

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **18<sup>th</sup> February 2019** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

13<sup>th</sup> February 2019



Town Clerk

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

**AGENDA**

**508/18 Apologies for absence**

**509/18 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.

**510/18 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

**511/18 Approval of minutes**

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 21<sup>st</sup> January 2018.

**512/18 Members reports**

**513/18 Finance reports**

To receive for approval:

- 1) List of Accounts 11 in the sum of £62,108.72
- 2) Month 10 Reconciliation
- 3) Review of Direct Debit Mandates
- 4) Appoint a Councillor for February payments audit

**514/18 Recommendations from the Venues Working Party**

The minutes of the last meeting of the Venues Working Party on 7<sup>th</sup> February 2019 are attached.

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

- 1) To agree the proposed additional charges as outlined in the minutes
- 2) To agree the proposed renaming of the working party to Venues & Events Working Party
- 3) To agree the proposed Enchanted Cinema event, as outlined in the minutes.

**515/18 Recommendations from the Communications Working Party**

The minutes of the meeting of the Communications Working Party on 25<sup>th</sup> September 2018 are attached.

The minutes contain the following **RECOMMENDATION** to the committee

- 1) To agree that adequate staff resource is allocated for social media.

The minutes of the meeting of the Communications Working Party on 12<sup>th</sup> February 2019 are attached.

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

- 1) To agree to the proposed "pop over" element to the Council website at a cost of £50.00 + VAT
- 2) To agree to the quotation received from Ox Uni Print for the design and publication of Town Talk amounting to £655.00 per edition, effective from April 2019.

**516/18 Recommendations from the Cemetery & Allotment Working Party**

The minutes of the meeting of the Cemetery & Allotment Working Party on 21<sup>st</sup> January 2019 are attached.

The minutes contain the following **RECOMMENDATION** to the committee

- 1) To agree the proposed charges increase for 2019/20.

**517/18 Grant Funding**

Carnival, SNVB, CAB was granted funding for a period of 2 years to cover up to election - would committee like to extend by one year to take up to the next elections.

**518/18 Proposed banking changes**

Councillors are asked to approve the following amendments to the Council's banking arrangements and mandate:

- 1) Remove retiring Town Clerk as of the 28<sup>th</sup> February 2019
- 2) Confirm addition of Accounts Assistant to the online banking system
- 3) Add new Deputy Town Clerk to the online banking system

**519/18 HLF Grant completion**

Councillors are asked to consider retaining the services of the retiring Town Clerk, on a consultancy basis, for the completion of the grant process with the Heritage Lottery Fund.

**520/18 Review of Brackley Town Council charges**

Councillors are asked to review the charges for all Brackley Town Council venues and facilities as listed in the attached report, with effect from 1<sup>st</sup> April 2019.

**521/18 Non Denominational burials**

A report is attached for members' consideration.

**522/18 Matters for discussion or information**

## FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee to be held on Monday 21<sup>st</sup> January 2019 in the Civic Hall, Brackley Town Hall, Brackley.

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

Also Present: Cllrs Sharps, E Wiltshire

Officers: Deputy Clerk (A Moses)

### **447/18 APOLOGIES FOR ABSENCE**

None

### **448/18 DECLARATIONS OF INTEREST**

658 – M Morrell

### **449/18 PUBLIC PARTICIPATION**

None

### **450/18 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 17<sup>th</sup> December 2018.

### **451/18 MEMBERS REPORTS**

None

### **452/18 FINANCE REPORTS**

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

Receive for approve the List of Accounts 10 in the sum of £131,384.59

3<sup>rd</sup> Quarter outturn – noted

Cllr P Wiltshire was appointed to carry out the January payments audit

### **453/18 FLAGPOLE MAINTENANCE**

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

Accept the quotation for the 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.

### **454/18 NHS OXFORDSHIRE CLINICAL COMMISSIONING GROUP WORKSHOPS**

Cllr Ross and Cllr Thompson (Cllr Sharps as a standby) agreed to attend the two upcoming workshops to help consider potential solutions for maternity services delivered at the Horton General Hospital on the following dates of the workshops are 22<sup>nd</sup> February 10am – 3.30pm and 14<sup>th</sup> June 10am – 3.30pm.

**455/18 RECOMMENDATIONS FROM THE VENUES WORKING PARTY**

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

accept the following **RECOMMENDATIONS** with the following amendments

- the 6 hourly rate referred to in the charging structure is for "an out of hours" price
- 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**

The heating in the Town Hall Civic Hall was raised again as it was too cold from 20.15.

Meeting Closed: 20:58

Dated:

Signed:

**Authorise Payments - 2019  
Month No 10**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
04/12/2018	180094820/18			Total Gas & Power	297.36	14.87	312.23	2018/10/18	OF5 - Gas - 01/09/18 - 30/11/18
20/12/2018	656			Rory Willoughby	8.95	-	8.95	2018/10/18	Expenses - R. Willoughby
03/01/2019	657			Mark Morrell	134.30	-	134.30	2018/10/18	Travel & Donations
02/01/2019	658			Brian Sharp	65.25	-	65.25	2018/10/18	Expenses - OF5
04/01/2019	659			Chris Hindson	23.40	-	23.40	2018/10/18	Expenses - Carols
08/01/2019	660			Brackley Players	18.00	-	18.00	2018/10/18	Mayor x 2 Tickets for Aladdin
09/01/2019	661			BEA	44.00	-	44.00	2018/10/18	Mayor x 2 Post Christmas Dinner
09/01/2019	662			Allgood	163.35	-	163.35	2018/10/18	5 x Cylinder Pulls for Town Hall
08/01/2019	663	SI176152		Hewitt's Tyres	97.50	32.67	130.17	2018/10/18	Tyres for Red Massey Pickup
02/10/2019	664	SI-14536		Stephanie Campbell	6.60	-	6.60	2018/10/18	Civic Function - Brackley Medical Function 11/01/2019
10/01/2019	665			Sally Munday-Webb	28.80	-	28.80	2018/10/18	Travel Expenses - Buckingham & Newport Pagnell
14/01/2019	666			Brackley Methodist Church	50.00	-	50.00	2018/10/18	Expenses for refreshments - Remembrance Day
14/01/2019	667				50.00	-	50.00	2018/10/18	
11/12/2018	087737			E-on	83.37	16.67	100.04	2018/10/18	Town Street Lighting - Electricity 01/10/18 - 31/12/18
12/12/2018	C04018			Brackley Photographic	255.00	-	255.00	2018/10/18	HLF - Official Opening Photographs Town Hall
12/12/2018	C04118			Brackley Photographic	75.00	-	75.00	2018/10/18	Photographs for Civic Reception Brackley Town FC
12/12/2018	C56/6218			Brackley Photographic	20.00	-	20.00	2018/10/18	Mayors Christmas Card - Photo Editing
12/12/2018	35239			AksWard	3,365.00	673.00	4,038.00	2018/10/18	Blade, Scratchier Tooth
20/12/2018	0000107636			Smith of Derby	275.00	55.00	330.00	2018/10/18	Brackley Phase 2.2 Attenuation - recharge to Taylor Wimpey
14/12/2018	127375			SICC	266.40	6.41	272.81	2018/10/18	TH- Repair fault with clock
19/12/2018	50715			Milton Keynes Garden Machinery	32.02	6.41	38.43	2018/10/18	Job Advertising Services
28/12/2018	385719			George Browns	26.53	5.31	31.84	2018/10/18	Dog Waste Collection
28/12/2018	365718			George Browns	34.90	6.98	41.88	2018/10/18	Blade Clip, Washers and Air Filters
29/12/2018	M004 CT			BT	102.00	20.40	122.40	2018/10/18	Annular Buffers & Brake Band
14/12/2018	23869			Texrep	403.27	80.65	483.92	2018/10/18	TH - Broadband
30/11/2018	000069002			Southern Agricultural Services	20.00	-	20.00	2018/10/18	100 x Christmas Cards
02/01/2019	4011533			SNC	53,449.08	10,689.81	64,138.89	2018/10/18	Annual Service and check on Kawasaki Mule
01/01/2019	0392			Green Park Groundcare	105.70	21.14	126.84	2018/10/18	Lottery Licence
31/12/2018	135373			Hydramex	31.10	6.22	37.32	2018/10/18	Biodiversity Works - S105 - Improvements Pocket Park
31/12/2018	23886			Texrep	1,647.17	321.43	1,968.60	2018/10/18	Chain Oil & Battery
19/12/2018	2018-12-119			Arnold Thomson	380.74	76.54	457.28	2018/10/18	250 x Business Cards
11/01/2018	11348			Microshade	63.78	12.76	76.54	2018/10/18	20 High Street - Professional Fees - Only Paying £3718.60
31/12/2018	8638254			Alternative Communications	522.00	104.40	626.40	2018/10/18	Citrix Hosting Fee - December
04/01/2019	118969			ARB	494.17	98.83	593.00	2018/10/18	Town Hall - Broadband & Alarm Lines
01/01/2019	8838			Healthmatic	252.85	50.57	303.42	2018/10/18	Civic Costs - Equipment Hire for Carols
01/01/2019	BTC1901			Meister Contiental Foods	2,500.00	-	2,500.00	2018/10/18	OF5 - Cleaning Services - Public Toilets - Oct - Nov
02/01/2019	3290960			Fuel Genie	400.00	-	400.00	2018/10/18	Unit 2 - Rent - 01/01/19 - 31/03/19
31/12/2018	INV0424			Ingham Pinnock	2,400.00	-	2,400.00	2018/10/18	Fuel - December
02/01/2019	1781			E-on	211.66	10.58	222.24	2018/10/18	HLF - Town Hall Delivery phase
07/01/2019	0001488494			ZCommune	775.00	155.00	930.00	2018/10/18	Town Street Lighting - Electricity 01/10/18 - 31/12/18
01/12/2018	5013024			Badgemaster	6.76	1.35	8.11	2018/10/18	UKRL Website annual licence/hosting & Support to 06/03/2020
01/12/2018	6520188263			Lyreco	314.53	62.91	377.44	2018/10/18	1 Name Badge
31/12/2018	698			Robert D Bowerman	62.42	-	62.42	2018/10/18	Stationary
10/01/2019	SIN017284			Wildlife Trust BCN	10,000.00	2,000.00	12,000.00	2018/10/18	Parking Permit - January - 3 spaces
11/01/2019	OP112582			Sutcliffe Play	955.50	191.10	1,146.60	2018/10/18	Project Management of Brackley Green Wheel 2018/19
14/01/2019	366155			George Browns	20.83	4.17	25.00	2018/10/18	Zip Wire Park - Replacement Green Matting
08/01/2019	28885			Clerks & Councils Direct	12.00	-	12.00	2018/10/18	Trojan Blade
07/01/2019	190301			Brinick Locks	22.58	4.51	27.09	2018/10/18	Annual Subscription
09/01/2019	H16AE2584A			Geomatters Consulting Engineers	200.00	40.00	240.00	2018/10/18	2 x Multi-Lock Intergrator Keys - OF5
06/01/2019	183293137/19			E-on	143.92	7.20	151.12	2018/10/18	Prof.Consultancy Service - Site meeting 04/01/19 - New Skate Park
09/01/2019	C014 6V			British Telecom	448.41	84.89	533.30	2018/10/18	Unit 2 - Electricity - 02/12/18 - 21/12/18
09/01/2019	8031			M-Trac	273.10	46.62	319.72	2018/10/18	Town Hall - Electricity 01/12/18 - 31/12/18
09/01/2019					26.00	5.20	31.20	2018/10/18	Town Hall - Cloud Voice Package - 01/01/19 - 31/03/19
09/01/2019								2018/10/18	Hydraulic filter for Hedgecutter

**Authorise Payments - 2019  
Month No 10**

Date	Salary/Tax & NI/Pension				Description
	Salaries	Tax & NI	Pension	Total	
25/01/2019	710			17,712.17	Salary
25/01/2019	711	5,596.39		5,596.39	Tax & NI
25/01/2019	712		7,407.50	7,407.50	Pension
12/12/2018	DDJAN01	SGW Payroll			Payroll Costs - Month 9
14/12/2018	DDJAN02	SGW Payroll	84.00	16.80	Payroll Costs - Month 9
30/12/2018	DDJAN03	O2	25.00	5.00	Mobile Phones - 6 x staff
16/01/2019	DDJAN04	SGW Payroll	157.62	31.52	Payroll Costs - Month 10
09/01/2019	DDJAN05	Total Gas & Power	64.00	12.80	Town Hall - Gas -30/11/18 - 31/12/18
09/01/2019	182955426/19		735.06	147.01	OGS - Electricity 04/10/18 - 03/01/19
09/01/2019	182955437/19		1,406.96	281.40	
			115,244.89	15,122.27	130,367.07
					Direct Debits
					SGW Payroll
					SGW Payroll
					O2
					SGW Payroll
					Total Gas & Power
					Total Gas & Power
					115,244.89
					15,122.27
					130,367.07
					130,367.07
					19,354.12
					150,941.16

**Authorise Payments - 2019  
Month No 11**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
18/12/2018	02631	718	Rainbow Print Media	£ 200.00	£ -	£ 200.00	Carol Service Booklets
15/01/2019	9072393445	719a	Wave	£ 21.58	£ -	£ 21.58	Cemetery - Water
14/01/2019	10394	720a	Rory Willoughby	£ 5.00	£ -	£ 5.00	Expenses - R.Willoughby
23/01/2019	182958	721	Cotswold Security Systems	£ 115.00	£ 23.00	£ 138.00	9 Market Place - Annual Maintenance Security System 01/08/18-31/07/19
24/01/2019	104135511/3	722 (719)	David Ogilvie Engineering	£ 809.50	£ 161.90	£ 971.40	WW2 Seat with bolt down kit
31/01/2019	00010106	723 (720)	Dell Computers	£ 2,708.78	£ 541.76	£ 3,250.54	4 x Desk computers & Monitors
01/02/2019	303468605	724	Dimensions Displays	£ 350.00	£ 70.00	£ 420.00	2 x Multiple Poster A4 Display Units - 20 High Street
17/01/2019		725	SNC	£ 4,271.34	£ -	£ 4,271.34	Rates for TH 10/09/18 - 01/04/19
11/02/2019		726	Rory Willoughby	£ 37.71	£ -	£ 37.71	Expenses - R.Willoughby
11/02/2019		727	Chris Hindson	£ 64.15	£ -	£ 64.15	Roller Blind Unit 2
11/02/2019		728	Linda Carter	£ 24.00	£ -	£ 24.00	3 x Mirrors - TH Office
13/02/2019		729	Alison Moses	£ 19.95	£ -	£ 19.95	snail Sakk - Lettercatcher 20 High Street
<b>Online payments</b>							
15/01/2019	IN0002415	730	Tudor Environmental	£ 39.84	£ 7.97	£ 47.81	Unit 1/2 - Fire Exit Sign
09/01/2019	IN0002414	731	Tudor Environmental	£ 116.42	£ 23.28	£ 139.70	Saw Head / Pruning Saw / Telescopic Handle
21/01/2019	72229	732	Cemetery Development Services	£ 1,100.00	£ 220.00	£ 1,320.00	Cemetery - Marking out for pathway and Road
22/01/2019	S512317	733	Northants Refrigeration	£ 2,600.00	£ 520.00	£ 3,120.00	Supply & Install Mitsubishi Heating & Cooling Systems
23/01/2019	58291	734	D & R Solutions	£ 150.00	£ 30.00	£ 180.00	Town Hall - Clearing of Cluster Flies In Loft
004/19/0248025		735	Peac Finance	£ 299.00	£ 59.80	£ 358.80	Photocopier Rental
22/01/2019	190129	736	NIC	£ 90.00	£ -	£ 90.00	Window Cleaning - OFS & Office
27/01/2019	GP00464599	737	British Telecom	£ 34.90	£ 6.98	£ 41.88	TH - Broadband
23/01/2019	S151014	738	Blachere Illumination	£ 2,536.50	£ 507.30	£ 3,043.80	Switch on & Removal of Christmas Lights
08/01/2019	5660104	739	Blachere Illumination	£ -	£ 420.00	£ 2,520.00	Credit against 50662 - we installed our own tree
29/01/2019	366690	740	George Browns	£ 24.47	£ 4.89	£ 29.36	Annular Buffer
21/01/2019	8042	741	M-Trac	£ 165.00	£ 33.00	£ 198.00	Inspection of Equipment - Bowzer Vehicle
21/01/2019	8047	742	M-Trac	£ 230.00	£ 46.00	£ 276.00	Materials & Welding - Bowzer Vehicle
30/01/2019	366716	743	George Browns	£ 50.66	£ 0.73	£ 51.39	Helmet Set
31/12/2018	66397672	744	PHS	£ 41.25	£ 8.25	£ 49.50	OFS - Sanitary Bins
30/01/2019	M197-2019	745	Humphris Funerals	£ 387.63	£ 77.52	£ 465.15	Inscription on Mayoral Plaques in Town Hall
30/01/2019	198-2019	746	Humphris Funerals	£ 812.00	£ 162.40	£ 974.40	Re-positioning 3 x mayoral plaques in Town Hall
31/01/2019	136319	747	Hydramex Ltd	£ 712.09	£ 142.42	£ 854.51	Vehicle Cost/Maintenance & Repairs
30/01/2019	1022058	748	Brackley MOT & Service Centre	£ 183.82	£ 36.76	£ 220.58	Service -Ford Transit Connect VX13 VAV
31/01/2019	366789	749	George Browns	£ 1.15	£ 0.23	£ 1.38	Flat Spring & Circlip
11/02/2019	11449	750	Microshade Business Consultants	£ 380.74	£ 76.15	£ 456.89	Citrix Hosting Fee - January
31/01/2019	127935	751	SLCC	£ 299.00	£ 40.00	£ 339.00	Practitioners Conference Fee
05/02/2019	8912	752	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Cleaning Services - Public Toilets - Jan-Feb
28/02/2019		753	DVLA	£ 250.00	£ -	£ 250.00	Vehicle Tax - VX13 VAV
01/02/2019	3333993	754	Fuel Genie	£ 222.94	£ 44.57	£ 267.51	Fuel - January
07/02/2019	1887	755	2Comune	£ 25.00	£ 5.00	£ 30.00	New Email account - Jason Kew
06/02/2019	24261	756	Royal Industrial Doors	£ 875.00	£ 175.00	£ 1,050.00	Repairs to Rollershutters - 20 High Street
08/02/2019	367051	757	George Browns	£ 32.92	£ 6.58	£ 39.50	Shredder Blade
08/02/2019	367052	758	George Browns	£ 32.92	£ 6.58	£ 39.50	Shredder Blade
07/02/2019	1598	759	Avon Services Heating & Plumbing	£ 60.00	£ 12.00	£ 72.00	Call out Fee - OFS
01/02/2019	8725408	760	Alternative Communications	£ 64.62	£ 12.92	£ 77.54	Town Hall - Broadband & Alarm Lines
08/02/2019	5772	761	Quartet Design	£ 2,625.00	£ 525.00	£ 3,150.00	Landscape Architecture - Central Park Radstone Fields- Recharge Barratt/Wimpey
13/02/2019	50726	762	Milton Keynes Garden Machinery	£ 2,332.75	£ 466.55	£ 2,799.30	Dog Waste Collection
06/02/2019	185028849/19	763	Total Gas & Power	£ 382.44	£ 76.50	£ 458.94	Town Hall - Electricity - 01/01/19 - 31/01/19
06/02/2019	OP/0077801	764	MSA Safety Company	£ 275.00	£ 55.00	£ 330.00	Inspection & Cert. - Harness Town Hall
10/02/2019		765	Robert D Bowerman	£ 62.42	£ -	£ 62.42	Parking February
09/02/2019	H16C96CCD3	766	E-on	£ 43.62	£ 2.18	£ 45.80	Unit 2 - Electric 21/12/18 - 21/01/19

**Authorise Payments - 2019**  
**Month No 11**

06/02/2019	INV0430	767	Ingham Plincock Associates	£	2,000.00	£	400.00	£	2,400.00	HLF - Town Hall Delivery Phase
10/02/2019	Qo15M3	768	British Telecom	£	73.80	£	14.76	£	88.56	
11/01/2019	4011614	769	SNC	£	60.94	£	-	£	60.94	OP2 - Rent
<b>Salary/Tax &amp; NI/Pension</b>										
25/02/2019		770	Salaries	£	17,180.86	£	-	£	17,180.86	Salary
25/02/2019		771	Tax & NI	£	5,247.22	£	-	£	5,247.22	Tax & NI
25/02/2019		772	Pension	£	7,156.86	£	-	£	7,156.86	Pension
<b>Direct Debits</b>										
28/01/2019	150-0019625-000	DDFEB01	Clover International Merchant Serv	£	14.57	£	-	£	14.57	Card Machine - Interim Payment
31/01/2019	22613216	DDFEB02	O2	£	168.48	£	33.70	£	202.18	Mobile Phones - 6 x staff
02/02/2019	184506096/19	DDFEB03	Total Gas & Power	£	391.69	£	78.34	£	470.03	Gas TH - 31/12/18 - 29/01/19
03/02/2019	Q018RU	DDFEB04	British Telecom	£	455.68	£	91.14	£	546.82	OFS - Telephone & Broadband
06/02/2019	184735820/19	DDFEB05	Total Gas & Power	£	224.07	£	11.21	£	235.28	Market Place - Electricity 31/10/18 - 29/01/19
06/02/2019	187435810/19	DDFEB06	Total Gas & Power	£	74.35	£	3.72	£	78.07	Electric - Units - 01/11/18 - 31/01/19
				£	<b>57,608.80</b>	£	<b>4,499.92</b>	£	<b>62,108.72</b>	



**Bank Reconciliation Statement as at: 15/01/2019 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	31/01/2019	10	5,069.95
Deposit Account - 00228866	31/01/2019	14	508,315.12
Capital Account - 25225068	01/02/2019	2	2,287.58
			<hr/> 515,672.65
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<hr/> 0.00
			515,672.65
<u>Receipts not Banked/Cleared (Plus)</u>			
08/03/2017		20.00	
07/09/2018		20.00	
30/10/2018		170.00	
			<hr/> 210.00
			515,882.65
		<b>Balance per Cash Book Is :-</b>	<b>429,049.47</b>
		<b>Difference Excluding Adjustments Is :-</b>	<b>86,833.18</b>
<u>Adjustments to Reconciliation</u>			
		0.00	
			<hr/> 0.00
		<b>Unreconciled Difference is :-</b>	<hr/> <hr/>



## Active Direct Debit Mandates

British Telecom	OFS Telephone & Broadband
Clover International Merchant Service	Card Machine - Interim Payment
O2	Mobile Phones - 6 x staff
Peninsula	Staffing
SGW Payroll	Payroll Costs
Total Gas & Power	Town Hall - Gas
Total Gas & Power	OFS - Electricity
Total Gas & Power	Unit 1 - Electricity
Total Gas & Power	Market Place Electricity



**Brackley Town Council**  
Venues Working Party Minutes  
7<sup>th</sup> February 2019 9:30am Brackley Town Hall

Present – Councillors – Anthony Bagot-Webb, Paul Wiltshire, Sue Sharps and Chris Cartmell.  
Officers - Sally Munday-Webb and Angela Gee.

1. Apologies received from Cllr Baker and Cllr Morrell
2. Minutes from previous meeting (10<sup>th</sup> January 2019) were approved.
3. Updates on Rates and Prices.

Discussion over the few changes that have been made since the last meeting.

- The addition of 9-5 Monday – Friday rate- Town Hall (Corporate away days, training etc)- £300
- The addition of 3 hourly evening rate – Town Hall £200
- The addition of security staff member – Town Hall/ Egerton Hall £50.

**RECOMMENDATION to Finance and Policy Committee that the above new rates be approved.**

Discussion about the ‘introductory rate’ offered to Martial Arts (after discussion with Chair of Working Party and Chair of Finance and Mayor) – a year-long commitment at Egerton Hall (£100 per week), to be reviewed in time for April 2020.

Rates this year will be ever evolving as we learn, with the view to have ironed out any new issues by April 2020.

Any new/ extraordinary rates cannot interfere with anything already agreed or set.

Anything outside the set rates on any venue will continue to be discussed by V&E Coordinator with Town Clerk, Mayor, Chair of Finance and Chair of Working Party.

4. Update on Key safe- OFS

Our insurers were happy with a key safe as a key solution, there is a clause that goes into our policy:

*‘Visible Signs We will not indemnify You in respect of Damage caused by theft or attempted theft unless there are visible signs of entry into or exit from The Premises by forcible and violent means.’*

This isn’t actually different to our current situation in terms of people having access to keys for over a weekend. The agreement will be that the code will be changed regularly, and the key safe will be used only if hirers cannot get to the office during open hours. Placement of the key safe is still yet to be decided.

5. Way Forward with Events

Discussion around how SMW gets approval and guidance for events. Events form part of the marketing of venues, and as Sally's role is Venues and Events, it was discussed that perhaps this working party should be looking at Events as well as Venues as they are so interlinked.

**RECOMMENDATION to Finance and Policy Committee that the group be renamed 'Venues & Events Working Group'.**

Sally to look into possible programme of events for next meeting.

Cinema Proposal – BTC has been approached by 'Enchanted Cinema' – a pop up cinema company to run a cinema night in Brackley Park on 15<sup>th</sup> June. The costings for BTC are as follows

- £1420 – full cinema experience, headphones, projection, lighting etc
- £320 – toilets
- Total - £1740

Income Potential

- 200 x £10 tickets = £2000

No folk in the park this year, so could fill a programming gap, something new for Brackley, popular locally.

**RECOMMENDATION to Finance and Policy Committee that the above event is agreed**

6. Marketing and Publicity

Once EH has been photographed, wedding brochure, hire information booklets, posters etc should be outsourced to create very high quality designs and resources to use to market our venues.

SMW could go to a few wedding fairs to promote BTC's venues and organise one in BTH.

7. Any Other Business

The loft – discussion about how it is working with publicity/ marketing from Mulberry. SMW to send contract to Working Party members.

Do we need to get the BTH kitchen SNC rated? St Peter's Church has had this done even though it is a hireable kitchen. Once EH is on stream, perhaps get both done. Egerton Hall official opening is 3<sup>rd</sup> April 2019. 10:45am. Duke of Sutherland (Francis Egerton) has accepted an invitation to come and open the building. Radstone school will provide a choir of children to mark the occasion.

Open Day at Egerton Hall for community groups. Later in April. Chance to welcome residents, businesses etc to see the building and meet people and groups from around Brackley.

Catering/ Suppliers Open Day to see facilities.

8. Date of Next Meeting – Friday 8<sup>th</sup> March, 9:30am. Egerton Hall.

## Brackley Town Council

### Minutes from the Communications Working Party Held on Wednesday 25<sup>th</sup> September 2018

**Present:** Cllrs Cartmell, Morrell, Sharps, Tiller and P Wiltshire

**Also present:** Stephanie Campbell (Comms Support Officer)

**Apologies:** Town Clerk (Linda Cater)

#### 1. Election of Chair

Cllr Paul Wiltshire was elected Chair for this Working Party.

#### 2. Minutes

**Matters for discussion from previous meeting:** Following the successful recording of this year's Mayor Making, it was suggested that a 'go pro' may be located on the Piazza to capture this year's Remembrance Commemorations. In addition, people attending may wish to submit recordings and images for the edited version to be uploaded onto both BTC Face Book and website.

Minutes from the previous meeting held on 18<sup>th</sup> April 2018 were approved by members.

#### 3. Town Council Facebook pages: BTC, OFS, Town Mayor

With increasing amount of material which requires uploading, Cllr Morrell will develop a 'landing page' from which material can be linked to cover all BTC pages i.e. both existing and future additional pages.

#### 4. Town Council website

Statistics will be distributed prior to the next meeting.

**Recommendation to the Finance Committee** that adequate staff resource is allocated for more diarised time to regularly produce, update and refresh the BTC Website, BTC Facebook pages on a daily/weekly/monthly basis and to collate / prepare articles for future issues of Town Talk. In order that the Town and its Council are more regularly promoted in a vibrant and interesting manner. (There is very little point in BTC engaging in "Social Media", if it is not regularly refreshed with up to the minute news and information).

#### 5. Town App

It is intended that the Town App and further development of it will be moved to this Working Party. Current Town App Working Group will be meeting with developers soon and will report back. It was suggested that the App be promoted more by way of signage to be displayed at BTC events and possibly Friday Market.

**6. Town Talk**

Autumn edition will be distributed from 2<sup>nd</sup> November, including autumn/winter events. Cllr Wiltshire will liaise with Harlequin Print.

Ideas for February 2019 edition: Neighbourhood Watch/vandalism, throwback to archived issues (20 years+), Little Oaks pre-school.

Publication schedule for 2019 to be compiled at next meeting.

Review of current printer to be discussed at next meeting effective from April 2019.

**7. Other Matters**

As Cllr Baker has stepped down from this group, a replacement will be sought at next Council Meetings.

**8. Next Meeting:**

**Tuesday 13<sup>th</sup> November, 10.00am, The Old Fire Station Community Room.**



## Brackley Town Council

### Minutes from the Communications Working Party Held on Tuesday 12<sup>th</sup> February 2019

- Present:** Cllrs P Wiltshire (Chair), Bagot-Webb and Cartmell
- Also present:** Stephanie Campbell (Comms Support Officer), Sally Munday-Webb (Events and Venues Co-ordinator)
- Apologies:** Town Clerk (Linda Cater), Cllrs Morrell, Sharps and Tiller

**1. Minutes of previous meeting held on 15<sup>th</sup> January 2019**

Minutes were approved as an accurate record of proceedings.

**2. Town Council Facebook pages**

Sally recommended that individual pages for each venue should be maintained. A page for Egerton Hall will be created. Town Hall Restoration page will eventually wind down, with all traffic/postings moving to the Town Hall page.

After further discussion it was agreed that SC and SM-W will make recommendations to the group after re-considering a way forward taking all social media platforms into consideration i.e. Snapchat, Instagram, Twitter, FB etc.

**3. Town Council Website**

Operation London Bridge – The code name given to the passing of HM Queen Elizabeth II.

Information relating to arrangements in place will be an agenda item for next Council Meeting. Members discussed a 'pop over' element which can be uploaded onto the Council website prior to entering the home page. This can be achieved at a cost of £50 plus VAT by website developers. Multiple 'pop over' pages can be prepared and cached for all eventualities.

**Recommendation:** That the Finance & Policy Committee agree to the proposed 'pop over' element to Council website at a cost of £50.00 + VAT.

**4. Town App**

Nothing to report.

**5. Town Talk**

**Distribution of next edition (March 2019)**

Notification has been received that current distributors of Town Talk are unable to deliver the next edition. Alternative means of distribution were discussed and will be finalised at the next meeting (21<sup>st</sup> February 2019).

**Review of suppliers for new financial year commencing April 2019**

Members discussed options for print, design and distribution of Town Talk effective from new financial year (2019/2010). Members present agreed that quotation received from Ox Uni Print relating to design and print be accepted and recommendation made to Finance & Policy Committee.

**Recommendation:** That the Finance & Policy Committee agree to the quotation received from Ox Uni print for the design and publication of Town Talk amounting to £655.00 per edition, effective from the new financial year, April 2019.

	<b>Set-up</b>	<b>Design &amp; print</b>	<b>Distribution</b>
Harlequin Press (Current)		922.00	
Ox Uni Print		655.00	
Focus Magazine	424.00 – 1 <sup>st</sup> issue	675.00	£60.00 per 1,000 Feb, May, Aug & Nov
Eloise Sharps (Current)			550.00 – new quotation requested
Life in Brackley			£90.00 per 1,000 End of each month except Aug & Dec

**Content of next edition (March 2019)**

Some minor changes will be made to reflect date sensitive content due to delayed distribution, to include a bio of Cllr J Kew (removing Councillor listing) and portrait images of both Town Clerk and Deputy Clerk.

**6. Dedicated Staff Resources**

Minutes and **Recommendation** from previous meeting held on 25<sup>th</sup> September 2018 have been submitted for inclusion on the agenda for Finance & Policy Meeting (18<sup>th</sup> February 2019).

**7. Other Matters**

None

**8. Suggested date, time and venue of next meeting:**

**Extra meeting:** Thursday 21<sup>st</sup> February 2019  
12.00 noon  
Civic Hall, Brackley Town Hall

**Future meeting:** Tuesday 12<sup>th</sup> March  
12.00 noon  
Cartwright Room, BTC Office, 20 High Street



## Brackley Town Council

Cemetery & Allotments Working Party 21<sup>st</sup> January 2019 Civic Hall

### Minutes

Present: Cllrs A Bagot-Webb, S Sharps, B Tiller, M Morrell, P Wiltshire  
Officers – B Sharp, L Saffery, A Moses

1. Apologies – None
2. Minutes from previous meeting - agreed
3. Finance update – a financial update was provided up to and including December 2018.
4. Charges review 2019-20 – It was agreed to increase the charges in line with the agreed progression of the cemetery rates over the next 5 years.

**RECOMMENDATION** to Finance Committee to agree charges increase for 2019/20

5. Update on marking out for new pathways – B Sharp reported that the marking out of the new pathways had been completed by CDC. After a short discussion regarding the surfacing for the new pathway, it was agreed to recommend that a single tender be sought for this work as the 21-year guarantee is required and only one local contractor is able to offer this length of guarantee. It was agreed to recommend to apply to SNC for grant funding for the project.
6. Bench Request from a resident – It was agreed that B Sharp should meet with the resident at the cemetery to discuss location.

It was also felt that there should be a signed agreement for memorial benches (cemetery and other locations round the town), this should include clear instruction regarding the time the bench can stay in place, the maintenance of the bench and what would happen if there was damage etc. A Moses will submit a proposed agreement at the next cemetery working party.

7. Matters for discussion - None
8. Date and time of next meeting – 7<sup>th</sup> March 10.30am No 20 High Street.

**PROPOSED CHANGES**  
**BRACKLEY TOWN COUNCIL**  
**TABLE OF FEES AND CHARGES**  
(Revised with effect from 1<sup>st</sup> April 2019)

**No further increase until April 2020**

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

For the Exclusive Right of Burial for a period of seventy-five years in an earthen grave 7ft x 3ft (2.15m x 0.90m)	£500.00	<b>£750.00</b>
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 (0.45m x 0.45m)	£250.00	<b>£375.00</b>

**2. INTERMENTS**

In single graves or 7ft x 3ft (2.15m x 0.90m), in addition to the cost of the Exclusive Right of Burial.	£500.00	£500.00
In double graves - as above	£550.00	£550.00
Reopening of double grave where exclusive rights has already been purchased.	£500.00	£500.00
In graves of 18in x 18in (0.45m x 0.45m) where the remains have been cremated, and in addition to the cost of the Exclusive Right of Burial.	£250.00	£250.00

**3. HEADSTONES AND MONUMENTAL INSCRIPTIONS**

For the right to erect or place a headstone not exceeding 3ft (0.90m) in height and 2ft 6ins (0.75m) in breadth, with a base not exceeding 3ft (0.90m) x 1ft 6ins (0.45m)	£250.00	£250.00
For the right to lay a tablet not exceeding 18ins x 18ins (0.45m x 0.45m)	£125.00	£125.00
Each inscription after the first on any headstone	£ 75.00	£ 75.00

**4. MISCELLANEOUS CHARGES**

Brackley Town Council Staff to prepare an Ashes plot	£75.00	£75.00
Certified extracts from the Register of Burials (per entry)	£20.00	£20.00
Searches in the Register of Burials One year	£20.00	£20.00
Registration of transfer of Exclusive Right of Burial	£20.00	£20.00
Certified copies of Grants of Exclusive Right of Burial - per copy	£20.00	£20.00

There is no charge for children's burial under the age of 18 years old where the parent of that child is a parishioner.

The fees, payments and sums above will be tripled 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 parishioner of the Town of Brackley or has moved away more than five years ago.

**BRACKLEY TOWN COUNCIL**

**Finance & Policy Committee  
Monday 18<sup>th</sup> February 2019**

**PURPOSE OF REPORT:**

To review charges made by Brackley Town Council for various venues and facilities for the financial year 2019/20

**RECOMMENDATION:** That the Council increase overall costs as identified within the 2019/20 budget.

**MAIN ISSUES AND CONSIDERATIONS:**

All charges were last reviewed in March 2017.

**1. Town Centre – As agree in 2019/20 Budget**

<b>Town Centre</b>		<b>2018/19</b>		<b>2019/20</b>
Market Rents		£16.00		£16.00
Casual		£21.00		£21.00
Charity Stall		£10.00		£10.00
Fair Rights		£2,900		£3000.00

**2. Brackley Angling Club – As agreed in 2019/20 Budget**

Annual lease paid by the Angling Club for St James Lake

October 2017/18 £1800.00                      March 2019/20                      £1800.00

**3. Allotments – As agreed in Lease Agreement signed November 2016**

Annual rent paid by Brackley Allotment Association

April to March 2018/19 £120.00                      April to March 2019/20                      £120.00

**6. Electric Recharge – Market Place – As agreed in 2019/20 Budget**

Quarterly usage paid by Kebab Van

April to March 2018/19 £380.00                      April to March 2019/20                      £380.00

4. Cemetery – As proposed at the C&A Working Party 21<sup>st</sup> January 2019

**PROPOSED CHANGES**  
**BRACKLEY TOWN COUNCIL**  
**TABLE OF FEES AND CHARGES**  
 (Revised with effect from 1<sup>st</sup> April 2019)

No further increase until April 2020

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**Rose Garden and Tree Seat**

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.



5. **Venues – As proposed by working party**  
 Following the decision to opt to tax the Town hall the rents are shown inclusive of VAT.

**Venues Rates**

<b><u>Old Fire Station Community Room</u></b>	
Includes Chairs, Tables and Kitchen Area (sink and hot water boiler) Capacity – 50 (not taking into account seating plans)	
Commercial Rate	£34 per hour
Local Rate	£20 per hour
Groups / Charity Rate	£10 per hour
<b><u>The Town Hall (Civic Hall)</u></b>	
Includes BTC staff member (Security Staff extra) Includes up to 10 x rectangular tables and up to 100 chairs. Includes use of kitchen and Welcome Area Capacity – 100 (not taking into account seating plans)	
Up to 3 Hours (Mon-Fri, 9-5 ONLY)	£120
Working Day (Mon- Fri, 9-5 ONLY)	£300
Up to 3 Hours (Out of Office Hours)	£200
Up to 6 Hours	£300
Up to 12 Hours	£500
Security Staff Member	£50
<b><u>Egerton Hall</u></b>	
<b><u>Large Hall</u></b>	
Includes up to 200 chairs, 20 Round Tables, use of Kitchen. Capacity – 200 (not taking into account seating plans).	
<b>Community Centre Rates (For groups, meetings, classes, children's parties etc)</b>	
Commercial Rate	£40 per hour
Local Rate	£30 per hour
Groups / Charity Rate	£15 per hour
<b>Function Rates (For dinners, parties, receptions etc)</b>	
Up to 6 Hours	£300
Up to 12 Hours	£500
Security Staff Member	£50
<b><u>Small Room</u></b>	
Capacity – 30 (not taking into account seating plans) Includes data Projector and Screen	
Commercial Rate	£20 per hour
Resident Rate	£15 per hour
Groups/ Charity Rate	£10 per hour
<b>Function Rates - £50 additional charge for whole building</b>	
<b>Block Bookings – up to 7 days – Price on Application (£600 for Brackley &amp; Region Groups)</b>	

Wedding Rates

Ceremony Only (Town Hall) Includes use of Civic Hall, Welcome Area, Up to 100 chairs, use of building for photographs, BTC staff member	£500
Reception Only (Town Hall) Includes use of Civic Hall, Welcome Area, Kitchen until Midnight. Up to 100 chairs, Up to 10 rectangular tables, use of building for photographs, BTC staff member, security staff member	£1000
Ceremony & Reception (Town Hall) Includes use of Civic Hall, Welcome Area and Kitchen for three days (Set up day 12-5, wedding day 9am- midnight and clear up day 10-2), up to 100 chairs, up to 10 rectangular tables, use of building for photographs, BTC staff member, security staff member	£1500
Reception Only (Egerton Hall) Includes exclusive use of whole building and car park until midnight. Up to 200 chairs, up to 20 round tables, use of building and Poppyfields Park for photographs, BTC staff member, security staff member	£1000
Ceremony & Reception (Town Hall then Egerton Hall) Includes Town Hall Ceremony package PLUS exclusive use of Egerton Hall for three days (Set up day 12-5, wedding day 9am- midnight and clear up day 10-3), up to 200 chairs, up to 20 round tables, use of Town Hall, Egerton Hall and Poppyfields Park for photographs, BTC Staff member, security staff member.	£2000
Ceremony Clear Up Fee	£100
Reception Clear Up Fee	£300
(Once Egerton Hall is licensed, ceremony only)	(£500)
(Once Egerton Hall is licensed, ceremony and reception)	(£1500)

**BRACKLEY TOWN COUNCIL**

**Finance and Policy Committee  
Monday 18<sup>th</sup> February 2019**

**PURPOSE OF REPORT:** To explore non-denominational burials at Brackley Town Council Cemetery

**RECOMMENDATIONS:** That Brackley Town Council offers an inclusive cemetery

**MAIN ISSUES AND CONSIDERATIONS:**

To provide an area with the Halse Road cemetery to accommodate Muslim faith burials, the following considerations need to be met:

- A separate area, within General un-consecrated area we can accommodate this.
- Offer an Out of Hours service due to requirement for burials to be carried out quickly - we can accommodate this with the use of out of hours' mobiles for Clerk and head groundsman.
- The burial plot usually has a kerb-set - This is not allowed in Brackley Cemetery as per the regulation. There is an alternative to kerbing which is 'mounding'. This is done to prevent anyone walking/standing on a grave, this can be accommodated.
- An open coffin is sometimes requested; the family will be asked to ensure that they gather round the grave to ensure that the body is not seen by other cemetery users. - it is unlikely that two funerals would be happening at the same time due to the size of our cemetery this will need to be a consideration.
- The family backfill and mound the grave - this is already done by other faiths using our cemetery.
- Consideration will need to be given to the spacing of the graves to allow for maintenance of the mound - this may reduce the plots available per row.
- A 'Chamber' is sometimes requested if the coffin is left open. A chamber is approx. 8ft long and costs approx. £620 - which is passed on to customer.

**FINANCIAL IMPLICATIONS:** Overtime for the head groundsman when required

**STAFFING IMPLICATIONS:** None

**AUTHOR**  
A Moses  
Deputy Clerk

