

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **22nd January 2018** in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 17th January 2018



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

438/17 APOLOGIES FOR ABSENCE

439/17 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.

440/17 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

441/17 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 18th December 2017.

442/17 MEMBERS REPORTS

443/17 LIBRARY FEASIBILITY STUDY

Mr Mike Carter will present his report to Councillors and answer any questions based on the information provided.

The NCC Library Service Review Consultation has now closed, and it is therefore:

RECOMMENDED that the Committee

1. thanks to Mr Carter for his work in producing the report, particularly given the short timescales involved
2. notes the content of the report
3. **RESOLVES** to bring the report back for further discussion of the options following the outcome of the consultation and the County Council's decision.

444/17 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 10 in the sum of £
- 2) Appoint a Councillor for January payments audit
- 3) Spend against budget and Bank Reconciliation– Month 9

445/17 GRANTS – POLICY, PROCEDURE AND FORMS

- 1) Following the decision at last month's meeting to consider a two tier grants system for the future. A new draft procedure and forms are attached.
- 2) A grant application has been received from The Citizens Advice Bureau for funding from the current year's allocation to support the continued provision of advice to Brackley Residents. The Application is for £1500, and sufficient funds remain in the budget to accommodate this application.

446/17 AUDITOR'S REPORT

The External Auditors report was received by Council on 8th January and referred to this committee for action. The Town Clerk's report in relation to the Auditors finding is attached.

RECOMMENDED: That the Committee notes the actions taken to address the issues raised and will monitor progress.

447/17 PENSIONS DISCRETION POLICY

The Council's Pensions Discretion Policy should be reviewed on a biannual basis. It was last agreed in October 2015 and is now provided to Council for approval, with no changes.

RECOMMENDED That the Pensions Discretions Policy is approved

448/17 PAST MAYORS' MEDALS

The Town Council need to re-order Past Mayors Medals, the last having been used. The last medals (silver then finished in hard gold plate) were ordered from Fattorini in Birmingham and engraved locally as required. This involved removing the gold plate, and then regilding, which proved expensive.

Fattorini have suggested the alternative of ordering a number of medals, which they will hold as BTC stock, and then contacting them to arrange engraving and gilding in time for Mayor making. This will then only incur the additional cost of the engraving

The previous prices are shown, but we are currently awaiting an update (the price of silver has increased by approximately 5%)

Qty 1	Price £243.02 net
Qty 2	Price £208.50 each net
Qty 3	Price £197.00 each net
Qty 5	Price £169.82 each net
Qty 10	Price £155.46 each net

Members are asked to consider how many should be ordered.

449/17 REQUEST FOR USE OF CREST

A local resident responded to an alert regarding the need to dispose of the old staircase in the Town Hall, and intends to use the wood to 'turn' into pens. This a hobby rather than a profitable business venture, but he has requested the use of the Town Crest in order to include a historic note with each pen sold.

Members are asked how they wish to respond

450/17 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the **Finance and Policy Committee** held on Monday 18th December 2017 in in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell, Bagot-Webb, Baker, Morrell, Ross, Tiller, and P Wiltshire

Also Present: Cllr Sharps, E Wiltshire and Barrie

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

381/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Butler, Waldron

382/17 DECLARATIONS OF INTEREST

Cllr Morrell 17/542

Cllr Tiller 17/533

383/17 PUBLIC PARTICIPATION

A resident wanted to say thank you to the Brackley Town Council for its support to the Library Supports Group.

A resident asked if Cllr Baker would hand in the impact assessment that the Library Supporters Group have created. Cllr Baker agreed.

384/17 APPROVAL OF MINUTES

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 20th November 2017.

385/17 MEMBERS REPORTS

None received

386/17 FINANCE REPORTS

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

Receive and approve the List of Accounts 9 in the sum of £254,241.87

Appoint a Councillor for December payments audit – Cllr Ross

Noted the bank reconciliation for October 2017 £451,754.03

387/17 DRAFT BUDGET FOR 2018/19

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

Approve the draft budget for 2018/19 showing total expenditure of £693,163.00 with an increase in the precept requirement of 4.28% and to **RECOMMEND** it to Council for its approval.

388/17 GRANTS

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

Approve the proposal to provide short term 'guaranteed' grants for the larger charities, and revises the application process and paperwork for smaller community grants.

389/17 FOOD BANK TRUSTEES

Brackley Food Bank is seeking new trustees, and Councillors were asked if they wished to be considered as a Town Council nominee for such a position.

Cllr R Barrie asked like to be considered as a trustee for the Brackley Food Bank. The Clerk would ask the Food Bank to provide Cllr Barrie details with all the responsibilities of being a trustee.

Members **AGREED** to put Cllr Barrie's name forward as a Trustee for the Brackley Food Bank.

390/17 REQUEST FROM DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE TO RELEASE FUNDS FROM RESERVES.

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

Release £26,000 from the Open Spaces Reserve (currently standing at £36,237) in order that the pathway works may be completed at Tudor Way Park.

391/17 INTERIM REPORT ON LIBRARY FEASIBILITY STUDY

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

Cllr Baker would progress Option 2 (re-categorising Brackley Library as a Large library), and that Mike Carter will continue to progress Option 4 (BTC to set up a new "not for profit" organisation) and Option 3 (BTC to manage the library with infrastructure support from NCC) from the interim report on the library feasibility study.

Mr Carter would report back to the Finance and Policy Committee at its meeting on 22nd January 2018.

392/17 MATTERS FOR DISCUSSION OR INFORMATION

Office would be closing for the Christmas Break at 1pm on Friday 22nd December and will re-opening 2nd January 2018. The phones would be manned between 10.00am and 4.00pm on 27th – 29th December.

Meeting Closed 20.45

Chair

Date

**Authorise Payments - December 2017
Month No 9**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
				Salary/Tax & NI/Pension			
22/12/2017		SAL/DEC/01	Salaries			£ 15,639.50	Salary
22/12/2017		SAL/DEC/02	Tax & NI			£ 5,361.95	Tax & NI
22/12/2017		SAL/DEC/03	Pension			£ 6,740.09	Pension
Online payments							
17/11/2017	71980	17/497	Cemetary Development Services	£ 2,250.00	£ 450.00	£ 2,700.00	Topographical and drone survey
15/11/2017	8060213357	17/498	Anglian Water	£ 187.54		£ 187.54	TH - Water
06/11/2017	815631	17/499	Gem Tool Hire	£ 480.75	£ 89.85	£ 570.60	Lighting Towers - Fireworks
20/11/2017		17/500	Brian Sharp - Expenses	£ 34.38		£ 34.38	Expenses
23/11/2017	4006788	17/501	SNC	£ 180.00		£ 180.00	Premises Licence
20/11/2017	2017082987	17/502	Neopost	£ 58.00		£ 58.00	Franking machine - rental
22/11/2017	9643	17/503	Cotswold Security Systems Ltd	£ 127.80	£ 25.56	£ 153.36	Alarm service - 9 Market Place
22/11/2017	BTH04	17/504	Alexander Dalton	£ 2,500.00		£ 2,500.00	Site inspections - Town Hall
20/11/2017	3530 afu923	17/505	Travis Perkins	£ 80.19	£ 16.04	£ 96.23	electrical items
20/11/2017	3530afu921	17/506	Travis Perkins	£ 25.00	£ 5.00	£ 30.00	Sand
27/11/2017		17/507	Stephanie Campbell	£ 4.19		£ 4.19	Expenses
30/11/2017	9777	17/508	A H Contracts	£ 594.00	£ 118.80	£ 712.80	Dog waste collection
08/11/2017	4006632	17/509	SNC	£ 250.00	£ 50.00	£ 300.00	Waste bins - Fireworks
23/11/2017	197146	17/510	Linnell Bros	£ 71.65	£ 14.33	£ 85.98	Posts/ratchet straps/linemarkers paint
22/11/2017	129137	17/511	RVS Group	£ 258.73	£ 51.75	£ 310.48	Photocopier hire
01/12/2017	SM18471	17/512	Riaktas Business Solutions	£ 184.00	£ 36.80	£ 220.80	System support
24/11/2017	152847	17/513	Hazchem Safety	£ 11.75	£ 2.35	£ 14.10	Cleaning products
21/11/2017	C1286033	17/514	SRBE Plant Hire	£ 112.00	£ 22.40	£ 134.40	Pedestrian Barriers - Remembrance Day
28/11/2017	7065	17/515	Badger Hill Training & Assessment Centre	£ 1,000.00		£ 1,000.00	Ground staff training
29/11/2017	6858	17/516	Haverstock	£ 5,000.00	£ 1,000.00	£ 6,000.00	HLF
01/12/2017	102	17/517	Mike Carter Consultancy Services	£ 2,296.50		£ 2,296.50	Library Feasibility Study
31/12/2017	6630148120	17/518	Lyreco	£ 104.12	£ 20.82	£ 124.94	Stationery
01/12/2017	SLS_MAG143	17/519	SLS School Lettings Solutions	£ 400.00		£ 400.00	Field hire - Fireworks
27/11/2017	810847	17/520	NALC	£ 630.00	£ 126.00	£ 756.00	Larger Concl Conference - L Carter
30/11/2017	122746	17/521	Hydrax Ltd	£ 342.28	£ 68.46	£ 410.74	Vehicle consumables
01/12/2017	7141803	17/522	Northamptonshire County Council	£ 82.20		£ 82.20	HLF - Archive tour
01/12/2017	7910	17/523	Healthmatic	£ 494.17	£ 98.83	£ 593.00	Public toilet cleaning - OFS
11/12/2017	10284	17/524	Microshade Business Consultants	£ 338.25	£ 67.65	£ 405.90	internet hosting
06/12/2017		17/525	Linda Carter	£ 114.75		£ 114.75	expenses - travel
05/12/2017	I42JK	17/526	Jen Kavanagh (Ref SMW)	£ 933.35		£ 933.35	HLF - mini displays support
17/11/2017		17/527	Chris Hindson	£ 81.20		£ 81.20	expenses - travel
05/12/2017		17/528	First For Wellbeing	£ 31.50	£ 35.00	£ 66.50	HLF - mini displays support
06/12/2017		17/529	Brian Sharp - Expenses	£ 95.25		£ 95.25	Expenses - Travel
05/12/2017		17/530	Matthew Banner - Expenses	£ 49.95		£ 49.95	expenses - travel
30/11/2017	H15320E32A	17/531	E-on	£ 24.60	£ 1.23	£ 25.83	unit - Electricity
06/12/2017	160834954/17	17/532	Total Gas & Power	£ 264.96	£ 13.25	£ 278.21	TH - Electricity
15/11/2017	414994356	17/533	Bernie Tiller Expenses	£ 10.73	£ 2.14	£ 12.87	electrical items
16/11/2017	1834	17/534	NACO	£ 125.00		£ 125.00	Training - A Moses
07/12/2017	2	17/535	The Old Fire Station	£ 140.00		£ 140.00	HLF - Photography course
08/12/2017	21153	17/536	Borras	£ 121,250.48	£ 24,250.10	£ 145,500.58	HLF
12/12/2017		17/537	Stephanie Campbell	£ 4.00		£ 4.00	Mayors Allowance
30/11/2017	197687	17/538	Linnell Bros	£ 179.74	£ 35.94	£ 215.68	Fencing

Authorise Payments - December 2017
Month No 9

30/11/2017	197688	17/539	Linnell Bros	£	86.70	£	17.34	£	104.04	Fencing
01/12/2017	2759939	17/540	Fuelgenie	£	291.04	£	58.21	£	349.25	Fuel - November
13/12/2017	0	17/541	C Waldron	£	45.79	£		£	45.79	War memorial expenses
13/12/2017	0	17/542	M Morrell	£	11.70	£		£	11.70	expenses - travel
09/12/2017	161466740/17	17/543	Total Gas & Power	£	167.22	£	54.42	£	221.64	Gas - OFS
12/12/2017	18	17/544	Forgotten Heritage	£	2,507.00	£		£	2,507.00	HFL - photography
12/12/2017	4499	17/545	Harfequin	£	890.00	£	-	£	890.00	Town Talk - Printing
12/12/2017	183	17/546	GreenPark Groundcare	£	34,395.00	£	6,879.00	£	41,274.00	Biodiversity - Pocket park
28/11/2017	C1286992	17/547	SRBE Plant Hire	£	120.00	£	24.00	£	144.00	
28/11/2017	C1286306	17/548	SRBE Plant Hire	£	876.00	£	146.00	£	936.00	Toilets - Fireworks
13/12/2017	15923	17/549	The Wildlife Trust	£	10,000.00	£	2,000.00	£	12,000.00	Green Wheel - SLA
				£	190,793.46	£	35,792.87	£	254,241.87	

**Authorise Payments - January 2018
Month No 10**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Salary/Tax & NI/Pension							
25/01/2018	-	SAL/JAN/01	Salaries	£ 14,599.18	-	£ 14,599.18	Salary
25/01/2018	-	SAL/JAN/02	Tax & NI	£ 4,956.61	-	£ 4,956.61	Tax & NI
25/01/2018	-	SAL/JAN/03	Pension	£ 6,306.17	-	£ 6,306.17	Pension
Payments made between meetings							
29/11/2017	-	550/17	F Baker	£ 84.25	-	£ 84.25	Volunteers Thanks - Fireworks
12/12/2018	-	551/17	Neopost	£ 100.00	-	£ 100.00	Postage top up
21/12/2017	-	552/17	CCS Collection	£ 157.55	-	£ 157.55	Work & Pensions recovery
21/12/2017	-	553/17	Richard Horth	£ 3,000.00	-	£ 3,000.00	Rent - 9 Market Place
27/12/2017	-	554/17	HMRC	£ 110.84	-	£ 110.84	HMRC Balance
16/01/2018	-	555/17	Neopost	£ 100.00	-	£ 100.00	Postage top up
10/01/2018	-	556/17	Mrs Collyer	£ 80.00	-	£ 80.00	Mayors Allowance
10/01/2018	-	557/17	M Banner	£ 16.65	-	£ 16.65	Travel Expenses
05/01/2018	-	558/17	C Hindson	£ 23.40	-	£ 23.40	Travel Expenses
05/01/2018	-	559/17	S Munday-Webb	£ 124.30	-	£ 124.30	HLF - Travel
18/12/2017	-	560/17	Town Talk Delivery Group	£ 550.00	-	£ 550.00	Town Talk delivery
09/12/2017	-	561/17	Neopost	£ 200.00	-	£ 200.00	Postage top up
28/11/2017	-	562/17	Brackley History Society	£ 1,000.00	-	£ 1,000.00	Grant payment
03/01/2018	-	563/17	S Munday-Webb	£ 144.00	-	£ 144.00	HLF - Travel
Online payments							
15/12/2017	BTH05	564/17	Alexander Dalton Ltd	£ 500.00	-	£ 500.00	HLF - Site Inspection
13/12/2017		565/17	The Old Fire Station Café	£ 109.90	-	£ 109.90	HLF - meeting
15/12/2017	198135	566/17	Linnell Bros Ltd	£ 186.35	37.27	£ 223.62	gate
15/12/2017	198154	567/17	Linnell Bros Ltd	£ 53.33	10.67	£ 64.00	Consumables
15/12/2017	198134	568/17	Linnell Bros Ltd	£ 89.96	17.99	£ 107.95	Fencing materials
17/12/2017		569/17	Brian Sharp	£ 17.80	-	£ 17.80	Expenses
20/12/2017	1688039	570/17	BDO	£ 2,000.00	400.00	£ 2,400.00	External Audit Fees
20/12/2017	6903	571/17	Haverstock	£ 5,500.00	1,100.00	£ 6,600.00	Professional services - HLF
08/12/2017	155358	572/17	Hazchem	£ 35.20	7.04	£ 42.24	First Aid kits
30/12/2017	BRA004	573/17	Eon (Lighting)	£ 83.37	16.67	£ 100.04	Electricity - Maintenance
19/12/2017	INV1413	574/17	Soundwave Audio	£ 319.00	63.80	£ 382.80	Sound - Christmas Carols
18/12/2017		575/17	Mark Morrell	£ 11.70	-	£ 11.70	Travel - radstone Fields Development Meeting
30/11/2017	334	576/17	Ingham Pinnock	£ 2,000.00	400.00	£ 2,400.00	professional services - Town Hall
18/12/2017	SFA/1806	577/17	Safety First Associates	£ 1,822.40	364.48	£ 2,186.88	Egerton Hall Spec Development
18/11/2017	155231	578/17	Hazchem Safety	£ 37.02	7.40	£ 44.42	Rubbish bags
21/11/2017	81356	579/17	Paragon Tool Hire	£ 45.00	9.00	£ 54.00	Cone sleeves
30/01/2018	35897	580/17	Blachere	£ 3,495.50	698.70	£ 4,192.20	Repairs and redress
22/12/2017	352820	581/17	George Browns	£ 42.23	8.45	£ 50.68	Consumables
29/12/2017	155815	582/17	Hazchem	£ 238.06	47.61	£ 285.67	Signage
28/12/2017	352913	583/17	George Browns	£ 68.79	13.76	£ 82.55	Consumables
31/12/2017	6630149260	584/17	Lyreco	£ 108.90	21.78	£ 130.68	Stationery
20/12/2017	7078	585/17	Badger Hill Training	£ 840.00	-	£ 840.00	Training - Groundstaff
20/12/2017	7077	586/17	Badger Hill Training	£ 900.00	-	£ 900.00	Training - Groundstaff
20/12/2017	1545T	587/17	Badger Hill Training	£ 800.00	-	£ 800.00	Training - Groundstaff
31/12/2017	9836	588/17	AH Contracts	£ 475.20	95.04	£ 570.24	Dog Waste collection - December
01/01/2018	86044	589/17	Aubergine	£ 499.00	99.80	£ 598.80	HLF - website hosting
02/01/2018	4007333	590/17	SNC (Lottery Licence)	£ 20.00	-	£ 20.00	Lottery Licence - Town Hall

**Authorise Payments - January 2018
Month No 10**

30/11/2017	352074	591/17	George Browns	£	69.24	£	13.85	£	83.09	PPE - Gauntlets	
22/12/2017	352820	592/17	George Browns	£	42.23	£	8.45	£	50.68	Consumables	
22/12/2017	352792	593/17	George Browns	£	7.66	£	1.53	£	9.19	Consumables	
10/12/2017		594/17	Robert D Bowerman	£	62.42	£		£	62.42	Parking Fees - December	
31/12/2017	123568	595/17	Hydramax Ltd	£	77.90	£	15.46	£	92.76	Vehicle consumables	
01/12/2017	2799013	596/17	FuelGenie	£	204.26	£	40.84	£	245.10	Fuel - December	
04/12/2017	35772	597/17	Blachere	£	1,306.50	£		£	1,306.50	Installation	
01/01/2017	103	598/17	Mike Carter Consultancy Services	£	2,550.00	£	10.35	£	2,560.35	M Carter - Feasibility Study	
21/12/2017	80187	599/17	E-on	£	65.75	£	13.15	£	78.90	Electricity - Maintenance	
03/01/2017	180103	600/17	NIC (Window Cleaning)	£	80.00	£	16.00	£	96.00	Window Cleaning - 9 Market Place & OFS	
31/12/2017	339	601/17	Ingham Pinnock	£	2,000.00	£	400.00	£	2,400.00	Professional Services - Town Hall	
11/01/2017	10954	602/17	Microshade	£	338.25	£	67.65	£	405.90	Hosting Fees	
30/11/2017	81156	603/17	Paragon Tool Hire	£	565.60	£	113.12	£	678.72	Equipment hire - fireworks	
25/01/2018	4007453	604/17	SNC (Rend Bucks Rd)	£	60.94	£		£	60.94	Rent - OP2	
02/01/2018	H154A4D221	605/17	E-on	£	186.24	£	9.31	£	195.55	Electricity - Market Place	
02/01/2017		606/17	Paul Wiltshire	£	47.80	£		£	47.80	Travel - Conference	
06/01/2018	162375680/18	607/17	Total Gas & Power	£	175.00	£	15.61	£	327.91	Electricity - Town Hall	
08/01/2018	21189	608/17	Borras Construction	£	97,638.20	£	19,527.64	£	117,165.84	HLF	
10/01/2018	7972	609/17	Healthmatic	£	494.17	£	98.83	£	593.00	Toilet Cleaning - OFS	
11/01/2018		610/17	Linda Carter - Expenses	£	40.50	£		£	40.50	Dry Cleaning - Robes	
12/01/2018		611/17	Don Thompson	£	134.94	£		£	134.94	Mayors Allowance	
09/01/2018	Q010 RU	612/17	BT	£	233.91	£		£	233.91	Telephone - 9 Market Place	
07/01/2018	H154F8ADCA	613/17	E-on	£	31.23	£	1.56	£	32.79	Electricity - Unit	
05/01/2018	353091	614/17	George Brown	£	9.22	£	1.84	£	11.06	Consumables	
31/12/2017	C1286992	615/17	SRBE	£	12.00	£	-	£	12.00	to correct underpayment on invoice C1286992	
Direct Debits											
12/01/2018	323546	616/17	SGW Payroll	£	60.00	£	12.00	£	72.00	Payroll - Month 10	
14/12/2017	321245	617/17	SGW Payroll	£	60.00	£	12.00	£	72.00	Payroll - Month 9	
									£ 158,403.02	£ 23,798.65	£ 182,338.97

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>101</u>	<u>Payroll</u>						
4000	Salaries - Office	136,238	208,008	71,770		71,770	65.5 %
4010	PAYE/NI	43,625	19,636	-23,989		-23,989	222.2 %
4015	Pensions	56,135	67,473	11,338		11,338	83.2 %
4025	Payroll costs	695	765	70		70	90.8 %
	Payroll :- Expenditure	<u>236,692</u>	<u>295,882</u>	<u>59,190</u>	<u>0</u>	<u>59,190</u>	<u>80.0 %</u>
	Net Expenditure over Income	<u>236,692</u>	<u>295,882</u>	<u>59,190</u>			
<u>151</u>	<u>General Administration</u>						
4050	Audit Fees	840	2,861	2,021		2,021	29.4 %
4055	Architect/Legal Fees	2,750	5,202	2,452		2,452	52.9 %
4060	Office Equipment	5,448	7,500	2,052		2,052	72.6 %
4065	Election Expenses	68	6,763	6,695		6,695	1.0 %
4075	Travel	1,232	1,040	-192		-192	118.4 %
4080	Subscriptions	3,746	4,682	936		936	80.0 %
4085	Insurance/Health & Safety	15,745	18,000	2,255		2,255	87.5 %
4090	Stationery	1,282	1,561	279		279	82.1 %
4095	Postage	910	1,873	964		964	48.6 %
4100	Telephones	4,065	2,081	-1,984		-1,984	195.3 %
4105	Conferences & Training	1,080	5,100	4,020		4,020	21.2 %
4110	Advertising & Publicity	1,750	1,040	-710		-710	168.3 %
4115	Town Talk	3,670	6,050	2,380		2,380	60.7 %
4120	Website	250	1,040	790		790	24.0 %
4218	Rent	167	0	-167		-167	0.0 %
4275	Licences	0	2,500	2,500		2,500	0.0 %
4315	Misc. Expenditure	2,307	0	-2,307		-2,307	0.0 %
	General Administration :- Expenditure	<u>45,308</u>	<u>67,293</u>	<u>21,985</u>	<u>0</u>	<u>21,985</u>	<u>67.3 %</u>
1076	Precept	599,572	599,572	0			100.0 %
1090	Interest Received	30	10,000	-9,970			0.3 %
1100	Miscellaneous Income	4,577	0	4,577			0.0 %
	General Administration :- Income	<u>604,179</u>	<u>609,572</u>	<u>-5,393</u>			<u>99.1 %</u>
	Net Expenditure over Income	<u>-558,871</u>	<u>-542,279</u>	<u>16,592</u>			
<u>201</u>	<u>Depot</u>						
4200	Vehicle Costs	8,178	2,081	-6,097		-6,097	393.0 %
4201	Vehicle Replacement Fun	15,781	25,000	9,219		9,219	63.1 %
4210	Rates	6,738	9,764	3,026		3,026	69.0 %
4214	Electricity	460	520	60		60	88.5 %

Month No : 9

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4216	Water	168	249	81		81	67.6 %
4218	Rent	5,337	0	-5,337		-5,337	0.0 %
4221	Unit 2	2,543	10,000	7,457		7,457	25.4 %
4225	Fuel	1,832	3,506	1,674		1,674	52.3 %
4230	Training	2,704	3,081	377		377	87.8 %
4250	Maintenance/Repairs	4,917	2,611	-2,306		-2,306	188.3 %
4265	Cleaning	246	312	66		66	78.9 %
	Depot :- Expenditure	48,905	57,124	8,219	0	8,219	85.6 %
	Net Expenditure over Income	48,905	57,124	8,219			
<u>251</u>	<u>Town Hall</u>						
4055	Architect/Legal Fees	8,000	0	-8,000		-8,000	0.0 %
4212	Gas	2,001	0	-2,001		-2,001	0.0 %
4214	Electricity	1,557	0	-1,557		-1,557	0.0 %
4216	Water	359	0	-359		-359	0.0 %
4275	Licences	250	0	-250		-250	0.0 %
	Town Hall :- Expenditure	12,166	0	-12,166	0	-12,166	
1250	Lettings - Town Hall	463	0	463			0.0 %
	Town Hall :- Income	463	0	463			
	Net Expenditure over Income	11,704	0	-11,704			
<u>252</u>	<u>Heritage Lottery Fund</u>						
4285	Heritage Lottery Expenditure	1,121,791	0	-1,121,791		-1,121,791	0.0 %
	Heritage Lottery Fund :- Expenditure	1,121,791	0	-1,121,791	0	-1,121,791	
1270	Heritage Lottery Income	923,031	0	923,031			0.0 %
	Heritage Lottery Fund :- Income	923,031	0	923,031			
	Net Expenditure over Income	198,760	0	-198,760			
<u>261</u>	<u>Fire Station</u>						
4055	Architect/Legal Fees	976	1,000	24		24	97.6 %
4210	Rates	1,264	3,000	1,736		1,736	42.1 %
4212	Gas	257	520	263		263	49.4 %
4214	Electricity	2,497	1,500	-997		-997	166.5 %
4216	Water	0	1,020	1,020		1,020	0.0 %
4250	Maintenance/Repairs	3,639	2,550	-1,089		-1,089	142.7 %
4265	Cleaning	4,623	6,000	1,377		1,377	77.1 %
4275	Licences	236	0	-236		-236	0.0 %

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4290	OFS - Equipment	286	0	-286		-286	0.0 %
4298	OFS - PWLB Repayments	9,822	19,644	9,822		9,822	50.0 %
4315	Misc. Expenditure	9,677	9,700	23		23	99.8 %
	Fire Station :- Expenditure	<u>33,277</u>	<u>44,934</u>	<u>11,657</u>	<u>0</u>	<u>11,657</u>	<u>74.1 %</u>
1260	OFS - Letting	11,667	8,000	3,667			145.8 %
	Fire Station :- Income	<u>11,667</u>	<u>8,000</u>	<u>3,667</u>			<u>145.8 %</u>
	Net Expenditure over Income	<u>21,610</u>	<u>36,934</u>	<u>15,324</u>			
<u>271</u>	<u>9 Market Place</u>						
4210	Rates	2,190	4,900	2,710		2,710	44.7 %
4218	Rent	9,000	0	-9,000		-9,000	0.0 %
4250	Maintenance/Repairs	128	0	-128		-128	0.0 %
4265	Cleaning	96	0	-96		-96	0.0 %
	9 Market Place :- Expenditure	<u>11,414</u>	<u>4,900</u>	<u>-6,514</u>	<u>0</u>	<u>-6,514</u>	<u>232.9 %</u>
	Net Expenditure over Income	<u>11,414</u>	<u>4,900</u>	<u>-6,514</u>			
<u>301</u>	<u>Town Centre</u>						
4055	Architect/Legal Fees	98	0	-98		-98	0.0 %
4214	Electricity	776	1,040	264		264	74.6 %
4250	Maintenance/Repairs	0	260	260		260	0.0 %
4300	Bus Shelters	0	520	520		520	0.0 %
4305	War Memorial	46	520	474		474	8.8 %
4310	Town Centre Equipment	1,926	520	-1,406		-1,406	370.3 %
4315	Misc. Expenditure	0	520	520		520	0.0 %
4320	SNC Toilets	0	5,202	5,202		5,202	0.0 %
4325	Events Expenditure	12,220	0	-12,220		-12,220	0.0 %
4330	Signs	240	5,208	4,968		4,968	4.6 %
4335	Blooming Brackley	2,708	4,162	1,454		1,454	65.1 %
4340	Market Expenses	0	520	520		520	0.0 %
4345	Christmas Lights	15,690	20,000	4,310		4,310	78.5 %
	Town Centre :- Expenditure	<u>33,704</u>	<u>38,472</u>	<u>4,768</u>	<u>0</u>	<u>4,768</u>	<u>87.6 %</u>
1105	Events Income	8,695	0	8,695			0.0 %
1250	Lettings - Town Hall	3,959	0	3,959			0.0 %
1300	Fair Rights	2,900	2,900	0			100.0 %
1305	Friday Market	2,716	3,000	-284			90.5 %
1310	Electricity Recharge	180	360	-180			50.0 %
	Town Centre :- Income	<u>18,450</u>	<u>6,260</u>	<u>12,190</u>			<u>294.7 %</u>
	Net Expenditure over Income	<u>15,254</u>	<u>32,212</u>	<u>16,958</u>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>351</u> <u>Parks & Open Spaces</u>						
4055 Architect/Legal Fees	2,078	0	-2,078		-2,078	0.0 %
4218 Rent	61	0	-61		-61	0.0 %
4250 Maintenance/Repairs	64	0	-64		-64	0.0 %
4330 Signs	439	1,061	622		622	41.3 %
4350 Open Space Equipment & Repairs	6,255	20,404	14,149		14,149	30.7 %
4355 Play Equip. Inspect/Security	909	2,123	1,215		1,215	42.8 %
4375 St James' Lake	2,750	2,805	55		55	98.0 %
4380 Fence Repairs	68	530	462		462	12.8 %
4385 Litter/Dog Clearance	4,840	19,686	14,846		14,846	24.6 %
4390 Open Spaces Rents	61	240	179		179	25.4 %
4395 Ditches, Hedges & Trees	15,097	15,606	509		509	96.7 %
4396 Biodiversity Works	44,395	0	-44,395		-44,395	0.0 %
4400 Grass Cutting	0	72,000	72,000		72,000	0.0 %
4410 Footway Lighting	225	1,561	1,336		1,336	14.4 %
Parks & Open Spaces :- Expenditure	77,240	136,016	58,776	0	58,776	56.8 %
1355 Angling Club	0	1,800	-1,800			0.0 %
1360 Rent OP2	-61	0	-61			0.0 %
1365 Recharge for Services	0	1,060	-1,060			0.0 %
1370 Allotments	120	120	0			100.0 %
1375 Barrel Lines rent	15	0	15			0.0 %
Parks & Open Spaces :- Income	74	2,980	-2,906			2.5 %
Net Expenditure over Income	77,166	133,036	55,870			
<u>401</u> <u>Cemetery</u>						
4210 Rates	404	676	272		272	59.8 %
4216 Water	165	260	95		95	63.3 %
4250 Maintenance/Repairs	2,045	0	-2,045		-2,045	0.0 %
4315 Misc. Expenditure	729	260	-469		-469	280.4 %
4430 Maintenance & Equipment - CEM	308	2,081	1,773		1,773	14.8 %
4435 Cemetery Improvements	2,250	0	-2,250		-2,250	0.0 %
Cemetery :- Expenditure	5,901	3,277	-2,624	0	-2,624	180.1 %
1100 Miscellaneous Income	619	0	619			0.0 %
1400 Burials	10,683	9,884	799			108.1 %
1405 Memorials	1,623	3,121	-1,498			52.0 %
Cemetery :- Income	12,925	13,005	-80			99.4 %
Net Expenditure over Income	-7,024	-9,728	-2,704			

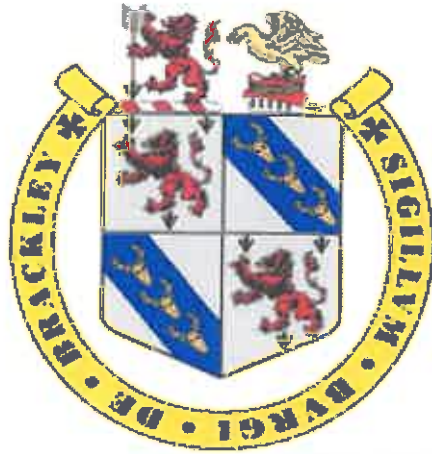
Month No : 9

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>451</u>	<u>Grants & Donations</u>						
4450	S137 Grants	20	1,000	980		980	2.0 %
4455	Other Grants	9,450	11,000	1,550		1,550	85.9 %
4460	Youth Council	0	1,000	1,000		1,000	0.0 %
	Grants & Donations :- Expenditure	<u>9,470</u>	<u>13,000</u>	<u>3,530</u>	<u>0</u>	<u>3,530</u>	<u>72.8 %</u>
	Net Expenditure over Income	<u>9,470</u>	<u>13,000</u>	<u>3,530</u>			
<u>501</u>	<u>Civic</u>						
4500	Mayor's Allowance	1,302	3,500	2,198		2,198	37.2 %
4505	Civic Functions	3,232	3,277	45		45	98.6 %
4510	Civic Expenses	2,412	1,457	-955		-955	165.6 %
4520	Deputy Mayor's Allowance	125	350	225		225	35.7 %
4525	Civic Regalia Maintenance	524	500	-24		-24	104.8 %
	Civic :- Expenditure	<u>7,595</u>	<u>9,084</u>	<u>1,489</u>	<u>0</u>	<u>1,489</u>	<u>83.6 %</u>
1500	Civic Function Income	90	0	90			0.0 %
	Civic :- Income	<u>90</u>	<u>0</u>	<u>90</u>			
	Net Expenditure over Income	<u>7,505</u>	<u>9,084</u>	<u>1,579</u>			

Bank Reconciliation Statement as at: 17/01/2018 for Cash Book 1 Current Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 00059916	29/12/2017	82	34,854.66
Deposit Account - 00228866	29/12/2017	1	183,101.83
			<hr/> 217,956.49
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/06/2017 JUN/DD/01 Total Gas & Power		45.52	
19/06/2017 JUN/DD/02 SGW Payroll		69.60	
18/09/2017 359 NHW		20.00	
20/11/2017 DD/NOV/05 SGW Payroll		72.00	
			<hr/> 207.12
			217,749.37
<u>Receipts not Banked/Cleared (Plus)</u>			
08/03/2017		20.00	
			<hr/> 20.00
			217,769.37
		Balance per Cash Book is :-	217,769.37
		Difference is :-	0.00



Brackley Town Council

Allocation of Grants

1. Purpose

The Town Council wishes to support appropriate activities and causes which will benefit the town of Brackley as a whole, or a significant number or group of persons residing within the town.

The Town Council will determine how much money is made available annually through setting the budget as part of the Precept setting process. Individuals and groups will be able to apply for funds subject to the criteria set by the Council.

2. Scope

Any grants made available for such purposes are funded directly from the Precept (ie the monies collected for town purposes via the Council Tax.)

The Town Council will specify a total budget for grants each year.

3. Legislative Context

Grants are made from money collected as part of the annual precept and the purposes for which they can be given are regulated under various Statutory Provisions including the 1972 Local Government Act.

4. Principles/Policy

Any grant made by the Town Council must directly benefit the Town of Brackley and its residents. The Town Council cannot make donations to charities or groups whose activities do not directly benefit or contribute to the Town in some way. (Thus, the Town Council cannot, for example, make a grant to a disaster appeal unless the disaster in some way affected the town or a substantial number of residents.)

Grants will not be made to political groups or parties, and the Council cannot provide funding for individuals.

The Town Council will not fund events or activities which can be funded by the relevant participants or which can or will be self-supporting by means of donations or grants from other organisations etc.

Funds will only be allocated for specific stated purposes and must be within legislative guidelines.

5. Processes

5.1 Application

The Town Council will operate a two tier process for applications for funding, for which there are separate application forms.

Larger Organisations – Registered Charities

Applications from larger organisations which deliver services within the Town may be allocated for up to four years at a specified amount following receipt of an appropriate application form.

Smaller organisations – Community groups

Smaller organisations and community groups may apply for up to £1000 using the simpler version of the application form. Grants will be for one-off projects or events.

5.2 Allocation

All requests for funding will be discussed at the Grants Panel and a recommendation for payment made to the next Finance & Policy Committee meeting for approval. Applicants may be awarded a percentage of the funding applied for.

Additional grants *may* be awarded later in the year for new projects or unforeseen funding needs, subject to the availability of funds

5.3 Monitoring

Organisations qualifying for larger grants will be expected to provide feedback to the Council indicating how the funds donated made a difference to their work.

5.4 Payment

Grants will normally be allocated in March for payment in the following financial year. Recipients will be invited to attend the Annual Meeting of Council to receive their grant awards.

6. Procedures

6.1 How to apply for grants

Groups and organisations should apply to the Town Council in February for funding for projects/events the following financial year (1 April to 31 March). This will enable the Town Council to consider the applications and, if appropriate, make an award.

Grants cannot be awarded after the relevant event or project has been completed.

The Town Council will assess applications with particular reference to the number of residents likely to benefit, or whether any particular category of residents would receive a specific benefit (eg children, the elderly, persons with any form of disability etc.)

6.2 Supporting Documentation

Grant Application Form – which will explain the process and limitations as well as getting relevant information. This will be available via the web site.

For Larger organisations/ Charities copies of Accounts and Annual Reports will be required

6.3 Responsibilities

- Town Council to advertise availability of grants
- Individuals Organisations and Groups to apply for funds
- Grants Panel to consider applications and propose awards
- Finance & Policy Committee to approve awards
- Town Clerk to ensure feedback is obtained from larger organisations

BRACKLEY TOWN COUNCIL

**Finance & Policy Committee
Monday 22nd January 2018**

PURPOSE OF REPORT: To advise Councillors of progress to address issues raised in the External Auditors Report.

RECOMMENDATION: That the Committee notes the actions taken to address the issues raised and will monitor progress.

MAIN ISSUES AND CONSIDERATIONS:

The External Auditor raised three issues with the Council's governance arrangements. This report will identify those issues and provide information relating to how officers will address them.

- 1) *The smaller authority undertook adequate budget monitoring during the year but did not minute, as evidence, that this review had been done.*

The Finance Officer has diarised a quarterly review and will ensure that this action is minuted.

- 2) *The smaller authority has minuted its review of the internal controls which include a review of the risk assessment during the year at a subcommittee of the full smaller authority*

Although the Finance & Policy Committee has fully delegated powers it apparently does not have the power to sign off the Financial Risk Assessment. This has been listed for the agenda of the Council meeting on 5th February to ensure that the review takes place before the year end.

- 3) *The annual return had to be returned for amendment.*

The amendment related to the asset register. The spreadsheet had been updated but officers failed to notice that the total did not include all lines. This omission has been rectified.

FINANCIAL IMPLICATIONS:

None perceived

STAFFING IMPLICATIONS:

None perceived

AUTHOR

Linda Carter
Town Clerk

**LGPS EMPLOYER'S DISCRETIONS POLICY
FOR BRACKLEY TOWN COUNCIL**

LGPS 2014 Scheme

NORTHAMPTONSHIRE PENSION FUND

REGULATION & DISCRETION	POLICY ON INDIVIDUAL DISCRETIONS
<p>1). Reg 31: Whether to grant additional pension to a member (up to £6500pa)</p>	<p><i>Brackley Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed agreement of the Finance & Policy Committee after consideration of the costs that would apply.</i></p>
<p>2). Reg 16(2)e & Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this) <i>[Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay - in the latter scenario, employers must fund it if necessary.]</i></p>	<p><i>Brackley Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed agreement of the Finance and Policy Committee after consideration of the costs that would apply.</i></p>
<p>3). Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ("flexible retirement").</p>	<p><i>Brackley Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply. The Finance and Policy Committee will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</i></p>
<p>4). Reg 30(8) Waiving actuarial reduction on flexible retirement</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>
<p>5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) - for both active, deferred members & suspended tier 3 ill health pensions.</p>	<p><i>Brackley Town Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed agreement of the Finance and Policy Committee after considering the costs that would apply.</i></p>

<p>6). TP Regs 1(1)(c) of Schedule 2: Whether to allow the rule of 85 to be "switched on" for members who would normally meet the rule but who will not if they draw the benefits age 55-59</p>	<p><i>Brackley Town Council will only agree to "switch on" the rule of 85 in exceptional circumstances. and as the result of the expressed agreement of the Finance and Policy Committee after considering the costs that would apply.</i></p>
<p>7). Regs 22(8 & 9) Whether to extend 12-month period to separate previous LG service</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>
<p>8). Reg 9(3) Determine rate of employees' contributions.</p>	<p><i>Brackley Town Council will review all employees' contribution bands when there has been contractual change to a member's salary or hours at some point during the year. A member's contribution rate will not be reviewed as the result of one-off additional payment.</i></p>
<p>9). Reg 100(6) Whether to extend 12 month period to allow a transfer-in of non-LG pension rights</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>

Abbreviations

"Reg 16(2)e" means Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 (which apply from 1 April 2014]

"TP Regs" means LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].

Signed.....

Date

Linda Carter - Town Clerk & Proper Officer

This document was approved at a meeting of the Finance & Policy Committee on 22 January 2018.

Reviews will take place on a biannual basis unless the size and nature of the Council change.