

BRACKLEY TOWN COUNCIL
Town Hall, Brackley, Northants, NN13 7AB
Telephone: (01280) 702441
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You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **24th April 2017** in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 19th April 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

520/16 APOLOGIES FOR ABSENCE

521/16 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.

522/16 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

523/16 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 20th March 2017.

524/16 MEMBERS REPORTS

525/16 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 1 in the sum of £215,851.71 (contains some payments for year end)

526/16 PROPOSED COMMITTEE TIMETABLE FOR 2017/18

The proposed timetable is attached for members' consideration.

527/16 VEHICLE TENDERS

The tenders obtained for the All Terrain Vehicle will have been considered by the Direct Responsibilities and General Purposes Committee and members are now asked to agree the funding from the vehicle reserve.

528/16 BRACKLEY FIREWORK DISPLAY

The committee is asked to consider whether it wishes to support the provision of a Firework Display in the town, as it did last year, if some supporting funding can be obtained.

529/16 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the **Finance and Policy Committee** held on Monday 20th March 2017 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chairman Cllr Cartmell
Cllrs Bagot-Webb, Baker, Morrell, Ross, Thompson, Tiller, Waldron and P Wiltshire

Also Present: Cllrs Barrie, Sharps, Stimpson

Officers: Town Clerk, RFO

491/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield and Butler

492/16 DECLARATIONS OF INTEREST

Cllr Sharps – Town Talk delivery

Cllr Tiller – Grants - Brackley Soap Box Derby

Cllr Thompson – Grants – Brackley Folk Club

Cllr Baker – Mayors Allowance

493/16 PUBLIC PARTICIPATION

None

494/16 APPROVAL OF MINUTES

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

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

495/16 MEMBERS REPORTS

None

496/16 FINANCE REPORTS

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

Approve the list of Accounts 12 in the sum of £145,689.86

Councillors noted the Bank Reconciliation for the end of February 2017.

Councillors noted the current list of Direct Debit arrangements.

497/16 PROPOSED CHARGES FOR 2017/18

The Town Clerk's report on proposed charges was discussed, with the **RECOMMENDATION** that:

Having previously agreed that the charges for the Community Room will remain unchanged for the coming financial year, that the Council increases overall costs by 5%, in line with the increase in the Precept, and that the Town Centre charges remain unchanged.

After discussion regarding charges for the cemetery, on the proposition of Cllr Bagot-Webb it was **RESOLVED** to:

Accept the recommendation for charges for 2017/18 with the exception of Cemetery Charges which would be limited to 2%.

498/16 FINANCIAL RISK ASSESSMENT

Members were asked to consider the attached Financial Risk Assessment and, if acceptable, to RECOMMEND it to Council for approval.

On the proposition of Cllr Ross it was RESOLVED to receive the Risk Assessment and RECOMMEND it to Council for approval.

499/16 RECOMMENDATION FROM GRANT PANEL

On the proposition of Cllr Morrell it was RESOLVED to:

Accept the recommendation of the Grants Panel with regard to awards for the Financial year 2017/18

Organisation	Amount
Brackley Folk Club	£ 750.00
Brackley Carnival	£ 1,000.00
Brackley Jubilee Choir	£ 500.00
SNVB	£ 500.00
Brackley Soapbox Derby	£ 350.00
Brackley Players	£ 1,000.00 conditional
Brackley & District History Society	£ Nil
Brackley European Association	£ 600.00
Brackley Library Supporters Group	£ 400.00 conditional
Brackley Youth Theatre	£ 750.00 conditional
	£ 5,850.00

Further applications may be considered later in the financial year.

For future years this should be advertised in Town Talk, on the Website and Facebook.

500/16 CONTRACT ARRANGEMENTS WITH INGHAM PINNOCK ASSOCIATES

On the proposition of Cllr P Wiltshire it was RESOLVED to:

Accept the quotation from Ingham Pinnock Associates for their support for the next year in the sum of £24,000.

501/16 THE HUB YOUTH CAFÉ

The Council noted that the Northampton & Milton Keynes YMCA had withdrawn its support from The Hub, and that the financial support offered to maintain services until the end of July would not now be needed. YMCA had arranged to clear the building by the end of March, so continuation was not possible. The Council will not provide any further funding.

502/16 MATTERS FOR DISCUSSION OR INFORMATION

Cllr Baker – with the closure of The Hub, a Brackley youth facility needs to be looked at again. Clerk to do a pre application for this proposal.

Cllr Tiller – visited another village which has recently provided tennis courts, skate park alongside a new community hall.

Meeting closed 20.40

Chairman

Date

**Authorise Payment - March 2017
Month 12**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salary/Tax & NI/Pension	Net Value	VAT	Invoice Total	Analysis Description
25/03/2017			Salaries	£ 12,913.73	£	-	£ 12,913.73	Salary
25/03/2017			Tax & NI	£ 3,996.78	£	-	£ 3,996.78	Tax & NI
25/03/2017			Pension	£ 5,320.61	£	-	£ 5,320.61	Pension
Payments made before the meeting								
27/02/2017	0		Brackley European	£ 8.00	£	-	£ 8.00	Mayors Allowance - BEA dinner
01/03/2017	30046	16/491a	T King Associates	£ 134.50	£	26.90	£ 161.40	Outdoor staff - uniforms
07/03/2017	30102	16/491c	T King Associates	£ 496.30	£	99.26	£ 595.56	Outdoor staff - uniforms
27/02/2017	13614260	16/491	Town Talk Delivery Group	£ 450.00	£	-	£ 450.00	Town talk - Spring 2017 - Delivery
22/02/2017	143618282/17	FEB/DD/06	Total Gas & Power	£ 71.15	£	3.56	£ 74.71	
22/02/2017	143618271/17	Feb/DD/07	Total Gas & Power	£ 193.86	£	9.69	£ 203.55	
22/02/2017	143618293/17	FEB/DD/08	Total Gas & Power	£ 407.53	£	81.51	£ 489.04	
Online payments								
15/02/2017	6208741	16/492	Chubb	£	£	-	£	Payment Cancelled
13/02/2017	OP/1108110	16/493	Sutcliffe Play	£	£	-	£	Duplicate entry
20/02/2017	34440	16/494	Blachere	£ 4,255.00	£	851.00	£ 5,106.00	Christmas Lights servicing 2016
21/02/2017	976	16/495	2 Commune	£ 25.00	£	5.00	£ 30.00	Email for Clr Tiller
12/12/2017	2016091378	16/496	Neopost	£ 59.43	£	11.89	£ 71.32	Fracking machine Hire - December/January
16/02/2017	340578	16/497	George Browns	£ 5.76	£	1.15	£ 6.91	Vehicle consumables
21/02/2017	34442	16/498	Blachere	£ 517.50	£	103.50	£ 621.00	Christmas Lights servicing 2016
21/02/2017	123988	16/499	RVS Group	£ 177.85	£	35.57	£ 213.42	Photocopier Hire
27/02/2017	5108637	16/500	PRS for Music	£ 229.34	£	45.87	£ 275.21	Music licence for OFS
02/02/2017	340126	16/501	George Browns	£ 41.83	£	8.38	£ 50.21	Vehicle consumables
01/03/2017	H14228b3364	16/502	E-on	£ 490.27	£	24.51	£ 514.78	Electricity
01/03/2017	2422809	16/503	FuelGenie	£ 136.27	£	27.25	£ 163.52	Fuel - February
11/03/2017	9626	16/504	Microshade	£ 252.80	£	50.56	£ 303.36	Hosting
01/03/2017	236	16/505	Iain Soden Heritage Services	£ 1,150.00	£	230.00	£ 1,380.00	Scale plan for Flagged Floor
27/02/2017	20170227	16/506	Hindson Property Services	£ 120.00	£	-	£ 120.00	Notice Board - OFS
01/03/2017	7249	16/507	Healthmatic	£ 494.17	£	98.83	£ 593.00	Cleaning Services - OFS
28/02/2017	6630137779	16/508	Lyreco	£ 88.65	£	17.73	£ 106.38	Stationery
01/03/2017	6714	16/509	Haverstock	£ 6,000.00	£	1,200.00	£ 7,200.00	Town Hall - professional services - HLF
02/03/2017	SM17534	16/510	Rialta Business Solutions	£ 483.00	£	96.60	£ 579.60	Technical support - Booking system
08/03/2017		16/511	SLCC Membership	£ 375.00	£	-	£ 375.00	SLCC - Town Clerk
02/03/2017		16/512	Clerks & Councils Direct	£ 12.00	£	-	£ 12.00	Clerks & Councils Direct - Subscription
07/03/2017	1923	16/513	Complete Weed Control	£ 560.00	£	112.00	£ 672.00	Riverside Walk - Giant Hogweed treatment
09/03/2017	20616	16/514	Borras Construction	£ 83,032.98	£	16,606.60	£ 99,639.58	Town Hall - construction - HLF
09/03/2017		16/515	Upstone/Utilities	£ 506.03	£	-	£ 506.03	Shared utilities - with D Upstone
10/03/2017	186415	16/516	Linnell Bros	£ 28.60	£	5.72	£ 34.32	Unit Equipment
08/03/2017		16/517	Shaw & Sons	£ 32.85	£	6.57	£ 39.42	Minutes paper
05/03/2017	H14283C91D	16/518	E-on	£ 9.80	£	0.49	£ 10.29	Electricity - Unit 2
13/03/2017	116629	16/519	Brown & Co	£ 1,545.00	£	309.00	£ 1,854.00	Fees in relation to OFS lease
13/03/2017	2017019788	16/520	Neopost	£ 59.43	£	11.89	£ 71.32	Fracking machine Hire - march/April
31/01/2017	340126	16/521	George Browns	£	£	-	£	Duplicate entry
13/03/2017	0	16/522	Sally Munday-Webb	£ 45.41	£	-	£ 45.41	Expenses - visits to Archive, Northampton
13/03/2017	150520	16/523	TBS Hygiene	£ 594.00	£	118.80	£ 712.80	Dog Waste collection - February
13/03/2017	0	16/524	Neopost	£ 100.00	£	-	£ 100.00	Postage top up
Direct Debits								
13/03/2017	297225	MAR/DD/01	SGW Payroll	£ 58.00	£	11.60	£ 69.60	Payroll - Month 12
				£ 103,247.31	£	20,211.43	£ 145,689.86	

Authorise Payments - April 2017
Month 1

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
				Salary/Tax & NI/Pension			
25/04/2017		Sal/Apr/01	Salaries	£ 13,038.93	-	£ 13,038.93	Salary
25/04/2017		Sal/Apr/02	Tax & NI	£ 4,504.01	-	£ 4,504.01	Tax & NI
25/04/2017		Sal/Apr/03	Pension	£ 5,862.39	-	£ 5,862.39	Pension
Payments before meeting							
24/03/2017	0	17/001	B Sharp	£ 56.98	-	£ 56.98	Expenses - Printer Ink
24/03/2017	0	17/002	S Munday-Webb	£ 20.00	-	£ 20.00	HLF - Expenses
24/03/2017	0	17/003	A Moses	£ 20.49	-	£ 20.49	Expenses - Ink & postage
24/03/2017	C30223	17/004	T King Associates Ltd	£ 65.16	-	£ 65.16	Uniform
24/03/2017	0	17/005	L Carter	£ 54.00	-	£ 54.00	Software
24/03/2017	0	17/006	Daventry Mayors FC	£ 10.00	-	£ 10.00	Mayors Allowance
15/03/2017	0	17/007	Neopost	£ 100.00	-	£ 100.00	Postage Top up
30/03/2017	2903001	17/008	AGU Treecraft	£ 2,387.50	£ 477.50	£ 2,865.00	Tree Survey
30/03/2017	146450463/17	17/009	Total Gas & Power	£ 562.99	£ 112.59	£ 675.58	OFS - Gas
30/03/2017	6730	17/010	Haverstock	£ 6,000.00	£ 1,200.00	£ 7,200.00	HLF - Professional Services
31/03/2017	0	17/011	F Baker	£ 91.99	-	£ 91.99	Mayors Allowance
31/03/2017	0	17/012	J Moore	£ 10.28	-	£ 10.28	Firework expenses
31/03/2017	0	17/013	B Sharp	£ 14.58	-	£ 14.58	Expenses - Stationery
31/03/2017	0	17/014	M Banner	£ 1.99	-	£ 1.99	Expenses - Batteries
31/03/2017	0	17/015	A Moses	£ 10.00	-	£ 10.00	Expenses - Wall Charts
03/04/2017	341922	17/016	George Browns Ltd	£ 45.61	£ 9.13	£ 54.74	Vehicle consumables
03/04/2017	25744716	17/017	WPS	£ 27.50	-	£ 27.50	Vehicle cover - test vehicle
10/04/2017	Q006Y3	17/018	BT	£ 159.14	£ 23.83	£ 182.97	9 Market Place - Broadband
12/04/2017	0	17/019	Neopost	£ 150.00	-	£ 150.00	Postage Top up
13/04/2017	0	17/020	S Munday-Webb	£ 289.32	-	£ 289.32	HLF - Event expenses
18/04/2017	303782262/3/0	17/021	SNC	£ 367.80	-	£ 367.80	Rates - 2 The Sidings
19/04/2017	303781122/3/0	17/022	SNC	£ 219.20	-	£ 219.20	Rates - 9 Market Place
19/04/2017	0	17/023	S Campbell	£ 4.17	-	£ 4.17	Expenses - Refreshments for training
Online payments							
28/02/2017	INV0267	17/024	Ingham Pennock	£ 2,500.00	£ 500.00	£ 3,000.00	TH - Professional Services
13/03/2017	73553	17/025	E-on	£ 83.37	£ 16.67	£ 100.04	Street light maintenance
14/03/2017	25301	17/026	Raltas Business Solutions	£ 370.90	£ 74.18	£ 445.08	Training
20/03/2017	2	17/027	Forgotten Heritage	£ 1,698.00	-	£ 1,698.00	HLF - Event expenses
23/03/2017	56990	17/028	Clerks & Councils Direct	£ 12.00	-	£ 12.00	Subscription - Clerks & Council Direct
01/03/2017	7334	17/029	M-Trac	£ 660.62	£ 132.12	£ 792.74	Tractor repairs
24/03/2017	71167	17/030	Bourton Drain Services	£ 98.00	£ 19.60	£ 117.60	Blocked sink - 9 Market Place
24/03/2017	71168	17/031	Bourton Drain Services	£ 98.00	£ 19.60	£ 117.60	Blocked toilet - Old Fire Station
27/02/2017	0	17/032	Mark Morrell	£ 20.25	-	£ 20.25	Expenses - Travel
24/03/2017	17.03.24	17/033	Northants Industrial Cleaners	£ 90.00	-	£ 90.00	Windows - Market Place/OFS
22/03/2017	3530 AFL514	17/034	Travis Perkins	£ 266.20	£ 53.24	£ 319.44	Slabs & Sand
26/03/2017	H400648	17/035	Clymac	£ 275.00	£ 55.00	£ 330.00	Maintenance Contract - OFS
28/03/2017	0	17/036	Stuart Marsden- Dance Master - Strictly Georgian	£ 225.50	-	£ 225.50	HLF - Event expenses
31/03/2016	0	17/037	Clir Paul Wiltshire	£ 13.00	-	£ 13.00	Expenses - Travel
03/04/2017	6145	17/038	NCALC	£ 3,155.37	-	£ 3,155.37	NCALC Membership
03/04/2017	2459189	17/039	Fuel Genie	£ 161.95	£ 32.38	£ 194.33	Fuel - March
03/04/2017	7416	17/040	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Cleaning
31/03/2017	INV0278	17/041	Ingham Pennock	£ 2,500.00	£ 500.00	£ 3,000.00	TH - Professional Services

Authorise Payments - April 2017
Month 1

31/03/2017	150584	17/042	TBS Hygiene	£	742.50	£	148.50	£	891.00	Dog Waste - March
31/03/2017	12818	17/043	Bago	£	90.00	£	18.00	£	108.00	Litter picker rings
31/03/2017	124353624	17/044	Anglian Water	£	43.01	£	-	£	43.01	Water - Unit 1
01/04/2017	H14431A1C3	17/045	E-on	£	166.57	£	8.33	£	174.90	Electricity - 011871974960
03/04/2017	34548	17/046	Blachere	£	12,766.37	£	2,553.27	£	15,319.64	Christmas Lights - Year 3
05/04/2017	BTH01	17/047	Alexander Dalton	£	3,500.00	£	-	£	3,500.00	HLF - Site Visits
31/03/2017	115137	17/048	Hydramex	£	175.00	£	35.00	£	210.00	Vehicle consumables
05/04/2017	146762907/17	17/049	Total Gas & Power	£	267.74	£	-	£	267.74	OFS - Electricity
11/04/2017	9703	17/050	Microshade	£	252.80	£	50.56	£	303.36	Hosting
08/04/2017	0	17/051	Cllr Cartmell	£	65.70	£	-	£	65.70	Expenses - Travel
17/03/2017	2017-03-066	17/052	Arnold Thomson	£	2,476.00	£	491.20	£	2,967.20	Legal expenses - OFS
18/04/2017	Q007 DB	17/053	BT	£	186.41	£	37.28	£	223.69	Telephone system
09/04/2017	H144C25D3E	17/054	E-on	£	16.75	£	0.84	£	17.59	TH - Electricity
31/03/2017	6630138853	17/055	Lyreco	£	478.36	£	95.67	£	574.03	Stationery
30/03/2017	13443	17/056	Les Hawkins & Sons	£	1,600.00	£	320.00	£	1,920.00	Fence - St James Lake
07/04/2017	20676	17/057	Borras Contraction Limited	£	115,498.08	£	23,099.62	£	138,597.70	HLF - Town Hall Construction
18/04/2017	OP/1108508	17/058	Sutcliffe Play	£	103.80	£	20.76	£	124.56	Rubber Moulded Steps
11/04/2017	3530 AFM364	17/059	Travis Perkins	£	13.84	£	2.77	£	16.61	Consumables
18/04/2017	133550	17/060	Hazchem Safety	£	2.94	£	0.59	£	3.53	Cleaning fluid
07/04/2017	0	17/061	Cllr M Morrell	£	11.70	£	-	£	11.70	Expenses - Travel
Direct Debits										
01/04/2017	303574113	DD/Apr/01	SNC	£	47.32	£	-	£	47.32	Rates - Cemetery
01/04/2017	30357080X	DD/Apr/02	SNC	£	343.40	£	-	£	343.40	Rates - Unit 1
				£	151,570.62	£	28,384.01	£	215,851.71	



BRACKLEY TOWN COUNCIL

DATES AND TIMES OF MEETINGS AND OTHER EVENTS 2017/18

All Meetings will take place in the Community Room of the Old Fire Station unless otherwise stated. All Meetings include a public participation item where members of the public can address Councillors on matters relevant to the business of the Council or its Committee.

	<p>FULL COUNCIL (Start time 7.05 pm)**</p> <p><i>Followed by</i></p> <p>PLANNING & GENERAL WORKS COMMITTEE</p>	<p>PLANNING APPLICATIONS (Start time 7 pm)</p> <p><i>Followed by</i></p> <p>DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE</p> <p><i>Followed by</i></p> <p>FINANCE AND POLICY COMMITTEE</p>
MAYOR MAKING 13TH MAY at 12 Noon		
2017	15 th MAY	22 nd MAY
	5 th JUNE	19 th JUNE
	3 rd JULY	17 th JULY
	No August Meeting	No August Meeting
Late Summer Bank Holiday 28/08/16	4 th SEPTEMBER	18 th SEPTEMBER
	2 nd OCTOBER	16 th OCTOBER
REMEMBRANCE SUNDAY 12TH NOVEMBER		
	6 th NOVEMBER	20 th NOVEMBER
	4 th DECEMBER	18 th DECEMBER
2018		
	8 th JANUARY	22 nd JANUARY
	5 th FEBRUARY	19 th FEBRUARY
	5 th MARCH	19 th MARCH
ANNUAL TOWN MEETING 26th March at 7:30 pm		
Easter Monday Bank Holiday 02/04/17	9 th APRIL	23 rd APRIL
MAYOR MAKING SATURDAY 12TH MAY at 12 noon		
	14 th MAY	21 st MAY

** The Mayor, (Councillor Don Thompson), invites Members of the Town Council, press and public to attend Prayers, led by members of Brackley Churches Together. These will take place at 6.50 pm prior to the Full Council Meeting.