

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 15th February 2016** in the Upper Hall, Town Hall, Brackley, immediately following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 10th February 2016



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

495/15 APOLOGIES FOR ABSENCE

496/15 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.

497/15 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

498/15 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 18th January 2016.

499/15 MEMBERS REPORTS

None received to date.

500/15 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 11 in the sum of £68,500.27 (excluding salaries – figures to be advised).
- 2) Bank reconciliation for end of December (Quarter 3)

501/15 REPORT FROM FIRE STATION SUB COMMITTEE

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

Please note the **recommendation** contained within the report with regard to the appointment of Brown & Co to market the commercial opportunity.

502/15 OPTION FOR EXTERNAL AUDIT – SECTOR LED BODY

Parish Councils External Auditors have, historically, been appointed by the Audit Commission. Legislation to abolish the Audit Commission was included in the Local Audit and Accountability Act 2014, and the Commission was formally closed on 31 March 2015.

However, the contracts for parish and town council external audit carry through to the completion of the audit work for the year ending 31 March 2017. So all the Town Council will still complete an Annual Return and send it off to BDO two more times, i.e. for the year ending 31 March 2016 and for the year ending 31 March 2017.

The SLB, which is called Smaller Authorities' Audit Appointments Ltd, will effectively carry out the function of the Audit Commission related to external audit for parish and town councils. It will procure external auditors (probably the likes of BDO, Grant Thornton, Mazzars etc.) and oversee external audit arrangements.

A parish or town council therefore has two options: 1) procure its own external auditor or 2) have an external auditor appointed to it via the SLB.

The default position (in law) is that all parish and town councils are opted in to the SLB arrangement and have until 31st March 2016 to determine if they wish to opt out of the new scheme.

Fees under the new arrangements will remain broadly the same as those currently charged.

Members are asked to confirm that Brackley Town Council will remain opted in to the Sector Led Body arrangements for the procurement of external audit.

503/15 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of a Meeting of the **Finance and Policy Committee** held on Monday 18 January 2016, in the Upper Hall, Town Hall, Brackley.

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

Officers: Town Clerk (Linda Carter), Finance & Development Officer (Alison Moses)

In Attendance: Councillors Sharps, E Wiltshire, Stimpson & Thompson

444/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from: Councillors Butler, Broomfield and Ross

445/15 DECLARATIONS OF INTEREST

None.

446/15 PUBLIC PARTICIPATION

None.

447/15 APPROVAL OF MINUTES

It was **RESOLVED**:

To receive and approve the Minutes of the previous meeting of the Finance & Policy Committee held on Monday 21 December 2015.

448/15 MEMBERS REPORT

None received.

449/15 FINANCE REPORTS

1. On the proposition of Councillor Morrell, it was **RESOLVED** to:
Approve the List of Accounts 10 in the sum of £43,531.73.

450/15 REPORT ON CHARGES 16/17

On the proposition of Cllr Waldron:

It was **RESOLVED** to confirm and approve the increases in charges for 16/17, as recommended in the report issued by the clerk, showing an overall increase of 5%.

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 Town Hall Restoration project resulted in over 50 enquiries, seven Expressions of Interest and two completed tenders. Following receipt of a tender report from the Council's consultants, Ingham Pinnock,

It was **RESOLVED** that the Committee approve the appointment of Haverstock Architects.

452/15 REPORT FROM FIRE STATION SUB COMMITTEE

The first report from the Fire Station Sub Committee regarding progress with the construction project was received by the Committee and noted.

453/15 MEMBERSHIP OF THE GRANTS WORKING PARTY

Councillors were asked for volunteers to the Grants Working Party.

Cllr Cartmell, Barrie, Baker, P Wiltshire, Stimpson and Thompson all volunteered.

454/15 MATTERS FOR DISCUSSION OR INFORMATION

The Clerk informed the Committee that there would be a "Lunch" at the town hall on 29th January at 1pm to introduce Haverstock and the Activity Planner, information would be emailed to all Cllrs and members are asked to confirm their attendance by 27th January.

Cllr Rawlinson indicated that South Northants Council were in the process of confirming the preferred bidder for the Leisure Centre Contract, and Members asked if a representative from SNC could be invited to the next meeting of Council to update them.

Meeting closed at: 8.00pm

Chairman

Date

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 Pinnock 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	12433624	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	
					Salary/Tax & NI/Pension				
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
					DD				
24/12/2015	H125E7C40F	2015/658	E-On		£3.41	£ 0.17	£3.58	Electricity - Unit	
					£ 39,443.07	£ 4,088.66	£ 43,531.73		

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value		VAT	Invoice Total	Analysis Description	Accounting Code
				£	£				
25/02/2016	-	2016/	Salaries	£	£	-	£	Salary	4000 - Salaries
25/02/2016	-	2016/	Tax & NI	£	£	-	£	Tax & NI	4010 - PAYE/IN
25/02/2016	-	2016/	Pension	£	£	-	£	Pension	4015 - Pension
By BAC									
02/02/2016	0	2016/659	Northamptonshire ACRE	£	£	35.00	£		35.00
25/12/2015	149802	2016/660	TBS Hygiene Ltd	£	£	572.40	£	114.48	686.88
30/01/2016	149849	2016/661	TBS Hygiene Ltd	£	£	715.50	£	143.10	858.60
08/01/2016	3089639	2016/662	South Northants Council	£	£	20.00	£	-	20.00
11/01/2016	117964569	2016/663	Anglian Water	£	£	168.06	£	-	168.06
12/01/2016	Q002U7	2016/664	BT	£	£	175.21	£	35.04	210.25
12/01/2016	5600239	2016/665	Chubb	£	£	96.50	£	19.30	115.80
15/01/2016	4403120464	2016/666	PEAC (UK) Ltd	£	£	299.00	£	59.80	358.80
14/01/2016	97737	2016/667	Hazchem Safety	£	£	125.08	£	25.02	150.10
15/01/2016	0	2016/668	Robert D Bowerman	£	£	41.66	£	-	41.66
19/01/2016	325916	2016/669	George Browns Ltd	£	£	34.04	£	6.81	40.85
20/01/2016	325969	2016/670	George Browns Ltd	£	£	18.14	£	3.63	21.77
20/01/2016	169720	2016/671	Linnell Bros Ltd	£	£	36.58	£	7.32	43.90
21/01/2016	13783	2016/672	Building Services Design	£	£	520.00	£	104.00	624.00
25/01/2016	2501004	2016/673	AGU Treecraft Ltd	£	£	345.00	£	69.00	414.00
28/01/2016	2801001	2016/674	AGU Treecraft Ltd	£	£	425.00	£	85.00	510.00
28/01/2016	2801002	2016/675	AGU Treecraft Ltd	£	£	2,160.00	£	432.00	2,592.00
29/01/2016	10431	2016/676	GSS architecture	£	£	6,727.79	£	1,345.56	8,073.35
29/01/2016	3090094	2016/677	South Northants Council	£	£	60.94	£	-	60.94
31/01/2016	INV0183	2016/678	Ingham Pinnock Associates	£	£	2,672.00	£	594.40	3,266.40
31/01/2016	6630125265	2016/679	Lyreco	£	£	563.84	£	112.77	676.61
01/02/2016	1955551	2016/680	FuelGenie	£	£	103.34	£	20.66	124.00
01/02/2016	21778	2016/681	Texprep	£	£	61.57	£	-	61.57
02/02/2016	202001	2016/682	AGU Treecraft Ltd	£	£	155.00	£	31.00	186.00
02/02/2016	1585	2016/683	ART Contracts	£	£	38,329.12	£	7,665.82	45,994.94
03/02/2016	1600023635	2016/684	St Johns Ambulance	£	£	600.00	£	120.00	720.00
11/02/2016	8779	2016/685	Microshade	£	£	150.00	£	30.00	180.00
25/01/2016	0	2016/686	M Morrell	£	£	11.70	£	-	11.70
09/02/2016	0	2016/687	P Stephenson	£	£	7.49	£	-	7.49
09/02/2016	0	2016/688	L Carter	£	£	194.12	£	-	194.12
09/02/2016	0	2016/689	A Moses	£	£	17.50	£	-	17.50
31/01/2016	92476	2016/690	Smiths of Derby	£	£	202.00	£	40.40	242.40
DD									
13/01/2016	124947366/16	2016/	Total Gas & Power	£	£	1,542.99	£	308.59	1,851.58
10/01/2016	H126CF7BE2	2016/	E-on	£	£	312.32	£	62.46	374.78
10/01/2016	H126CF79C6	2016/	E-on	£	£	63.72	£	3.19	66.91
10/01/2016	H126CF7A97	2016/	E-on	£	£	15.19	£	0.58	15.77
10/01/2016	Q005 AU	2016/	BT	£	£	111.00	£	22.20	133.20
10/01/2016	B967641349	2016/	Utility Warehouse	£	£	17.50	£	3.50	21.00
14/01/2016	259306	2016/	SWG Payroll Ltd	£	£	57.00	£	11.40	68.40
Payments made between meetings									
25/01/2016	Q001 EF	2016/	BT	£	£	98.23	£	19.64	117.87
01/02/2016	0	2016/	Southnorthants	£	£	48.50	£	-	48.50
04/02/2016	93350	2016/	WPS Insurance	£	£	639.19	£	-	639.19
									£ 57,186.57
									£ 11,313.70
									£ 68,500.27

Bank Reconciliation Statement as at: 05/01/2016 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	31/12/2015	63	4,946.80
Deposit Account - 00228866	31/12/2015	76	303,382.06
			<u>308,328.86</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
01/04/2015 010576 Brckley Folk Club		750.00	
15/06/2015 2015/400 E-on		167.28	
15/06/2015 2015/401 BT		54.38	
21/09/2015 2015/510 BT		61.80	
24/11/2015 620 Gilroy Steel		300.00	
16/02/2015 add Chubb Electronic Security		0.10	
			<u>1,333.56</u>
			306,995.30
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			306,995.30
		Balance per Cash Book is :-	306,995.30
		Difference is :-	0.00

Brackley Town Council
Report to Finance & Policy Committee Monday 15th February 2016
From Fire Station Development Sub Committee – No 2

PROGRESS WITH CONTRACT

The progress report, submitted by Arts Contracts Ltd to the recent Contract Meeting is attached.

After the removal of paint from the chimney breast (which was to be exposed brickwork) the bricks revealed were bitumen coated engineering bricks with a poor quality finish. The Clerk sought a costing for the area to be clad in reclaimed red bricks and the contractor had indicated a maximum cost of £1,000. Members of the Sub Committee felt that this amendment to the contract was worthwhile to create the feature originally intended.

COMMERCIAL AGENTS

Members considered the proposal from Brown & Co for the marketing of the café opportunity at the Fire Station and agreed to **RECOMMEND** to the Finance & Policy Committee that Brown & Co Banbury) be appointed to act on behalf of the Town Council in securing a commercial operator for the café at the old Fire Station.

FINANCIAL MATTERS

The Application to the Public Works Loans Board has been submitted and that funds should be available from 23rd February.

The grant from South Northamptonshire Council will be claimed once invoices to the value of the grant (£75,000) are available.

The value of the certified progress payment for January was £38,329.12 – invoice for which is included in the Payments Schedule for this meeting.

FSDSC

9/02/16

Pre Meeting Report

Project: 0407

Old Fire Station, Brackley

Meeting set Friday 29th January 2016 @ 1000hrs

Programme

The programme is attached we are on programme and set to finish on time, we have extra works to do to the kitchen roof which places a little overrun on the lantern light however we expect to complete the extra works during the allotted construction period

Completion date estimated May-2016

Progress this Period

- Site established
- Scaffolding
- Hoarding works
- All demolition complete
- All known ACM removed
- The hose tower has been stripped and re slated
- 80% of structural alterations complete
- Electrical works have commenced
- Procurement of key materials is almost complete
- Heating design is almost complete
- Window drawings are due early february

Resources

- A site manager
- 2 no labourers
- 3 roofers
- 4 demolition operatives
- 4 scaffolders
- 1 carpenter
- 1 general builder
- 1 visiting project manager
- A QS and office based buyers and sub contractor co-ordinator

Design & Commercial

- It is not necessary to break up the kitchen floor to install soil pipes for the cafe toilets
- The entire roof to the kitchen needs replacing a design has been sent
- Additional ACM removed from the kitchen floor area
- A demountable ceiling is to be used in the lower half of the cafe seating area



committed to
GREEN
 Platinum award



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 www.artcontracts.co.uk

Progress Safety Report
Site Meeting Friday 29th January 2016

Accident & Incident Rate

none

Summary of Accidents/Incidents

none

Formal Site Inspections/Reports

The client and ca have visited site

Completed High Risk Activities This Period

- ACM removed
- Demolition works
- Roofing
- Structural alterations

Planned High Risk Activities Next Period

- Roofing
- Stone and brick cleaning
- Structural alterations



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Amendments to the Construction Phase Plan

none

Number of Operatives Inducted

15

Toolbox Talks & Onsite Training carried out and planned

- PPE
- Housekeeping
- Work at heights
- Dust
- Fire drill

Health & Safety Meetings This Period

Andrew Holloway Arts health and safety guy has made his initial inspection 28th January the report will be issued when compiled

Welfare

We have a heated canteen and office with separate toilet both connected to mains feed, there is supplies of hot beverages and places to store and heat food.

PPE is supplied as required

Site Security

No security issues



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Approved Contractor

committed to



Platinum award



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