

## BRACKLEY TOWN COUNCIL

Minutes of the continuation of the Annual Meeting of Brackley Town Council, held in the Town Hall, Brackley on Monday, 13 May 2019.

Present: Town Mayor – Cllr Bagot-Webb  
Cllrs Baker, Barrie, Butler, Cartmell, Kew, Morrell, Sharps, Stimpson, Thompson, Tiller, E Wiltshire and P Wiltshire

Officers: Clerk (A Moses) Deputy Clerk (K Hale)

### **12/19 Apologies for Absence**

Apologies have been received and accepted from Cllrs Ross and Waldron

### **13/19 Town Mayor's Announcements**

Thanks to all staff for an excellent event on Saturday at Egerton Hall  
Thanks to Brian Sharp for spending the afternoon with me showing me all area of Brackley

### **14/19 Public Participation**

None

### **15/19 Declarations of Interest**

None.

### **16/19 Committee Minutes**

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

Receive the following Committee minutes:

Planning & General Works 4 March and 18 March 2019  
Direct Responsibilities & General Purposes 18 March 2019  
Finance & Policy 18 March 2019  
Staffing Sub Committee 5 February 2019

### **17/19 Questions for Chairmen Relating to Received Minutes**

None.

### **18/19 Review of Standing Orders**

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

Approve and adopt the Standing Orders with changes as highlighted.

### **19/19 Review of Financial Regulations**

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

Approve and adopt the Financial Regulations with no changes.

### **20/19 Review of Terms of Reference and Scheme of Delegation for Standing Committees**

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

Approve and adopt the Terms of Reference and Scheme of Delegation for Standing Committees with no changes

**21/19 To Review and Approve the Council's Insurance Policy**

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

Approve the Council's Insurance Policy for 2019- 20 – renewal date 1 June 2019 once the following amendments have been made - Vauxhall van to be removed and to check that the mayoral regalia is covered,

**22/19 To Review the Councillor's Code of Conduct**

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

Approve and adopt the Councillor's Code of Conduct with no changes.

**23/19 To review the Complaints Procedure**

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

Approve and adopt the Complaints Procedure with no changes.

**24/19 To Review Arrangements with other local authorities, not-for-profit bodies and businesses**

The following Membership to groups is confirmed:

- Feoffee – Cllr Cartmell, Cllr Stimpson and Mayor Cllr Bagot-Webb
- Sir Thomas Crewe Almshouses – Cllr Bagot-Webb
- Brackley Odour Liaison Group – Cllr Cartmell and Cllr E Wiltshire
- Brackley European Association – Cllr Cartmell (President Cllr Bagot-Webb)
- Food Bank – Cllr Barrie
- Brackley Youth Engagement – Cllr Sharps

The Mayor reminded all members that unless stated on the list above attendance on any committee groups are as individuals. Members are reminded not to use their councillor email or the title of councillor.

**25/19 The following policies/procedures to be reviewed by Finance & Policy Committee**

On the proposition of Cllr Cartmell it was **RESOLVED** that:

The following policies will be reviewed by Finance & Policy Committee

- Data Protection – due to come off with
- Social Media
- Asset Register
- Councils subscription to other bodies
- GDPR
- Dealing with Press/Media

**26/19 The following policies/procedures to be reviewed by Staffing Committee**

On the proposition of Cllr Morrell it was **RESOLVED** that:

The employment policies will be reviewed by Staffing Committee

**27/19 Internal Auditor's Final Report**

On the proposition of Cllr Morrell it was **RESOLVED** that:

The Internal Audit Report dated 7 May for the end of year 2018/19 is received and approved, with any recommendations delegated to the Finance & Policy Committee for action.

**28/19 Approval of the Annual Governance and Accountability Return – year ending 31 March 2019**

On the proposition of Cllr Barrie it was **RESOLVED** that:

The Council approves Section 1 of the Annual Return for year ending 31 March 2019 – Annual Governance Statement 2018/19 and asks that the Mayor and Town Clerk sign the document accordingly.

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

The Council approves Section 2 of the Annual return for the year ending 31 March 2019 – Accounting Statements 2018/19 and asks that the Mayor signs the document accordingly.

**29/19 County Council Representative**

- Cllr Baker updated the councillors on the latest position with NCC. There is a small underspend on roads and Church Road has been put forward and she should hear in the next week if it has been successful
- Radstone School – builders have gone into liquidation so the remedial work has gone back to NCC who are planning to obtain funds from DoFE so that all outstanding works will be undertaken in the Summer holidays. The Town Clerk will write to the Head to ensure a good relationship and to organise a meeting in September.

**30/19 District Council Representative**

- Cllr E Wiltshire informed the councillors that Larkrise parking has now been increased to one hour but she is still trying to contact the management company for further news. Cllr E Wiltshire will ask SNC what the planning condition was.
- Cllr Bagot-Webb informed the councillors that Linden Homes have been approached to lower the level of the bank and to graduate it. The land around the play equipment is not in good shape and they have also been asked to look into it.
- Cllr Rawlinson gave Councillors an update on the proposed Unitary Council.

**31/19 Items for Discussion or Information**

Town Clerk notified councillors that the office staff are going to run Mission Mud and a JustGiving page has been set up.

Cllr Baker informed council that following a letter from Jeff Wilkins of the Allotment Association, there will be signs placed on the grass to say that it is for Allotment users only.

**32/19 Exclusion of press and public**

On the proposition of Cllr Cartmell it was **RESOLVED** that:

In accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**33/19 Land at Banbury Road**

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

Brackley Town Council do not want to exercise an option on this land at this present time.

**34/19 Report from Haverstock regarding Brackley Town Hall**

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

Haverstock continue to manage the snag list with the Town Clerk. Should this not be completed to the clerk's satisfaction, Haverstock should seek three quotes for the remaining work and the clerk will bring it back to Council for debate and decision.

Meeting closed at 8:16pm

Signed:

Dated: