & Safety
14/12/2015	6792	2015/624	M-Trac	£ 64.50	£ 12.90	£ 77.40	Hedge cutter	4220 - Equipment & Unit repairs
17/12/2015	96213	2015/625	Hazchem Safety	£ 93.51	£ 18.70	£ 112.21	Hi Vis Jackets	4085 - Insurance/Health & Safety
17/12/2015	1712001	2015/626	AGU Treecraft Ltd	£ 970.00	£ 194.00	£ 1,164.00	Tree works - Brackley Park	4395 - Ditches Hedges & trees
17/12/2015	710762	2015/627	Neopost	£ 100.00	£ -	£ 100.00	Postage top up	4095 - Postage
18/12/2015	-	2015/628	Linda Carter	£ 11.04	£ -	£ 11.04	Expenses	4095 - Postage
18/12/2015	4311	2015/629	Auditing Solutions Ltd	£ 820.00	£ 164.00	£ 984.00	Half year audit	4050 - Audit Fees
21/12/2015	-	2015/630	J Broomfield	£ 63.50	£ -	£ 63.50	Mayors Allowance	4500 - Mayor's Allowance
21/12/2015	228838/228815	2015/631	SRBE	£ 164.00	£ 32.80	£ 196.80	New road closure signate	4085 - Insurance/Health & Safety
21/12/2015	-	2015/632	Richard Horth	£ 3,000.00	£ -	£ 3,000.00	Rental of 9 Market Place	4315 - Temp Relocation & Storage costs
				£ 5,446.32	£ 454.36	£ 5,900.68		

Invoice Date	Invoice No	Our Ref Number	Supplier Name	By BAC	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
07/01/2016	1193	2015/633	Bingham Grounds Services		£ 2,174.36	£ 434.87	£ 2,609.23	Deposit for Goal Mouth Works	
23/12/2015	4079	2015/634	A1 Rubbish Clearance Services		£ 130.00	£ 26.00	£ 156.00	Asbestos fly tip	
31/12/2015	182755	2015/635	Bruce Hopkins Ltd		£ 50.84	£ 10.17	£ 61.01	Post Elbow	
29/12/2016	119892099	2015/636	Anglian Water		£ 32.50	£ -	£ 32.50	Water - Cemetery	
03/01/2016	79	2015/637	Dixon House Maintenance		£ 40.00	£ -	£ 40.00	Repairs to Ladies Toilet	
31/12/2015	6630124292	2015/638	Lyreco		£ 43.76	£ 8.75	£ 52.51	Rubber stamp	
01/01/2016	11871974960	2015/639	E-on		£ 146.63	£ 7.33	£ 153.96	Unmetered supply	
31/12/2015	1919909	2015/640	FuelGenie		£ 199.03	£ 39.80	£ 238.83	Fuel - December	
03/11/2015	63085235	2015/641	PHS Group		£ 912.75	£ 182.55	£ 1,095.30	Dust mat contract	
31/12/2015	0	2015/642	B Sharp		£ 29.98	£ -	£ 29.98	Stationery	
15/12/2015	0	2015/643	R D Bowerman		£ 41.66	£ -	£ 41.66	Parking fees	
14/12/2015	21817	2015/644	Texprep		£ 31.80	£ 5.57	£ 37.37	Tickets - Alvin	
31/12/2015	176	2015/645	Ingham Pincock Associates		£ 2,672.00	£ 534.40	£ 3,206.40	BTH Delivery Phase	
28/12/2015	92122986	2015/646	Neopost		£ 127.63	£ 25.53	£ 153.16	Franking Machine Rental	
29/12/2015	32445	2015/647	Blachere Illumination		£ 8,327.50	£ 1,665.50	£ 9,993.00	Christmas Lights	
08/01/2016	700865	2015/648	Glasdon		£ 988.88	£ 197.77	£ 1,186.65	New Life buoys for St James Lake	
07/01/2016	32472	2015/649	Blachere Illumination		£ 3,436.50	£ 687.30	£ 4,123.80	Switch on and Removal	
21/12/2015	850156	2015/650	Officefurniture		£ 1,053.00	£ 210.60	£ 1,263.60	Office furniture - 9 Market Place	
11/01/2016	8721	2015/651	Microshade		£ 117.75	£ 23.55	£ 141.30	Hosting fee + new user	
08/01/2016	0	2015/652	Clerks & Councils Direct		£ 12.00	£ -	£ 12.00	Magazine subscription	
05/01/2016	124353624	2015/653	Anglian Water		£ 9.03	£ -	£ 9.03	Water - Unit	
03/03/2015	30739	2015/654	Edge		£ 144.00	£ 28.80	£ 172.80	Remote back up - end of contract	
					<b>Salary/Tax &amp; NI/Pension</b>				
25/01/2016	*	2015/655	Salaries		£ 11,098.43	£ -	£ 11,098.43	Salary	4000 - Salaries
25/01/2016	*	2015/656	Tax & NI		£ 3,559.25	£ -	£ 3,559.25	Tax & NI	4010 - PAYE/IN
25/01/2016	-	2015/657	Pension		£ 4,060.38	£ -	£ 4,060.38	Pension	4015 - Pension
					<b>DD</b>				
24/12/2015	H125E7C40F	2015/658	E-On		£3.41	£ 0.17	£3.58	Electricity - Unit	
					<b>£ 39,443.07</b>	<b>£ 4,088.66</b>	<b>£ 43,531.73</b>		

**BRACKLEY TOWN COUNCIL**

**Finance & Policy Committee  
Monday 18<sup>th</sup> January 2016**

**PURPOSE OF REPORT:**

To review charges made by Brackley Town Council for various activities for the financial year 2016/17

**RECOMMENDATION:**

**That the Council increase overall costs by 5%, in line with the increase in the Precept, and that the hall hire charges remain inclusive of VAT.**

**MAIN ISSUES AND CONSIDERATIONS:**

**1. Cemetery – Last reviewed December 2014**

<b>I. INTERMENTS</b>	<b>2016-17</b>	
In single graves or 9ft x 4ft whether or not an Exclusive Right of Burial has been granted, the maintenance charge shall be	£270	£285
In double graves - as above	£280	£295
Reopening of a double grave where the exclusive right has been purchased	£270	£285
In graves of 18in x 18in where the remains have been cremated, and whether or not an Exclusive Right of Burial has been granted.	£170	£180

**2. EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES**

For the Exclusive Right of Burial for a period of seventy-five years in an earthen grave 9ft x 4ft <u>EITHER A SINGLE OR DOUBLE BURIAL</u>	£270	£285
In the 'Garden of Rest' the charge for Exclusive Right of Burial for a period of seventy-five years in an earthen grave of 18in x 18in	£170	£180

**3. HEADSTONES AND MONUMENTAL INSCRIPTIONS**

For the right to erect or place a headstone not exceeding 3ft in height and 2ft 6ins in breadth, with a base not exceeding 4ft x 1ft 6ins	£121	£127
For the right to lay a tablet not exceeding 18ins x 18ins	£88	£92.50
Each inscription after the first on any headstone	£44	£46.25

**4. MISCELLANEOUS CHARGES**

Certified extracts from the Register of Burials (per entry)	£10	£10
Searches in the Register of Burials One year	£10	£10
Registration of transfer of Exclusive Right of Burial	£10	£10
Certified copies of Grants of Exclusive Right of Burial - per copy	£10	£10

There is no charge for children's burial under the age of 16 years old where the parent of that child is a resident of Brackley.

The fees, payments and sums above will be doubled where the person to be interred or the person who receives a grant of any of the rights referred to in sections 1 and 2 of the table is not a resident of Brackley.



## Agenda Item: 450/15

To purchase the right to have a plaque added to the Rose Garden or Tree Seat the charge will be £50.00, with the plaque and/ or rose bush supplied by the purchaser in accordance with BTC Guidance.

### 2. Town Hall

Following the decision to opt to tax the Town hall the rents are shown inclusive of VAT.

Town Hall		2015/16	2016/17
Upper Hall	Commercial Rate	£37.00	£39.00
	Concessionary	£18.50	£19.50
Lower Hall	Commercial Rate	£31.50	£33.00
	Concessionary	£15.75.	£16.50
A deposit of £250.00 is to be charged at all events where alcohol is served. Where excessive cleaning is done after an event, then an appropriate charge will be made.			
Kitchen		£ 6.60	7.00
<i>Darby &amp; Joan Club Evergreen Club</i>		£ 8.00	£8.50
<i>*Charge rates for Darby &amp; Joan and Evergreens includes the use of the lower hall for three hours and the kitchen.</i>			
<b>Concessionary Rate applies to the following only:</b>			
Over 60's, Registered Charities, Charity Fund Raising, Children's Clubs and Parties. All other bookings are to be at the full rate unless agreed with the Clerk. All business venture bookings will be at the commercial rate.			

### 3. Town Centre

Town Centre			
Market Rents		16.00	15.00
Casual		£21.00	20.00
Charity Stall		£10.00	10.00
Fair Rights	- Fee	£2,800	£2,800

### 4. Brackley Angling Club

Annual lease paid by the Angling Club for St James Lake

October 15/16 - £1450

October 16/17 £1600

### 5. Allotments

Annual rent paid by Brackley Allotment Association

April to March - £105.00

### AUTHOR

Linda Carter

Town Clerk

**Brackley Town Council**  
**Report to Finance & Policy Committee Monday 18<sup>th</sup> January 2016**  
**From Fire Station Development Sub Committee – No 1**

**PROGRESS WITH CONTRACT**

The Town Clerk and the Architect had been on site for an initial meeting with the contractors. One section of the roof, when exposed completely, was far worse than had been anticipated and would need to be replaced. The additional costs may be offset by the presence of a drain under a section of the concrete floor which, if still intact, would preclude the need to dig up that same section of floor to provide drainage from the two toilets which are to be located at the front of the building.

The Site Manager advised that the hoarding would be erected this week and that he intends to attach a noticeboard on which he will display photographs, showing progress within the building, so that passers by would be aware of the changes being made. He has agreed to provide those same photographs to the Town Clerk for publication on the Council's website and Facebook page

The site meeting was followed by a further meeting to finalise the details of finishes, fixtures and fittings.

**EXPRESSIONS OF INTEREST COMMERCIAL USE**

Having taken professional advice the Town Clerk recommended a commercial agent in Banbury to handle the Expressions of Interest and would ascertain the likely costs to report back to members.

**FINANCIAL MATTERS**

The Sub Committee was advised that Consent to Borrow had been received from DCLG and that the application to the Public Works Loans Board would be submitted at the end of January, so that funds were with the Council before the first stage payment to Art Contracts was due.

The grant from South Northamptonshire Council, out of the New Homes Bonus Fund, could be claimed at any time on submission of invoices to the value of the grant (£75,000).

***FSDSC***

***13/01/16***