

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 17 June 2019** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

12 June 2019



Town Clerk

Members of the press and public are invited to attend

AGENDA

126/19 Apologies for absence

127/19 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.

128/19 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

129/19 Approval of minutes

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 20 May 2019.

130/19 Finance reports

To receive for approval:

- 1) List of Accounts 1 in the sum of £32,722.99
- 2) Appoint a Councillor for next month's payments audit

131/19 Monthly Balance Sheet for signing

The Brackley Town Council Balance Sheet as at 31 May 2019 is presented for signing by the Chair of Finance and Policy Committee

132/19 Working Party Minutes and Recommendations

Members are asked to receive the minutes of the Venue Working Party – 3 June 2019 and the recommendation contained within.

Members are asked to receive the minutes of the Comms Working Party – 24 April 2019 – no recommendations.

133/19 Change to Signwriting in the Community area at the Town Hall

A report is attached regarding incorrect information displayed in the Community area at the Town Hall.

134/19 Matters for discussion or information

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 20 May in the Civic Hall, Brackley Town Hall, Brackley.

Present: Chair – Cllr Morrell
Cllrs Baker, Bagot-Webb, Barrie, Cartmell, Ross, Sharps, Stimpson, Waldron,
P Wiltshire

Also Present: Cllrs Tiller and E Wiltshire

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

60/19 Election of Chair

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

Cllr Morrell be elected Chairman of the Finance and Policy Committee for 2019/2020.

61/19 Election of Vice Chair

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

Cllr Waldron be elected Vice Chair of the Finance and Policy Committee for 2019/2020.

62/19 Apologies for absence

None

63/19 Declarations of interest

None

64/19 Public participation

None

65/19 Approval of minutes

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 15 April 2019.

66/19 Finance reports

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

To receive for approval:

- 1) List of Accounts 1 in the sum of £86,133.06
- 2) Final accounts for 2018/2019
- 3) Appoint a Councillor for next month payments audit – Cllr Ross

67/19 Confirmation of membership to working parties:

Members were asked to consider and agree the membership of the following working party for the following year. The following was confirmed:

1. Communications and App Working Party – Councillors Sharps, Morrell, P Wiltshire, Stimpson and Tiller
2. Grants Working Park – Councillors Morrell, P Wiltshire, Sharps, Barrie and Tiller

68/19 Member Information Form

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

To approve the new members form

69/19 Recommendations from the Venues & Events Working Party

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

Agree that the clerk had used her delegated emergency powers to instruct Ms Myres at the OFS Café go ahead with the work

70/19 Review and approve the following policies

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

Approve and adopt the Social Media Policy and to review this in six months.

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

Approve and adopt the Dealing with Press/Media and to review this in six months

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

Approve and adopt the Email, Internet & Computer System Policy and to review in six months.

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

Approve and adopt the GDPR Privacy notice for the website with no changes.

71/19 Appointment of Data Protection Officer for GDPR

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

To approve the appointment an independent Data Protection Officer from Northants CALC.

72/19 To agree membership to a new charity body

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

Agree the ex-officio Mayoral's position on The Brackley Community 2020 Trust. Mayor Cllr Bagot-Webb will hold this position for 2019/20

73/19 Matters for discussion or information

None

Meeting Closed at: 20:45

Signed:

Dated:

Authorise Payments - 2019 - 2020 Month May

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
					Payments Made Between Meetings				
					£	£	£		
16/04/2019		74	✓	Youngs Of Brackley	105.20	£	105.20	1245/270 - Lettings	3 x Laundry for The Loft
18/04/2019		75	✓	Stephanie Campbell	39.45	£	39.45	4500/501 - Mayors Allowance	Refreshment for Afternoon Tea 23/04/19
18/04/2019		76	✓	Kathy Hale	60.99	£	60.99	4250/281 - Maint. & Repair - Egerton	2 x Key safe boxes - Egerton & 20 High Street
23/04/2019		77	✓	Lisa Saffrey	10.99	£	10.99	4500/501 - Mayors Allowance	5 Stainless Steel Pie/Cake Servers & Paper Dolly
11/03/2019		78	✓	NCALC	400.00	£	400.00	4105/151 - Conf. & Training	Whole Council Dev.Sess - Finance
23/04/2019		79	✓	Northamptonshire Country Market	147.70	£	147.70	4500/501 - Mayors Allowance	Cakes - Mayors Afternoon Tea
23/04/2019		80	✓	Thee Baguette Shop	77.00	£	77.00	4500/501 - Mayors Allowance	8 Trays sandwiches - Mayor Afternoon Tea
23/04/2019		81	✓	Stephanie Campbell	16.70	£	16.70	4500/501 - Mayors Allowance	Milk Napkins etc - Mayor Afternoon Tea
26/04/2019		82	✓	Lisa Saffrey	1.49	£	1.49	4315/151 - Misc. Expenditure	Brown Paper for Questionair Box - Town Meeting
26/04/2019		83	✓	Sally Munday-Webb	30.45	£	30.45	4105/151 - Conf. & Training	Train Tickets - London - Heritage Open Day Course
29/04/2019		84	✓	Brackley Morris Men	50.00	£	50.00	4500/501 - Mayors Allowance	Mayors Donation
01/05/2019		85	✓	A Gee	163.29	£	163.29	4270/701 - Equip. Egerton	Garment Rail x 3 & 90 Hangers - Egerton
02/05/2019		86	✓	A Moses	11.36	£	11.36	4315/151 - Misc. Expenditure	Refreshments for Town Meeting 29/04/19
02/05/2019		87	✓	SLCC	379.00	£	379.00	4080/151 - Subscriptions	A Moses - Annual Membership
02/05/2019		88	✓	Youngs Of Brackley	59.40	£	59.40	1250/251 - Lettings TH	Tablecloths & bath Towels
02/05/2019		89	✓	Brian Sharp	114.00	£	114.00	4315/281 - Travel £81.00	Travel/Gate Keys & Fobs for Egerton
06/05/2019	INV-0835	90	✓	Skylight Mobile Cinema	745.00	£	745.00	Egerton £33.00	2nd & Final Instalment - Outdoor Cinema in the Park
08/05/2019		91	✓	Michelle McCallum	12.60	£	12.60	4075/151 - Travel	Travel Expenses
09/05/2019		92	✓	Alison Moses	11.98	£	11.98	4080/151 - Stationary	Reams of Paper
09/05/2019		93	✓	Rory Willoughby	8.46	£	8.46	4315/151 - Misc. Expenditure	Expenses
09/05/2019		94	✓	Stephanie Campbell	123.54	£	123.54	4510/501 - Civic Costs	Drinks for Mayor Making
09/05/2019		95	✓	Neopost	100.00	£	100.00	4085/151 - Postage	Postage
10/05/2019		96	✓	Sally Munday-Webb	82.00	£	82.00	4075/151 - Travel	Travel & Parking
03/05/2019	506493	97	✓	SLCC	107.99	£	107.99	4080/151 - Subscriptions	Local Council Admin Bible - Charles Arnold Baker
10/05/2019		98	✓	Chris Hindson	50.00	£	50.00	4315/151 - Misc. Expenditure	Tablecloths for OLB
10/04/2019	QQ15 AE	103	✓	British Telecom	1,928.06	£	2,313.67	4100/251 - Telephones TH	Set up & Broadband - Town Hall
Online payments									
15/04/2019	SO0008929	99	✓	Tudor Environmental	151.16	£	181.39	4330/701 - Signs	Fire Assembly Point & Post - Egerton
12/04/2019	203770	100	✓	Hazchem	122.22	£	146.66	4330/701 - Signs	Signage for Egerton (CCTV/First Aid etc)
19/04/2019	251623	101	✓	Bee Tee Alarms	152.34	£	30.46	4275/261 - Licence	Annual Maintenance Fee - OFS
11/04/2019	66615302	102	✓	PHS Group	147.09	£	176.51	4270/701 - Venue Equipment	Discreet Bins - Egerton
12/04/2019	7423	104	✓	NCALC	3,336.04	£	3,336.04	4080/151 - Subscriptions	Membership Subscription 01/04/2019 - 31/03/2020
16/04/2019	189615112/19	105	✓	Total Gas & Power	16.42	£	17.24	4214/201 - Electric	Electricity - Unit 2 18/03/19 - 03/04/19
16/04/2019	252013	106	✓	Bee Tee Alarms	80.00	£	96.00	4060/151 - Office Equipment	Relocate Alarm to opposite side of front door-20 High Street
18/04/2019	369782	107	✓	George Browns	53.76	£	64.51	4251/201 - Tools Purchase	Clearing Saw Spares
17/04/2019	204205	108	✓	Hazchem	42.59	£	51.11	4330/701 - Signs	Fire Exit Signs/First Aid Kit and Box - Egerton
17/04/2019	004/20/0049122	109	✓	Peac Finance	339.00	£	67.80	4080/151 - Stationary	Photocopier Lease Rental 29/05/19 - 28/08/19
12/03/2019	7639	110	✓	NCALC	72.00	£	406.80	4090/151 - Conference & Training	Dulux Trade Paint - OFS
15/04/2019	3530 AGM980	111	✓	Travis Perkins	79.03	£	15.81	4255/261 - Internal Decoration	Key fobs Egerton
11/04/2019	4885	112	✓	MCM Alarms	50.00	£	10.00	4270/701 - Venue Equipment	Cleaning + Materials / Welcome Pack - The Loft
25/04/2019	0030224	113	✓	Sparkleigh Clean	190.12	£	60.00	4265/270 - Cleaning	2 x signs Parking Spaces for The Loft
11/04/2019	9502945365	114	✓	Seton	61.29	£	78.55	4330/270 - signs	Parking Space x 3 - Month 1
10/04/2019	10042019	115	✓	R D Bowerman	62.42	£	62.42	4218/151 - Rent	Fire Exit Down Sign - Egerton
25/04/2019	204726	116	✓	Hazchem	10.21	£	12.25	4330/701 - Signs	Distribution of 5000 Town Talk Newsletter
29/04/2019	002733	117	✓	D2D Distribution	535.00	£	642.00	4115/151 - Town Talk	Broadband - TH
29/04/2019	M008 SK	118	✓	British Telecom	89.50	£	107.40	4100/151 - Telephones	Desk Privacy Board - 20 High Street
30/04/2019	369872	119	✓	Eco Office Products	114.60	£	137.52	4270/281 - Equipment	Vehicle Costs /Unit Consumables
30/04/2019	139102	120	✓	Hydramax	279.36	£	55.87	4200/201 - Vehicle Cost/Maintenance	Supply & Fit Glass TH
30/04/2019	2704	121	✓	N G Bescham	750.00	£	900.00	4315/151 -	Buckle Straps/Tape & Line Marking Parking spaces for Loft
01/05/2019	9502953014	122	✓	Seton	92.13	£	110.56	4330/270 - Signs	Stationary
								4270/701 - Equip. Egerton £80.11	Landscap Recharge January - March'19
30/04/2019	6520192315	123	✓	Lyreco	379.72	£	75.94	4510/501 - Civic Cost £7.90	Cleaning Toilets - OFS
29/04/2019	4012593	124	✓	SNC	17,081.76	£	20,498.11	4400/951 - Grass Cutting	Broadband - 20 High Street
02/05/2019	9124	125	✓	Healthmatic	494.17	£	98.83	4265/261 - Cleaning	
04/05/2019	M002 RZ	126	✓	British Telecom	46.00	£	55.20	4100/281 - Telephones	

Authorise Payments - 2019 - 2020

Month May

Date	Ref	Account	Debit	Credit	Balance	Description
30/04/2019	8995717	Alternative Communication	£ 51.30	£ 10.26	£ 61.56	Town Hall - Broadband & Alarm Lines
27/04/2019	4	Wade Management	£ 85.00	£ -	£ 85.00	Supply of 1 x Security Guard 27/04/19 - Event Egerton 7pm-12.00am
11/05/2019	11765	Microshade	£ 435.94	£ 87.19	£ 523.13	Ctrix Hosting Fee - April
07/05/2019	9302955007	Younge Of Brackley	£ 19.95	£ 19.95	£ 543.08	3 x Tablecloths
07/05/2019	8133	M-Trac	£ 260.54	£ 52.11	£ 703.73	2 x Bolt Down Posts for Parking Space - Waitrose
05/03/2019	1900761	Zephyr	£ 583.94	£ 116.79	£ 820.52	Vehicle Cost - Mule yearly Service
03/04/2019	128126	RT Machinery	£ 400.00	£ 80.00	£ 480.00	3 x Flags for Town Hall
10/05/2019	50749	Milton Keynes Garden Machinery	£ 40.82	£ 8.17	£ 48.99	Grass Strimmer Line & Blade Bolt for Mower
07/05/2019	0974354937	Screwfix	£ 1,665.85	£ 333.17	£ 1,999.02	Dog Waste Collection
09/05/2019	1007893	Xsign	£ 89.58	£ 17.91	£ 107.49	Water Heater for OFS
06/05/2019	190301083/19	Total Gas & Power	£ 1,542.50	£ 308.50	£ 1,851.00	Display Case & Installation for Poppies @ Egerton
08/05/2019	190440343/19	Total Gas & Power	£ 329.84	£ 65.97	£ 395.81	Electricity TH - 01/04/19 - 30/04/19
01/05/2019	3465074	Fuel Genie	£ 49.22	£ 5.46	£ 54.68	Electricity Unit 04/04/19 - 03/05/19
07/05/2019	A5935	Auditing Solutions	£ 156.28	£ 31.26	£ 187.54	Fuel -April
10/05/2019	116	Foodtastic Catering	£ 430.00	£ 86.00	£ 516.00	Final Audit Service 2018-19
04/05/2019	0075853922	Wave	£ 675.00	£ -	£ 675.00	Catering for Mayor Making
03/05/2019	0075669155	Wave	£ 44.15	£ -	£ 44.15	Water Usage Unit 1 - 10/02/19 - 08/05/19
30/04/2019	INVO456	Ingham Pinnock Associates	£ 9,500.00	£ 1,900.00	£ 11,400.00	Water Usage - TH - 07/02/19 - 06/05/19
13/05/2019	2	Bloomers	£ 50.00	£ 10.00	£ 60.00	HLF - Town Hall Delivery Phase
						Flowers - Mayor Making
25/05/2019		Salaries	£ 17,963.10	£ -	£ 17,963.10	Salary
25/05/2019		Tax & NI	£ 5,917.37	£ -	£ 5,917.37	Tax & NI
25/05/2019		Pension	£ 6,550.74	£ -	£ 6,550.74	Pension
18/04/2019	0000360843	SGW Payroll	£ 25.00	£ 5.00	£ 30.00	Payroll Re-run
18/04/2019	0000360515	SGW Payroll	£ 64.00	£ 12.80	£ 76.80	Payroll - Year End
30/04/2019	29915987	O2	£ 172.68	£ 34.54	£ 207.22	Mobile Phones - 6 x staff
04/05/2019	Q019 VE	British Telecom	£ 424.90	£ 84.98	£ 509.88	Broadband - OFS
06/05/2019	190060766/19	Total Gas & Power	£ 58.75	£ 2.93	£ 61.68	Broadband - OFS
03/05/2019	189885448/19	Total Gas & Power	£ 315.56	£ 63.11	£ 378.67	Electric Unit 1 - 01/2/19 - 30/04/19
08/05/2019	190388225/19	Total Gas & Power	£ 190.55	£ 9.53	£ 200.08	Gas TH - 31/03/19 - 30/04/19
			£ 77,876.96	£ 8,092.08	£ 85,969.04	Electric Market Place - 30/03/19 - 03/05/19
						Payments made after agenda sent out
15/05/2019	028154	Tony Baggot-Webb	£ 629.00	£ -	£ 629.00	Mayor Allowance
15/05/2019		Mark Morrell	£ 105.00	£ -	£ 105.00	Mayor Allowance - final one
16/05/2019	CS01299	TMD Glass	£ 162.00	£ 32.40	£ 194.40	Glass Unit 2
16/05/2019		Arnold Thomson	£ 989.00	£ 189.80	£ 1,178.80	Legal Fees - Sale of Land Shires Road
17/05/2019	DOC0083338	CAI	£ 108.35	£ 21.67	£ 130.02	Master Keys for Egerton
						Online payments after agenda sent out
07/05/2019	8143	M-Trac	£ 23.90	£ 4.78	£ 28.68	12 x Blade Bolts
27/04/2019	3	Wade Management	£ 102.00	£ -	£ 102.00	Security 20/4/19 - TH
						Direct Debits after agenda sent out
16/05/2019	0000362640	SGW Payroll	£ 64.00	£ 12.00	£ 76.80	Payroll - Month 1
			£ 78,962.86	£ 8,141.26	£ 87,104.92	

Authorise Payments - 2019 - 2020

Month June

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Payments Made Between Meetings							
20/05/2019	2005001	157	AGU Treecraft	£ 2,265.00	£ 453.00	£ 2,718.00	Tree works - St.James Lake & Pocket Park
30/05/2019	104606939	158	Dell	£ 784.05	£ 156.81	£ 940.86	24"Monitor & PC - M Stopps
30/05/2019		159	L.Slater	£ 10.00	£ -	£ 10.00	5 boxes tissues - OLB
03/06/2019	91051891T	160	Capita	£ 21.00	£ -	£ 21.00	Licence Fee - Cinema in Park
03/06/2019	3	161	Youngs	£ 26.60	£ -	£ 26.60	4 x Tablecloths - Mayor Making
03/06/2019		162	Neopost	£ 50.00	£ -	£ 50.00	Postage
04/06/2019		163	C Hindson	£ 4.97	£ -	£ 4.97	Call Point Reset Key for all buildings
04/06/2019		164	B Sharp	£ 74.70	£ -	£ 74.70	Travel Expenses
04/06/2019		165	M Banner	£ 16.20	£ -	£ 16.20	Travel Expenses
04/06/2019		166	S Campbell	£ 54.00	£ -	£ 54.00	Carnival Car & Hinton Ball Donations
07/06/2019		167	Rory Willoughby	£ 9.89	£ -	£ 9.89	Expenses
06/06/2019		168	Sally Munday-Webb	£ 29.98	£ -	£ 29.98	Wristbands for Popup Cinema
06/06/2019		169	Sally Munday-Webb	£ 16.99	£ -	£ 16.99	1 x Key safe boxes - 20 High Street
06/06/2019		170	Lisa Saffrey	£ 5.98	£ -	£ 5.98	OLB Supplies
11/06/2019		171	Sally Munday-Webb	£ 9.98	£ -	£ 9.98	DVD Bohemian Rhapsody
12/06/2019	100029172	172	Stephanie Campbell	£ 14.96	£ 2.99	£ 17.95	Armed Forces Day Flag
Online payments							
15/05/2019	416488703	173	Denmans	£ 6.99	£ 1.41	£ 8.40	Fuses
16/05/2019	SO0011028	174	Tudor Environmental	£ 24.90	£ 4.98	£ 29.88	Sign Post clips for The Loft Signs in parking space Waitrose
08/05/2019	091102	175	E-On	£ 1,029.00	£ 205.80	£ 1,234.80	Supply & Install 5m LampPost - Fox Lane
24/04/2019	GFP-002	176	Greatfield Plants	£ 91.00	£ 18.20	£ 109.20	Blooming Brackley
17/05/2019	139641	177	RVS Group	£ 369.23	£ 73.85	£ 443.08	Servicing Photocopier
09/05/2019	3530 AGN826	178	Travis Perkins	£ 32.00	£ 6.41	£ 38.41	Consumables
08/05/2019	3530 AGN760	179	Travis Perkins	£ 3.12	£ 0.62	£ 3.74	Decorating Chalk
24/05/2019	0030229	180	Sparkleigh Clean	£ 99.45	£ -	£ 99.45	Cleaning The Loft
04/06/2019	4013062	181	SNC	£ 679.25	£ -	£ 679.25	Empty Bins - Cemetary, St.James Lake, Unit & park
10/05/2019		182	R D Bowerman	£ 41.66	£ -	£ 41.66	2 x Parking Spaces - May
21/05/2019	2019034023	183	Neopost	£ 58.00	£ 11.60	£ 69.60	Franking Machine Maintenance
23/05/2019	2305001	184	AGU Treecraft	£ 61.01	£ -	£ 61.01	Purchase of Tree Equipment for BTC
23/05/2019	HI73398F5f	185	E-On	£ 663.35	£ 33.17	£ 696.52	Electric Town Centre
03/06/2019	2062	186	2Commune	£ 35.00	£ 7.00	£ 42.00	New Email - L.Ross
21/05/2019	42847	187	Ox Uni Print	£ 656.00	£ -	£ 656.00	Printing Town Talk
28/05/2019	M009 WK	188	BT	£ 98.00	£ 19.60	£ 117.60	Broadband - TH
31/05/2019	140107	189	Hydramex	£ 165.00	£ 33.00	£ 198.00	Consumables
29/05/2019	5	190	Wade Management	£ 187.00	£ -	£ 187.00	Security - TH & Egerton 25/05/19
13/05/2019	8154	191	M-Trac	£ 415.33	£ 83.06	£ 498.39	Vehicle Costs
21/05/2019	37915530	192	WPS Insurance	£ 1,097.60	£ 128.71	£ 1,226.31	Insurance Renewal - Fleet
23/05/2019	37967443	193	WPS Insurance	£ 9,182.58	£ 1,098.91	£ 10,281.49	Insurance Renewal - Buildings Combined
22/05/2019	252831	194	Bee Tee Alarms	£ 47.40	£ -	£ 47.40	5 x Alarm Tags
23/05/2019	219080	195	Linnell Bros	£ 91.30	£ 18.26	£ 109.56	Uni Poles & Pegs
20/05/2019	218877	196	Linnell Bros	£ 381.34	£ 76.26	£ 457.60	Posts & Pegs
29/05/2019	2060	197	2Commune	£ 140.00	£ 28.00	£ 168.00	4 New Email Accs
21/05/2019	SN382582	198	Office Furniture	£ 264.10	£ 52.82	£ 316.92	2 x Cupboards - 20 High street
07/06/2019	4013108	199	SNC	£ 70.00	£ -	£ 70.00	Annual Premises Licence - OFS
03/06/2019	1286007	200	RT Machinery	£ 5.97	£ 1.19	£ 7.16	Blade Washer

Authorise Payments - 2019 - 2020

Month June

31/05/2019	6520193510	201	Lyreco	£	237.21	£	47.44	£	284.65	Stationary
31/05/2019	6275	202	Linnell Bros	-£	84.30	-£	16.86	-£	101.16	Uni Poles & Pegs
31/05/2019	219465	203	Linnell Bros	£	42.00	£	8.40	£	50.40	Pegs
04/06/2019	208627	204	Hazchem	£	46.58	£	9.32	£	55.90	Toilet Rolls
05/06/2019	9182	205	Healthmatic	£	494.17	£	98.83	£	593.00	Cleaning Toilets OFS
11/06/2019	11888	206	Microshade	£	465.90	£	93.18	£	559.08	Citrix Hosting Fee - May
01/06/2019	9059184	207	Alternative Communications	£	50.02	£	10.00	£	60.02	Town Hall - Broadband & Alarm Lines
25/06/2019		208	Howard Jessett	£	3,375.00	£	-	£	3,375.00	2nd quarter - Rent 20 High Street - SEE FRONT OF FOLDER
23/05/2019	37967576	209	WPS Insurance	£	568.10	£	68.17	£	636.27	Egerton Hall - Insurance
23/05/2019	85594	210	Brittania Fire Security	£	789.44	£	157.89	£	947.33	Remedial works & Fire Alarm access control - TH
03/06/2019	3509446	211	Fuel Genie	£	236.48	£	47.29	£	283.77	Fuel -May
09/05/2019	0000241980	212	Dorma UK	£	1,021.00	£	204.20	£	1,225.20	Maintenance Sliding Doors TH
05/06/2019	2008777	213	Hazchem	£	90.95	£	18.19	£	109.14	Refuse Sacks / Compactor Sack
06/06/2019		214	R D Bowerman	£	41.66	£	-	£	41.66	2 x Parking Spaces - June
30/05/2019	3530 AGO448	215	Travis Perkins	£	22.68	£	4.54	£	27.22	Handsaw & Handle
08/06/2019	SIN1111049	216	PPL PRS	£	386.18	£	77.23	£	463.41	Music Licence 01/07/19 - 30/06/20 - OFS
03/06/2019	M003 VL	217	BT	£	46.00	£	9.20	£	55.20	Broadband - 20 High Street
12/06/2019	377252	218	Milton Keynes Garden Machinery	£	1,332.00	£	266.40	£	1,598.40	Dog Waste
12/06/2009	6	219	Wade Management	£	93.50	£	-	£	93.50	Security - TH 08/06/19
12/06/2009	22	220	Elaine Dixon	£	24.85	£	-	£	24.85	4 x Black Drawstring Covers for Mayors Jewel
07/06/2019	140080	221	RVS Group	£	26.18	£	5.24	£	31.42	Servicing Photocopier
Salary/Tax & NI/Pension										
			Salaries	£	-	£	-	£	-	Salary
			Tax & NI	£	-	£	-	£	-	Tax & NI
			Pension	£	-	£	-	£	-	Pension
Direct Debits										
30/05/2019	32795567	DDJUN01	O2	£	172.68	£	34.54	£	207.22	Mobile Phones - 6 x staff
04/06/2019	191709446/19	DDJUN02	Total Gas & Power	£	172.25	£	8.61	£	180.86	Gas TH 30/04/19 - 31/05/19
15/06/2019		DDJUN03	Lloyds Bank - Merchant Services	£	15.12	£		£	15.12	Cardnett Service Charge
				£	29,055.53	£	3,667.46	£	32,722.99	

Balance Sheet as at - 31st May 2019

31st March 2018

30th April 2019

		Current Assets	
2,784		Debtors	4,940
10,771		VAT Control A/c	7,953
415,853		Current Bank Accounts	651,638
<u>429,407</u>			<u>664,531</u>
	429,407	Total Assets	664,531
		Current Liabilities	
<u>0</u>			<u>0</u>
	429,407	Total Assets Less Current Liabilities	664,531
Represented By			
127,361	General Reserves		362,485
106,797	EMR - Town Hall		106,797
4,870	EMR - Capital Projects		4,870
31,482	EMR - Open Spaces		31,482
61,596	EMR -Skate Park		61,596
4,050	EMR - Town Centre		4,050
4,900	EMR - Cemetery		4,900
88,351	EMR - Radstone BioDiversity		88,351
<u>429,407</u>			<u>664,531</u>

The above statement represents fairly the financial position of the authority as at 31st May 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Brackley Town Council

Venues & Events Working Party

3rd June 2019 1pm Cartwright Meeting Room, BTC Office

Minutes

Present – Councillors Bagot-Webb, Baker, Cartmell, Morrell, Sharps and P. Wiltshire.

Officers – Sally Munday-Webb, Angela Gee and Mark Stopps

1. Apologies - none
2. Minutes from 17th April 2019 were approved. No Matters Arising.
3. Events
 - a. Cinema (current and future) – in progress, H&S matters managed by SMW and MS. Letters through residents' doors nearer the time. Going forward thinking about 2020 – lake, Poppyfields etc. Debrief after this year's event.
 - b. Wellness fair – approached by local people wanting to do a wellness fair. Happy to support it but they will need to pay local rates. NOT a BTC event.
4. The Loft @ Brackley Town Hall - corporate launch. Perhaps in conjunction with pierrepoints. AG – can we pull some reports about bookings vs budgets.
5. Pierrepoints at Brackley Town Hall – lease signed. SMW to find out more. When did the clock start ticking. Get 'coming soon' hoarding asap.
 - a. Use of the Town Hall going forward – concerns from many residents about use of building. Can we try and get more BTC community events before the café opens. SMW to discuss.
6. Discounted rates for long- term hirers (request made from JMS first aid) - already offered 'local' so this is already a discount.
7. Any Other Business
 - a. Sound Limiter key – Operations Manager to take over all keys. Sound management plan will be up to MS too.
 - b. OFS requests – no dogs in garden due to proximity to Brackley's only dog free park and access to toilets. Up to Sarah if she allows dogs inside the café.

RECOMMENDATION TO FINANCE & POLICY MEETING: to maintain a dog-free garden at the OFS café due to shared garden and access to public toilets from Brackley Park which is dog-free.

- c. MS to arrange a liaison meeting with Sarah to discuss outside space, tables, building maintenance etc.

- d. Town Hall Users Safety Concerns – can we leave 6 tables with chairs set up? Operations manager to check this.
- e. Security doors at Egerton – after one official complaint and bad review and many comments from regular hirers, SMW, MS and Chris Hindson looking into options for overriding security inner doors at Egerton Hall.

8. Date of Next Meeting – 1st July 2019, Cartwright Meeting Room, 13:00

DRAFT

Brackley Town Council

Minutes from the Communications Working Party Held on Wednesday 24th April 2019

Present: Cllrs P Wiltshire (Chair), Bagot-Webb, Cartmell, Morrell, Sharps and Tiller

Also present: Stephanie Campbell (Comms Support Officer)

1. Apologies

Sally Munday-Webb, Venues & Events Co-ordinator

2. Notes from previous meetings held on 26th March 2019

Agreed.

3. Town Council Website

Deputy Town Clerk & Comms Support Officer to populate website pop-over relating to Operation London Bridge.

4. Town Council Social Media Pages

All policies and strategies in place to be reviewed as soon as possible.

Agreed this subject will be a single agenda item at the next meeting after Annual Meeting.

Discussion relating to possible external training for council to be deferred.

Town Mayor Facebook Page will be updated after Mayor Making. Comms Support Officer will assist with populating with AB-W.

All images on BTC Facebook page to be reviewed and/or deleted where appropriate.

5. Town Talk

GPS reports from D2D Distribution was circulated for last edition of Town Talk for information.

Print/distribution programme for next 2 years was agreed, printer and distributor will be notified.

Content for next edition:

Front cover – Egerton Hall public art/opening internal image

Out-going Mayor

In-coming Mayor (including Brackley Medical Centre)

Egerton Hall opening

Town Meeting report

Centre spread – Summer Events

Town Hall commercial let
Ladies Circle
RBL Breakfast Club/Veterans Surgery
Neighbourhood Watch
Brackley Youth Engagement
*All subject to space availability

6. Other Matters

Cllr Sharps has been asked to prepare text about Brackley to be included within a Welcome Pack given to new personnel at RAF Croughton, in her capacity as member of the British American Committee.

7. Next Meeting:

Current members will meet if required on Monday 20th May 2019 at 12 noon to discuss Town Talk

Next Meeting: Date, time and venue will be decided once membership has been confirmed after the Annual Meeting.

BRACKLEY TOWN COUNCIL

Finance & Policy Committee

Monday 17th June 2019

PURPOSE OF REPORT: To provide information about an issue with the signwriting in one area of the Town Hall

RECOMMENDATION: That councillors approve the cost of £120.08 + VAT for remedial signwriting in the Town Hall

MAIN ISSUES AND CONSIDERATIONS:

It has come to light that the signwriting on the pillars in the ground floor 'community space' in the Town Hall has an error in the text.

Unfortunately, the curator provided the wrong content to the sign writer and although it was checked by many people within the project it got missed. This has now been highlighted by a member of the public, an ex-mayor and the Duke of Sutherland (Francis Egerton)

The post currently reads:

The 'E' at the top of these columns represent Scroop Egerton, Duke of Ellesmere, who built the Town Hall.

It should read:

*The 'E' at the top of these columns represent Scroop Egerton, **Earl** of Ellesmere, who built the Town Hall.*

After an email conversation with the original sign writer, he has sent us a quotation for the work to edit the posts.

The quotation is attached.

FINANCIAL IMPLICATIONS:

£120.08 + VAT

AUTHOR

Sally Munday-Webb
Venues & Events



Compare us on
Quality, Service
& 38 Years Experience






Freebird Sign Services
4 Queens Road
Banbury
Oxfordshire
OX16 0EB
Tel : 01295 275040
keith@freebirdsigns.com
www.freebirdsigns.com

QUOTATION

ALL PRICES ARE PLUS VAT @ 20%

Ms Sally Munday-Webb
Brackley Town Council
20 High Street
Brackley
Northamptonshire
NN13 7DS

Quote No: Q1952
Dated: 29/05/19
Valid Until: 29/06/19
Contact: Sally Munday-Webb
Tel: 01280 811422
Email: venues@brackleynorthants-tc.gov.uk

Quote Reference	Job Description	Payment Terms	Payment Options	Delivery Terms
Q1952	Traditional Signwriting	50% deposit OR SAVE 20% when paid in full on order	    	10-14 days From the following: • payment of an invoice • approval of a visual

Item	Qty	Description	Total Price you pay if you pay a 50% Deposit	Total Price you pay if you pay in full on order (20% discount)
Item 1	2	<p>Traditional Signwriting To signwrite 'Earl' in gold colour to two columns</p> <p>Graphics / Signs to Remove? No</p> <p>Supplying Only or Supplying and Fitting? signwrite</p> <p>Sign / Graphic Size: As before</p> <p>Colour/s: gold colour</p> <p>Material to be used: One Shot Signwriting Paint</p> <p>Material will be guaranteed for: 10 years</p> <p>Turnaround time to signwrite from approving a visual or supplying the artwork: 10-14 days</p>	<p>£150.10</p> <p>Including VAT £180.12</p>	<p>£120.08</p> <p>Including VAT £144.10</p>

Freebird Sign Services, 4 Queens Rd, Banbury, Oxfordshire, OX16 0EB
Telephone : 01295 275040 Web: www.freebirdsigns.com
VAT NO: 235 7848 74