

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 21st March 2016** in the Upper Hall, Town Hall, Brackley, immediately following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 16th March 2016



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

542/15 APOLOGIES FOR ABSENCE

543/15 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.

544/15 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

545/15 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.

546/15 MEMBERS REPORTS

None received to date.

547/15 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 12 in the sum of £174,617.99

548/15 FINANCIAL RISK ASSESSMENT

To receive and approve the Financial Risk Assessment.

549/15 REPORT FROM FIRE STATION SUB COMMITTEE

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

550/15 REPORT FROM GRANTS PANEL

The notes from the Grants Panel meeting which took place on Wednesday 2nd March are attached.

The Panel has **RECOMMENDED** that payments are made from the current year's budget to Brackley Sea cadets (£1500) and South Northants Volunteer Bureau for support to the Activity Plan for the Town Hall Restoration Project (2 x £1500 for 2015/6 and 2016.7).

The **RECOMMENDATION** regarding grants for the next financial year is as follows:

Organisation	Amount Requested	Amount Granted	Comment	Power
Brackley Folk Club	£1,000.00	£ 500.00	Event Costs	LGA s145
Brackley Carnival	£1,000.00	£ 1,000.00	Event costs	LGA s145
The Hub	£1,000.00	£ 500.00	Equipment (BTC to buy equipment as required)	LGA s137
Fire & Rescue	£2,000.00	£ 1,000.00	Youth Engagement Scheme	LGA s137
Brackley Rugby Club	£2,500.00	£ 2,500.00	Pitch Improvements	LG(MP)A s19
History Society	£ 250.00	£ 250.00	Photographic Archive Project	LGA s137
SNVB	£1,250.00	£ 1,000.00	Volunteer Car Scheme	LGA s137
Brackley Soapbox Derby	£ 350.00	£ 350.00	Event Insurance Costs	LGA s145
BEA	£ 500.00	£ 500.00	Visit from Les Pavillons sous Bois	LGA s137
CAB	£3,000.00	£ 1,500.00	Running cost	LGA s142(2a)
Upper Ouse Angling Academy	£ 500.00	£ 500.00	Coaching course fees and awards	LGA s137
Total	£13,350.00	£ 9,600.00		

551/15 LEASE FOR UNIT 2 THE SIDINGS

As instructed, the Town Clerk has negotiated the lease for Unit 2, The Sidings for a period of ten years. The lease is currently available for signature, and Members are asked to approve the sealing of the document.

552/15 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of a Meeting of the **Finance and Policy Committee** held on Monday 15 February 2016, in the Upper Hall, Town Hall, Brackley.

Present: Councillor Peter Rawlinson (Chair)
Councillors Barrie, Butler, Cartmell, Morrell, Waldron and P Wiltshire.

Officers: Finance & Development Officer (Alison Moses) and Communications Support Officer (Stephanie Lloyd-Berry)

In Attendance: Councillors Sharps, Thompson and E Wiltshire.

495/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from: Councillors Bagot-Webb, Broomfield and Ross.

496/15 DECLARATIONS OF INTEREST

None.

497/15 PUBLIC PARTICIPATION

None.

498/15 APPROVAL OF MINUTES

On the proposition of Councillor Butler, It was **RESOLVED**:

To receive and approve and receive the Minutes of the previous meeting of the Finance & Policy Committee held on Monday 18 January 2016.

499/15 MEMBERS REPORT

None received.

500/15 FINANCE REPORTS

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

Accept the List of Accounts 11 in the sum of £90,760.50

On the proposition of Councillor Butler, it was **RESOLVED** to:

Receive Bank reconciliation for end of December 2015 (Quarter 3).

501/15 REPORT FROM FIRE STATION DEVELOPMENT SUB COMMITTEE

The second report from the Fire Station Development Sub Committee regarding progress with the construction project was circulated to Members prior to this meeting.

Members were asked to approve the **RECOMMENDATION** contained within the report with regard to the appointment of Brown & Co to market the commercial opportunity.

On the proposition of Councillor Cartmell, it was **RESOLVED** to:

Accept and approve the **RECOMMENDATION** from the Fire Station Development Sub 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.

Cllr Rawlinson requested that in addition to the submission of a monthly report from the Fire Station Development Sub Committee a financial report and/or spread sheet should also be included.

502/15 OPTION FOR EXTERNAL AUDIT – SECTOR LEAD 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 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. The Town Council will still complete an Annual Return and send it off to BDO on two more occasions i.e. for year ending 31 March 2016 and 31 March 2017.

The SLB (Sector Lead Body), which is called Smaller Authorities' Audit Appointments Ltd, will then 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, and Mazars 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 via the SLB.

The default position (in law) is that all parish and town council are opted into the SLB arrangement and have until 31 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 (£1,560 per annum).

Members were asked to confirm that Brackley Town Council wish to remain opted in to the Sector Lead Body arrangements for the procurement of external audit.

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

Brackley Town Council will remain opted in to the Sector Lead Body arrangement for procurement of external audit,

503/15 MATTERS FOR DISCUSSION OR INFORMATION

Meeting closed at: 8.00pm

Chairman

Date

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
				Salary	Tax & NI/Pension			
25/02/2016		2016/5001	Salaries	£ 11,362.90	£ -	£ 11,362.90	Salary	4000 - Salaries
25/02/2016		2016/5002	Tax & NI	£ 3,759.34	£ -	£ 3,759.34	Tax & NI	4010 - PAYE/IN
25/02/2016		2016/5003	Pension	£ 3,983.43	£ -	£ 3,983.43	Pension	4015 - Pension
By BAC								
02/02/2016	0	2016/659	Northamptonshire ACRE	£ 35.00	£ -	£ 35.00	Subscription	
25/12/2015	149802	2016/660	TBS Hygiene Ltd	£ 572.40	£ 114.48	£ 686.88	Dog collection - December	
30/01/2016	149849	2016/661	TBS Hygiene Ltd	£ 715.50	£ 143.10	£ 858.60	Dog collection - January	
08/01/2016	3089639	2016/662	South Northants Council	£ 20.00	£ -	£ 20.00	Lottery Licence	
11/01/2016	117964569	2016/663	Anglian Water	£ 168.06	£ -	£ 168.06	Water - Town Hall	
12/01/2016	Q00217	2016/664	BT	£ 175.21	£ 95.04	£ 270.25	Telephones - January	
12/01/2016	5600239	2016/665	Chubb	£ 96.50	£ 19.30	£ 115.80	Panic button	
15/01/2016	4403120464	2016/666	PEAC (UK) Ltd	£ 299.00	£ 59.80	£ 358.80	Photocopier lease	
14/01/2016	97737	2016/667	Hazchem Safety	£ 125.08	£ 25.02	£ 150.10	Consumables - Town Hall	
15/01/2016	0	2016/668	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Car Park Fees	
19/01/2016	325916	2016/669	George Browns Ltd	£ 34.04	£ 6.81	£ 40.85	Oil/Spray	
20/01/2016	325969	2016/670	George Browns Ltd	£ 18.14	£ 3.63	£ 21.77	Blade bolt, Bit-set	
20/01/2016	169720	2016/671	Linnell Bros Ltd	£ 36.58	£ 7.32	£ 43.90	Oak post support	
21/01/2016	13783	2016/672	Building Services Design	£ 520.00	£ 104.00	£ 624.00	As BSD proposal 11/07/15	
25/01/2016	2501004	2016/673	AGU Treecraft Ltd	£ 945.00	£ 69.00	£ 1,014.00	Cedar (rear of Fire Station)	
28/01/2016	2801001	2016/674	AGU Treecraft Ltd	£ 425.00	£ 85.00	£ 510.00	Cypress - Baptist Church Yard	
28/01/2016	2801002	2016/675	AGU Treecraft Ltd	£ 2,460.00	£ 492.00	£ 2,952.00	Field Maple/Sycamore - Valley Road	
29/01/2016	10431	2016/676	GSS architecture	£ 6,727.79	£ 1,345.56	£ 8,073.35	Professional Services - OFS	
29/01/2016	3090094	2016/677	South Northants Council	£ 60.94	£ -	£ 60.94	Land rent OP2	
31/01/2016	INV0183	2016/678	Ingham Pinnock Associates	£ 2,672.00	£ 534.40	£ 3,206.40	Town Hall delivery phase	
31/01/2016	6630125265	2016/679	Lynco	£ 563.84	£ 112.77	£ 676.61	Office Setup - 9 Market Place	
01/02/2016	1955551	2016/680	FuelGenie	£ 103.34	£ 20.66	£ 124.00	Fuel - January	
01/02/2016	21778	2016/681	Texprep	£ 61.87	£ -	£ 61.87	Cards	
02/02/2016	202001	2016/682	AGU Treecraft Ltd	£ 155.00	£ 31.00	£ 186.00	Yew - Bradley Park	
02/02/2016	1585	2016/683	ART Contracts	£ 38,329.12	£ 7,665.82	£ 45,994.94	Old Fire Station	
09/02/2016	1600023665	2016/684	St Johns Ambulance	£ 600.00	£ 120.00	£ 720.00	Staff Training	
11/02/2016	8779	2016/685	Microshade	£ 150.00	£ 30.00	£ 180.00	Hosting	
25/01/2016	0	2016/686	M Morrell	£ 11.70	£ -	£ 11.70	Expenses - Travel	
09/02/2016	0	2016/687	P Stephenson	£ 7.49	£ -	£ 7.49	Expenses - Cleaning	
09/02/2016	0	2016/688	L Carter	£ 194.12	£ -	£ 194.12	Expenses - Equipment/Food/Travel	
09/02/2016	0	2016/689	A Moses	£ 17.50	£ -	£ 17.50	Expenses - Stationery	
31/01/2016	92476	2016/690	Smiths of Derby	£ 202.00	£ 40.40	£ 242.40	Clock service - Town Hall	
01/02/2016	1886	2016/691	Greatfield Plants	£ 75.00	£ 15.00	£ 90.00	Hedging	
10/01/2016	1159	2016/692	Synergy	£ 275.00	£ -	£ 275.00	EPC - Town Hall	
10/02/2016	SM52655979	2016/693	BT	£ 77.97	£ 15.59	£ 93.56	Telephones - 9 Market Place	
08/02/2016	119085	2016/694	SLCC	£ 249.00	£ 24.20	£ 273.20	Conference - A Moses	
DD								
13/01/2016	124947966/16	2016/695	Total Gas & Power	£ 1,542.99	£ 308.59	£ 1,851.58	Gas - Town Hall	
10/01/2016	H126CF78E2	2016/696	E-on	£ 312.32	£ 62.46	£ 374.78	Electricity - Town Hall	
10/01/2016	H126CF79C6	2016/697	E-on	£ 63.72	£ 3.19	£ 66.91	Electricity - Market Place	
10/01/2016	H126CF7A97	2016/698	E-on	£ 15.19	£ 0.58	£ 15.77	Electricity - Unit	
10/01/2016	Q005 AU	2016/699	BT	£ 111.00	£ 22.20	£ 133.20	Internet Services	
10/01/2016	8967641349	2016/700	Utility Warehouse	£ 17.50	£ 3.50	£ 21.00	Telephones - January	
07/02/2016	H128CD5511	2016/701	E-on	£ 73.23	£ 3.66	£ 76.89	Electricity - Market Place	
07/02/2016	H128CD58CE	2016/702	E-on	£ 493.77	£ 98.75	£ 592.52	Electricity - Town Hall	
15/02/2016	H128CD57D1	2016/703	E-on	£ 21.21	£ 1.06	£ 22.27	Electricity - Unit	
14/01/2016	259906	2016/704	SWG Payroll Ltd	£ 25.00	£ 5.00	£ 30.00	Payroll & re run	
15/02/2016	SM52452791	2016/705	BT	£ 53.52	£ 10.78	£ 64.70	Telephones - February	
11/02/2016	261951	2016/706	SWG Payroll Ltd	£ 66.00	£ 13.20	£ 79.20	Payroll - Month 10 and 11	
Payments made between meetings								
25/01/2016	Q001 EF	2016/707	BT	£ 98.23	£ 19.64	£ 117.87	Internet Services	
01/07/2016	0	2016/708	Southnorthants	£ 48.50	£ -	£ 48.50	Discharge of conditions fee	
04/02/2016	93350	2016/709	WPS Insurance	£ 639.19	£ -	£ 639.19	Contractors Works Policy - OFS	
15/02/2016	0	2016/710	Town Mayor's Fund	£ 60.00	£ -	£ 60.00	Banbury Mayors Charity Civic Supper	
15/02/2016	0	2016/711	SNC Chairmans Charity	£ 80.00	£ -	£ 80.00	Mayors Tickets - SNC event	
				£ 79,447.99	£ 11,612.51	£ 90,760.50		

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Salary/Tax & NI/Pension							
25/03/2016	-	2016/MAR001	Salaries	£ 11,309.68	£-	£ 11,309.68	Salary
25/03/2016	-	2016/MAR002	Tax & NI	£ 3,818.81	£-	£ 3,818.81	Tax & NI
25/03/2016	-	2016/MAR003	Pension	£ 3,985.22	£-	£ 3,985.22	Pension
Payments made between meetings							
19/02/2016	1217	2016/712	Bingham Ground Services	£ 5,073.52	£ 1,014.70	£ 6,088.22	Balance payment - Goal mouth
09/02/2016	0	2016/713	Neopost Ltd	£ 200.00	-	£ 200.00	Postage top up
01/03/2016	1600	2016/714	ART Contracts	£ 79,034.63	£ 15,806.93	£ 94,841.56	Contractors Works - OFS
09/03/2016	0	2016/715	South Northants Council	£ 385.00	-	£ 385.00	Planning application costs
10/03/2016	3355	2016/716	ARC Business Services Ltd	£ 99.00	£ 19.80	£ 118.80	Future High Stret 2016 Conference - L Carter
On-line payments							
10/02/2016	6868	2016/717	M-Trac	£ 97.50	£ 19.50	£ 117.00	Sharpen wood chipper blades
15/02/2016	0	2016/718	Robert D Bowerman	£ 41.66	-	£ 41.66	Parking
11/02/2016	105495	2016/719	Sutcliffe Play	£ 4,815.00	£ 962.99	£ 5,777.99	Zip work
19/02/2016	105556	2016/720	Sutcliffe Play	£ 525.00	£ 105.00	£ 630.00	Installation - Zip Wire
20/02/2016	3207	2016/721	Banner Contracting Ltd	£ 8,158.00	£ 1,631.60	£ 9,789.60	Grass Cutting 2015
24/02/2016	100908	2016/722	Hazchem Safety	£ 22.79	£ 4.56	£ 27.35	Swarfega
24/02/2016	117671	2016/723	RVS Group	£ 173.97	£ 34.79	£ 208.76	Photocopier rent
26/02/2016	10470	2016/724	GSS architecture	£ 3,825.78	£ 765.16	£ 4,590.94	Professional services - OFS
29/02/2016	5382	2016/725	Hawkins Roofing Ltd	£ 1,253.00	£ 250.60	£ 1,503.60	Gutter clearing - Town Hall
29/02/2016	02501p	2016/726	Rainbow print media	£ 135.00	£ 27.00	£ 162.00	Spring edition - Town Talk - Design
29/02/2016	188	2016/727	Ingham Pinnock Associates	£ 2,672.00	£ 534.40	£ 3,206.40	Professional services - Town Hall
29/02/2016	6630126364	2016/728	Lyreco	£ 556.82	£ 111.36	£ 668.18	Equipment for Market Place
29/02/2016	12320	2016/729	SUCC	£ 450.00	-	£ 450.00	Training - A Moses
01/03/2016	1991249	2016/730	FuelGenie	£ 110.09	£ 22.02	£ 132.11	Fuel - February
01/03/2016	6529	2016/731	Haverstock	£ 16,000.00	£ 3,200.00	£ 19,200.00	Professional services - Town Hall
07/03/2016	169	2016/732	K Dixon	£ 30.00	-	£ 30.00	Repairs - Town Hall
07/03/2016	2016019098	2016/733	Neopost Ltd	£ 59.43	£ 11.89	£ 71.32	Franking Machine rental
10/03/2016	327723	2016/734	George Browns	£ 12.42	£ 2.48	£ 14.90	Filters
11/03/2016	8835	2016/735	Microshade	£ 177.96	£ 35.59	£ 213.55	Hosting
11/03/2016	16450	2016/736	RBS (Rialtas)	£ 475.00	£ 95.00	£ 570.00	Omega support & maintenance
11/03/2016	13391	2016/737	MP Printers	£ 494.00	-	£ 494.00	Spring edition - Town Talk - Printing
11/03/2016	543	2016/738	2commune	£ 675.00	£ 135.00	£ 810.00	Website and emails (06/03/2016 - 05/03/2017)
14/03/2016	2	2016/739	C Hunter	£ 350.00	-	£ 350.00	Spring edition - Town Talk - Delivery
15/03/2016	0	2016/740	Robert D Bowerman	£ 41.66	-	£ 41.66	Parking
25/03/2016	303781122	2016/741	South Northants Council	£ 199.67	-	£ 199.67	Rates - 9 The Market Place
25/03/2016	303782262	2016/742	South Northants Council	£ 1,002.49	-	£ 1,002.49	Rates - 2 The Sidings
25/03/2016	0	2016/743	Richard Horth	£ 3,000.00	-	£ 3,000.00	Rent - 9 The Market Place
25/03/2016	0	2016/744	P Stephenson	£ 2.00	-	£ 2.00	Expenses
Direct Debit							
26/02/2016	B968686557	2016/745	Utility Warehouse	£ 17.66	£ 3.53	£ 21.19	Telephones - February
04/03/2016	264030	2016/746	SWG Payroll Ltd	£ 34.00	£ 6.80	£ 40.80	Payroll - Month 12
06/03/2016	H12ADD40A8	2016/747	E-on	£ 19.72	£ 0.99	£ 20.71	Electricity - Unit
06/03/2016	H12ADD439F	2016/748	E-on	£ 50.59	£ 2.53	£ 53.12	Electricity - Town Hall
06/03/2016	H12ADD4418	2016/749	E-on	£ 340.27	£ 68.05	£ 408.32	Electricity - Town Hall
15/03/2016	B969619761	2016/750	Utility Warehouse	£ 17.82	£ 3.56	£ 21.38	Telephones - March
				£ 149,742.16	£ 24,875.83	£ 174,617.99	

Effectiveness of Internal Control

BRACKLEY TOWN COUNCIL

Risk Assessment and Management (Financial)

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq. of check
Income					Months
Precept	Not submitted	L	Full TC Minute – RFO follow up	Diary	Apr & Sept
	Not paid by DC	L	Check & Report to Fin Comm.	Diary	Apr & Sept
Charges – Town Hall	Adequacy of precept	L	Quarterly review of budget to actual	Diary	Quarterly
	Rental Invoices	L	Register to Invoice	Reconcile	Monthly
	Cash handling	L	Cash receipts		Monthly
	Cash banking	L	Cash receipts, BACS payment	Reconcile to statement	Monthly
Grants – Agencies	Claim procedure	M	Town Clerk/RFO check quarterly		Quarterly
	Receipt of grant when due	M	Check & report to Fin Comm.	Diary	Monthly Agenda
Grants – District	Claim procedure	L	Town Clerk/RFO check quarterly		Quarterly
	Receipt of grant when due	M	Check & report to Fin Comm.	Diary	Monthly Agenda
Investment Income	Investment Policy	L	Review policy annually +	Diary	Yearly
Expenditure					
Salaries – contracted out to Payroll company	Wrong salary paid	L	Check to Payments list	RFO	Monthly
	Wrong hours paid	L	Check to timesheet/contract	RFO	Monthly
	Wrong rate paid	L	Check to contract	CEO	Monthly
	False employee	L	Check to PAYE Records & lists	CEO	Monthly
	Wrong deductions – NI	L	Check to PAYE Calculations	RFO	Monthly
	Wrong deductions – Income tax	L	Check to PAYE Calculations	RFO	Monthly
	Goods not supplied to TC	L	Order system	Approval check	12
Direct Costs and overhead expenses	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
Grants & support	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
	Power to pay	M	Minute power	Members verify	Monthly
	Agreement of Council to pay	L	Minute	Members verify	Monthly
	Conditions agreed	L	Use reasonable condition	RFO verify	Yearly
Election Costs	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
	Follow up verification	M	RFO check and consider budget	RFO verify	Yearly
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
Theft	Theft in office	L	Door locked when empty	All Staff	Whenever
Banking of cash	Theft from staff member taking cash to bank	L	Varying time. Two staff members if sum over £1000	RFO to monitor	Monthly

Risk Assessment and Management (Financial) – cont'd

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq. of check Months
VAT irrecoverable	VAT analysis	L	All items in cash book lists	RFO verify	12
	Charged on sales	L	Town Hall VAT registered – charges apply to all bookings	RFO verify	12
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	12
	Partial exemption applies?	M		RFO verify	
	Claimed within time limits	M	Agree returns submitted	RFO verify	
Reserves - General	Adequacy	L	Consider at Budget setting	CEO/RFO opinion	12
Reserves - Earmarked	Adequacy	L	Consider at Budget and Final accounts	CEO/RFO opinion	12
	Earmarked or Contingent liability	L	Review minutes with Chair Fin Committee	CEO/RFO/Members view	12
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers		12
Staff	Fraud by Staff	L	Fidelity Guarantee value insurance conditions	Council	12
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary	12
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	6
Borrowing / lending	Adequacy of finances to be able to repay loans	N/A		Diary	12
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Diary	Twice per month
Best value	Overspend on services	L	Ensure correct tendering for services	Ongoing	12
Financial Records	Inadequate records	L	RFO/Town Clerk check quarterly + regular internal audit	Diary	12
Minutes	Adequate and legal	L	Review at following meeting	Diary	Twice per month
Members interests	Conflict of interest	L	Update declarations of interest	Diary	12

Introduction of Internal Monitoring reinforces the above. The procedure was adopted January 2014

Brackley Town Council
Report to Finance & Policy Committee Monday 21st March 2016
From Fire Station Development Sub Committee – No 3

PROGRESS WITH CONTRACT

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

The additional cost for the brickwork cladding to the chimney breast is confirmed at £836.

The SNC Planning Officer has confirmed the discharge of conditions with regard to the windows to the Community Room.

FINANCIAL MATTERS

The Application to the Public Works Loans Board has been processed and funds are now with BTC.

The grant from South Northamptonshire Council has been claimed (£75,000) - receipt is awaited.

The value of the certified progress payment for January was £79,034.63 – invoice for which is included in the Payments Schedule for this meeting, and has been paid as required.

The Contract Statement showing variations is attached, as is the spreadsheet requested by the committee at its last meeting

FSDSC

10/03/16

Old Fire Station Refurbishment

	Jan	Feb	March	April	May	June
Agreed Contract Price	£394,571.18	£394,571.18	£357,242.06	£278,207.43		
Invoices paid		£38,329.12	£79,034.63			
Amount outstanding		£356,242.06	£278,207.43			
Contract Variations agreed at additional cost						
Brickwork to Chimney		£1,000				
Agreed Architect & QS Fees	£19,227.57	£19,227.57	£19,227.57	£15,401.79		
Invoices paid			£3,825.78			
Amount Outstanding			£15,401.79			
Budget						
PWLB Loan (Received)		£250,000.00				
New Homes Bonus		£75,000.00				
BTC Reserves		70-90,000.00				

Brackley Town Council
Minutes of the meeting of the Grants Panel
Wednesday 2th March 2016

Present: Cllr Cartmell, Cllr Baker, Cllr P Wiltshire, Cllr Thompson
Mrs A Moses – RFO Mrs L Carter – Town Clerk

1. Appointment of Chair for this meeting

Cllr Baker was appointed as Chair

2. Apologies

Apologies had been received from Cllr Stimpson

3. Declarations of interest

Cllr Cartmell – BEA
Cllr Wiltshire – BEA,
Cllr Thompson – Sea Cadets & Brackley Folk Club

4. To consider Grant Applications received for 2015/16

Organisation	Amount Requested	Amount Granted	Comment	Power
Brackley Sea Cadets	£ 1500.00	£1,500.00	Transport & Equipment	LGA s137
Total		£1,500.00		

Members were also asked to consider a report from the Town Clerk regarding the HLF requirement for a Service Level Agreement with SNVB and a suggestion that a payment of £1500p.a. be agreed with the remainder of the 2015/16 Grant Fund being used to meet the first two years' requirements

Members **RESOLVED** to **RECOMMEND** to the Finance & Policy Committee that an award be made to SNVB of £1,500 per annum for the Service Level Agreement for three years, with the first two years being met from the current grant funding budget (i.e. £3,000).

5. To Consider Grant Applications received for 2016/17

Organisation	Amount Requested	Amount Granted	Comment	Power
Brackley Folk Club	£1,000.00	£ 500.00	Event Costs	LGA s145
Brackley Carnival	£1,000.00	£ 1,000.00	Event costs	LGA s145
The Hub	£1,000.00	£ 500.00	Equipment (BTC to buy equipment as required)	LGA s137
Fire & Rescue	£2,000.00	£ 1,000.00	Youth Engagement Scheme	LGA s137
Brackley Rugby Club	£2,500.00	£ 2,500.00	Pitch Improvements	LG(MP)A s19
History Society	£ 250.00	£ 250.00	Photographic Archive Project	LGA s137
SNVB	£1,250.00	£ 1,000.00	Volunteer Car Scheme	LGA s137
Brackley Soapbox Derby	£ 350.00	£ 350.00	Event Insurance Costs	LGA s145
BEA	£ 500.00	£ 500.00	Visit from Les Pavillons sous Bois	LGA s137
CAB	£3,000.00	£ 1,500.00	Running cost	LGA s142(2a)
Upper Ouse Angling Academy	£ 500.00	£ 500.00		LGA s137
Total	£13,350.00	£ 9,600.00		

It was **RESOLVED** to **RECOMMEND** to the Finance and Policy Committee that:

Grants are allocated, as shown, to a total of £9600.00 and that the remaining £400.00 should be left in the budget for any further applications received during the course of the year.

Members requested that, where possible, grant recipients make it clear on their publicity material that Brackley Town Council had contributed. Members also requested that the cheques be handed out at the Annual Town Meeting.

Meeting closed at 5.30pm

Chairman

Date