

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **23 April 2018** in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 18 April 2018



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

615/17 APOLOGIES FOR ABSENCE

616/17 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

617/17 PUBLIC PARTICIPATION

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

618/17 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 19th March 2018.

619/17 MEMBERS REPORTS

620/17 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 1 in the sum of £247,763.86
- 2) Appoint a Councillor for April payments audit

621/17 CODE OF CONDUCT

It has been suggested that an addendum be added to the code of conduct regarding a dress code for Councillors (see attached).

Members are asked to support the adoption of this Addendum by Council at the Annual Meeting on 14th May 2018

622/17 WELFARE FACILITIES FOR OUTDOOR STAFF

In the draft budget, provision was originally made for a mezzanine to be constructed in Unit 1 to provide office and welfare accommodation for the outdoor staff.

In the final budget this was deleted on cost grounds but, with a growing workforce, the need still remains.

The Futures Working Party has considered a number of options, including siting a 'portakabin' inside Unit 2.

However, the ground staff team has suggested the more economical option of them constructing these facilities themselves, within Unit 2, with a total cost including fixtures and fittings of £5,000.

The landlord has given his consent for such internal alterations, and the Committee is **asked to approve** spending, to a maximum of £5,000, to create office and welfare facilities in Unit 2.

623/17 STAFFING CHANGES AND RECRUITMENT

Following decisions by the Staffing Committee, the reception hours have been increased and the Council will make an internal appointment, on a temporary basis, to the post of Venues Marketing Co-ordinator.

The agreed post of Finance Assistant, for which budget provision was made, has been advertised with a closing date of 30th April 2018

The Council has considered taking on an apprentice to join the Grounds work team, but there are some difficulties at Moulton College which have complicated the process.

The Staffing Committee has now agreed that the current work placement student should be offered a Trainee Groundsman position, commencing from the beginning of June, but that this be converted to an apprenticeship with Moulton College in September should that prove possible.

624/17 MAGDALEN COLLEGE SCHOOL

Magdalen College School has approached the Council to ask if it would be interested in advertising in the pack which is provided to new pupils and their parents. Costs vary according to the size of space taken (from £150 per year for 2 years up to £695 per year).

Members' views are requested.

625/17 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 19th March 2018 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell, Cllrs Bagot-Webb, Baker, Tiller, Thompson, Waldron, P Wiltshire

Also Present: Cllrs Barrie, Sharps, Stimpson

Officers: Town Clerk (L Carter) and Finance Officer (A Moses)

559/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Butler, Morrell, Ross

560/17 DECLARATIONS OF INTEREST

None

561/17 PUBLIC PARTICIPATION

None

562/17 APPROVAL OF MINUTES

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 19th February 2018.

563/17 MEMBERS REPORTS

None

564/17 FINANCE REPORTS

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

Receive for approval List of Accounts 12 in the sum of £152,388.62

Receive the Bank Reconciliation at 31/01/18 - noted

Appoint a Councillor for March payments audit – Cllr Bagot-Webb

565/17 DRAFT BUSINESS PLAN 2018 - 2023

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

Approve the changes to the updated text of the Business Plan.

On the 16th April, Danny Mood (Chief Executive of NCALC) would attend a meeting with Councillors to help formulate a Strategy for future years for Brackley Town Council.

566/17 UPDATE ON MEMBERS REPORT REGARDING PAINTINGS BY THOMAS ROWLANDSON

Councillor noted the report produced by Cllr Cartmell on artwork by Thomas Rowlandson featuring Brackley Town Hall. Cllr Cartmell stated that he will follow up from the research that the Town Clerk has done to find the availability of the three Thomas Rowlandson pictures for possible display in the Town Hall.

567/17 GRASS CUTTING

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

Approve the grass cutting contract as tendered by South Northants/Cherwell District Councils, with Continental landscapes Ltd of Bicester

568/17 RECOMMENDATION FROM COMMUNICATIONS WORKING PARTY

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

In principle, and subject to the school giving permission for live streaming, a contract will be placed to live stream and record the Council's Annual Mayor Making Ceremony.

569/17 MINUTES AND REPORT - THE TOWN APP WORKING PARTY

The Councillors noted the minutes of the Town App Working Party.

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

Approve the one off costs and the annual costs identified in the Confidential Report to facilitate the provision of a Town App.

570/17 MATTERS FOR DISCUSSION OR INFORMATION

None

Meeting Closed: 20.45

Date:

Chair:

**Authorise Payments - March 2018
Month No 12**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
				Salary/Tax & NI/Pension			
23/03/2018		672	Salaries	£ 15,170.73	£ -	£ 15,170.73	Salary
23/03/2018		673	Tax & NI	£ 3,221.90	£ -	£ 3,221.90	Tax & NI
23/03/2018		674	Pension	£ 6,325.52	£ -	£ 6,325.52	Pension
Paid between meetings							
19/02/2018	0	675	Sally Munday-Webb	£ 53.00	£ -	£ 53.00	Travel expenses - HLF
23/02/2018	0	676	Southnorthants Council	£ 100.00	£ -	£ 100.00	Alcohol Licence Application Fee - OFS
28/02/2018	0	677	A Moses	£ 240.00	£ -	£ 240.00	Expenses - Van Tax
28/02/2018	0	678	B Sharp	£ 36.99	£ -	£ 36.99	Expenses - Printer Ink
28/02/2018	0	679	R Bradshaw	£ 48.00	£ -	£ 48.00	Expenses - Van MOT
06/03/2018	0	680	Ironmongery Direct	£ 182.50	£ 36.50	£ 219.00	RADAR lockset and keys - OFS
07/03/2018	0	681	Neopost Ltd	£ 100.00	£ -	£ 100.00	Postal top up
08/03/2018	0	682	B Sharp	£ 6.94	£ -	£ 6.94	Expenses - strip light bulb
08/03/2018	0	683	B Sharp	£ 27.00	£ -	£ 27.00	Travel expenses - Cemetery training
09/03/2018	0	684	Sally Munday-Webb	£ 35.73	£ -	£ 35.73	Travel expenses - HLF
09/03/2018	0	685	S Campbell	£ 1.99	£ -	£ 1.99	Expenses - stationery
09/02/2018	Q01169	686	BT	£ 88.20	£ 17.64	£ 105.84	Telephone - Unit
Online payments							
11/01/2018	LW2834	687	Lockwood Landscapes	£ 4,800.00	£ 960.00	£ 5,760.00	St James Lake - interpretation boards
10/02/2018	8062545580	688	Wave	£ 95.55	£ -	£ 95.55	Town Hall - Water
30/01/2018	0	689	Neopost LTD	£ 100.00	£ -	£ 100.00	Postal top up
16/02/2018	A5320	690	Auditing Solutions Ltd	£ 420.00	£ 84.00	£ 504.00	Internal Audit fees
16/02/2018	160920	691	Hazchem Safety	£ 83.00	£ 16.60	£ 99.60	Heavy duty refuse sacks (200)
31/01/2018	349	692	Ingham Pinnock	£ 2,000.00	£ 400.00	£ 2,400.00	Town Hall - Professional Services
21/02/2018	0	693	Northamptonshire Heritage Forum	£ 35.00	£ -	£ 35.00	Subscription
15/02/2018	4617	694	Harlequin Press	£ 890.00	£ -	£ 890.00	Town Talk - Spring 2018
18/02/2018	2018012586	695	Neopost LTD	£ 58.00	£ 11.60	£ 69.60	Franking Machine rental
10/01/2018	0	696	Robert D Bowerman - January	£ 62.42	£ -	£ 62.42	Parking Fees
10/02/2018	0	697	Robert D Bowerman - February	£ 62.42	£ -	£ 62.42	Parking Fees
22/02/2018	130816	698	RVS Group	£ 330.17	£ 66.03	£ 396.20	Photocopier Rental
28/02/2018	9954	699	A H Contracts	£ 475.20	£ 95.04	£ 570.24	Dog Waste collection
26/02/2018	161754	700	Hazchem Safety	£ 100.61	£ 20.12	£ 120.73	Toilet Rolls and Safety Boots
01/03/2018	255	701	SLS	£ 200.00	£ -	£ 200.00	Hall booking - Town Meeting
28/02/2018	2018/02/132	702	Arnold Thomson	£ 100.00	£ 20.00	£ 120.00	Professional services - Lease of 1 and 1a Market Place - abortive
06/03/2018	8099	703	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Public Toilet cleaning
27/02/2018	200519	704	Linnell Bros	£ 91.54	£ 18.31	£ 109.85	Fencing
28/02/2018	125457	705	Hydramex Ltd	£ 217.02	£ 43.40	£ 260.42	Machinery consumables
28/02/2018	2877858	706	FuelGenie	£ 259.63	£ 51.92	£ 311.55	Fuel - February
02/03/2018	6958	707	Haverstocks	£ 5,000.00	£ 1,000.00	£ 6,000.00	HLF - Professional services
01/03/2018	13165936700	708	E-On	£ 570.41	£ 28.52	£ 598.93	Electricity - Town Center
11/03/2018	10517	709	Microshade	£ 338.25	£ 67.65	£ 405.90	Hosting
04/03/2018	H1586047D9	710	E-on	£ 24.72	£ 1.24	£ 25.96	Electricity - Unit 2
06/03/2018	165833926/18	711	Total Gas & Power	£ 400.71	£ 80.13	£ 480.84	Electricity - Town Hall
13/03/2018	1303002	712	AGU Treecraft	£ 595.00	£ 119.00	£ 714.00	Tree Work at Brackley Park
13/03/2018	1303003	713	AGU Treecraft	£ 395.00	£ 79.00	£ 474.00	Tree Work at Egerton playing fields
13/03/2018	BTH06	714	Alexander Dalton Ltd	£ 2,250.00	£ -	£ 2,250.00	Services in relation to Town Hall
13/03/2018	21293	715	Borras Construction Ltd	£ 85,732.31	£ 17,146.46	£ 102,878.77	Costs against Valuation No 14
Direct Debits							
26/02/2018	0	716	ico Registration	£ 35.00	£ -	£ 35.00	Data Protection
15/02/2018	325918	717	SGWPAYROLL	£ 60.00	£ 12.00	£ 72.00	Payroll costs
				£ 106,276.13	£ 20,419.85	£ 152,388.62	

**Authorise Payments - April 2018
Month No 1**

		Paid between meetings			
03/04/2018	46	£	117.00	£	117.00
05/04/2018	47	£	3,000.00	£	3,000.00
03/04/2018	48	£	15,200.00	£	15,200.00
01/03/2018	49	£	77.00	£	8.50
16/04/2018	50	£	100.00	£	100.00
11/04/2018	51	£	13.15	£	13.15
22/03/2018	52	£	383.00	£	383.00
22/03/2018	53	£	627.65	£	627.65
23/03/2018	54	£	675.00	£	135.00
23/03/2018	55	£	11.70	£	11.70
23/03/2018	56	£	16.20	£	3.24
23/03/2018	57	£	2,000.00	£	400.00
23/03/2018	58	£	911.55	£	911.55
23/03/2018	59	£	860.00	£	860.00
23/03/2018	60	£	780.00	£	780.00
28/03/2018	61	£	387.75	£	387.75
27/03/2018	62	£	95.00	£	95.00
17/04/2018	63	£	35.46	£	35.46
17/04/2018	64	£	48.14	£	48.14
17/04/2018	65	£	75.91	£	75.91
17/04/2018	66	£	13.86	£	13.76
		£	191,972.45	£	30,532.85
		£		£	247,763.86

**Brackley Town Council
Adoption of Code of Conduct**

I confirm that at its meeting held on 1st October 2012 the Brackley Town Council passed the following resolutions:

“That

1. the Code of Conduct annexed and expected to be adopted by South Northamptonshire Council be adopted as the code for members and co-opted members of the Brackley Town Council with effect from 1 July 2012, or such other date as may be specified in regulations, to replace the current code of conduct; and
2. the Clerk be requested to notify the Monitoring Officer of South Northamptonshire Council of the passing of the above resolution”



Signed: _____

(Clerk to the Brackley Town Council)

date: 1st October 2012

ADDENDUM

The Council requires employees and Members to adopt certain dress requirements which are appropriate for the role they fulfil and meetings they attend. Councillors are public servants and are therefore in regular contact with service users, other agencies and the public. In effect, Councillors represent the “public image” of the Council. On this basis there is an expectation that Councillors are dressed appropriately in all situations where they are acting in the role as Councillor, including representing the Council on official business.’