

NOTICE OF A MEETING OF TOWN COUNCIL

You are hereby summoned to the Meeting of Brackley Town Council, to be held in the Community Hall, 37 High Street, Brackley on Monday, **3 July 2017** at 7.05pm.

Dated: 28th June 2017



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

124/17 APOLOGIES FOR ABSENCE

125/17 TOWN MAYOR'S ANNOUNCEMENTS

126/17 PUBLIC PARTICIPATION

The meeting is open for the public to address the Council on matters relevant to its business.

Please state your name and address before asking your question.

127/17 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

128/17 MINUTES

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 5th June 2017.

129/17 COMMITTEE MINUTES

To receive the following Committee minutes:

Planning & General Works 22 May and 5 June 2017

Direct Responsibilities & General Purposes 22 May 2017

Finance & Policy 22 May 2017

Staffing Sub Committee 2 May 2017

130/17 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES

To provide an opportunity for Councillors to ask questions relating to received minutes for committees of which they are not members.

131/17 RECOMMENDATIONS FROM COMMITTEES

132/17 COUNTY COUNCIL REPRESENTATIVE – if available.

133/17 DISTRICT COUNCIL REPRESENTATIVE – if available.

134/17 CONSULTATION ON PROPOSED APPRAISAL POLICY

The Town Clerk's report on the results of the consultation is attached.

135/17 ITEMS FOR DISCUSSION OR INFORMATION

BRACKLEY TOWN COUNCIL

Minutes of the Meeting of Brackley Town Council, held in the Community Hall, 37 High Street, Brackley on Monday, 5 June 2017 at 7.05pm.

Present: Town Mayor – Councillor Don Thompson
Cllr Bagot-Webb, Baker, Cartmell, Morrell, Ross, Sharps, Stimpson, Tiller, Waldron, E Wiltshire & P Wiltshire

Officers: Town Clerk (L Carter) and RFO (A Moses)

72/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillors Barrie, Broomfield and Butler.

73/17 TOWN MAYOR'S ANNOUNCEMENTS

17th May – SNC Annual Meeting Cllr F Baker was elected as the new Chair.

18th May – FEOFFEE meeting

25th May – BEA meeting

28th May – Starlight Dance-athon

1st June – Mayors Bingo

4th June – Soap Box Derby including a 2 minutes silence for London

74/17 PUBLIC PARTICIPATION

None

75/17 DECLARATIONS OF INTEREST

None

76/17 MINUTES

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

The minutes of the Annual Meeting of Council on Saturday 13th May continued on Monday 15th May 2017 be approve

77/17 COMMITTEE MINUTES

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

The following Committee minutes be received:

Planning & General Works 24 April and 15 May 2017

Direct Responsibilities & General Purposes 24 April 2017

Finance & Policy 24 April 2017

Staffing Sub Committee 2 May 2017

78/17 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES

None

79/17 RECOMMENDATIONS FROM COMMITTEES

None

80/17 COUNTY COUNCIL REPRESENTATIVE – if available.

Nothing to report due to Election Purdah

81/17 DISTRICT COUNCIL REPRESENTATIVE – if available.

Cllr E Wiltshire, AGM report that Cllr Baker became Chairman and we all wish her luck in this role.

Cllr Rawlinson gave an overview of SNC position on the Skatepark situation for Brackley.

The local plan Part II is currently out for consultation, which should give some guidelines for land usage

82/17 TO RECEIVE THE INTERNAL AUDITORS REPORT FOR THE YEAR END 31st MARCH 2017

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

The Council noted the Auditors report for the year end 31st March 2017 and referred this to the Finance Committee for any further action.

83/17 APPROVAL OF THE ANNUAL RETURN- YEAR ENDING 31ST MARCH 2017

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

The Council approves Section 1 of the Annual return for Year Ending 31st March 2017 - Annual Governance Statement 2016/17 - and that the Mayor and Town Clerk sign the document accordingly.

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

The Council approves Section 2 of the Annual return for Year Ending 31st March 2017 - Accounting Statements 2016/17 - and that the Mayor signs the document accordingly

84/17 REVIEW OF MEMBERSHIP OF WORKING PARTIES FOR 2017/18

On the proposition of the Mayor it was **RESOLVED** that:

The Play Space Working Party is renamed to be the Open Spaces Working Party and that membership of the Working Parties shall be:

Open Spaces	Cllrs Baker, Cartmell, Ross, Sharps, Tiller and E Wiltshire
Cemetery & Allotments	Cllrs Baker, Bagot-Webb, Barrie, Waldron and P Wiltshire
St James Lake	Cllrs Baker, Morrell, Ross, Thompson and E Wiltshire
Communications	Cllrs Baker, Cartmell, Morrell, Sharps, E Wiltshire and P Wiltshire

85/17 DAVIDSONS HOMES – ADOPTION OF OPEN SPACE

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

The Council declines the offer of the transfer of open space and amenity land from Davidsons Homes

86/17 ITEMS FOR DISCUSSION OR INFORMATION

Cllr Bagot-Webb asked for a time scale on the installation of the flag poles on the piazza. The Clerk informed council that this was in hand and would be in place for Remembrance Day.

Cllr Cartmell expressed his concern that, since the closure of the town hall, the Council has not been able to fly a flag at half mast as a mark of respect. He believes that there must be a way to attach a flag on the hoardings around the town hall.

The Mayor stated that he is supportive of this feeling but also understands that there are restrictions that are preventing this suggestion from being taken forward.

Clerk reported that she had spoken to the contractors who said that any temporary flag pole would need a design, properly risk assessed, for them to move forward..

Cllr Sharps – suggested that we arrange to stand as a town, perhaps with candles? And that the Mayor might be happy to be involved in this.

Cllr E Wiltshire suggested sending letters to Manchester and London? The Town Mayor asked the Clerk to action this.

Cllr Stimpson asked what other authorities were doing and was advised that SNC would observe a two minute silence tomorrow (6th June) at 11.00am.

87/17 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.

88/17 PREMISES

A discussion was held regarding future business premises required for the council.

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

Approval was given to the Clerk to enter into negotiations for additional business premises

Meeting Closed 19.45

Signed

PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the Meeting of the **Planning and General Works Committee** held on **Monday 5th June 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr E Wiltshire, Cllrs Bagot-Webb, Morrell, Ross, Sharps, Stimpson, Thompson and P Wiltshire

Also Present: Cllrs Baker, Cartmell, Tiller and Waldron

Officers: Town Clerk, RFO

89/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barrie and Butler

90/17 DECLARATION OF INTEREST

Cllr Ross, - Banbury Road planning application

91/17 PUBLIC PARTICIPATION

Mr & Mrs Avery 64a Banbury Road. Mrs Avery explained their concerns to the committee with the application for The Shires. They were concerned that the plans constituted over development of the site, that the block of garages would be detrimental to the street scene and that the development and its additional vehicles would add to the existing traffic congestion on Banbury Road.

92/17 MINUTES

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

Receive and approve the minutes of the previous meeting held on 22nd May 2017.

93/17 MEMBERS' REPORTS

None

94/17 PLANNING APPLICATIONS

The committee considered the Planning Applications on the schedule and comments made would be submitted to the Local Planning Authority.

95/17 MATTERS FOR INFORMATION OR DISCUSSION

Cllr Morrell reported that there would be a Traffic Management plan, with lights, in place for Pavillons Way to aid access for facilities during the resurfacing works.

Meeting Closed

Signed



19/6/17

Application Number	Location	Proposal	Town Council Comments
S/2017/1267/FUL	2 Winston Crescent	Two storey side extension	Objection Over development of site - this appears to be an additional two storey dwelling not an extension.
S/2017/1339/FUL	The Shires, 64 Banbury Road	Demolition of a detached post-war two-storey house and site clearance. Construction of 3No. attached dwellings. Erection of covered parking shelter for 5No. vehicles and a separate garage	Objection Over development of site by virtue of location and massing of the development Council supports NCC Highways concerns re access road (Policy DM8) and the effect of emerging traffic Concerns about the impact on the Street scene of the large garage block adjacent to the footpath.
S/2017/1344/FUL	14 Brasenose Drive	Replace existing conservatory with single storey extension	No objection
S/2017/1368/FUL	4 Westminster Crescent	Front & rear extensions	No objection

Minutes of the **Planning and General Works Committee** held on **Monday 22nd May 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr E Wiltshire (Chairman), Cllrs Bagot-Webb, Barrie, Morrell, Sharps, Thompson and P Wiltshire

Also Present: Cllrs Baker, Cartmell, Tiller and Waldron

Officers: Town Clerk, RFO

38/17 APOLOGIES FOR ABSENCE

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

39/17 DECLARATION OF INTEREST

None

40/17 PUBLIC PARTICIPATION

None

41/17 MINUTES

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

Approve the minutes of the previous meeting held on 15th May 2017.

42/17 MEMBERS' REPORTS

None received.

43/17 PLANNING APPLICATIONS

The committee considered the Planning Applications on the schedule and comments made would be submitted to the Local Planning Authority.

44/17 RIGHTS OF WAY

The clerk reported on the consultation on the footpath routes and that she would record as the most popular on behalf of the council.

45/17 MATTERS FOR INFORMATION OR DISCUSSION

A letter received from Mr Grantham regarding the problems with parking and driving on Manor Road, was read out at the meeting by the Clerk.

The Clerk reported that the pre application for the youth building has been submitted and receipt confirmed by SNC.

Cllr Bagot-Webb reported to the committee on pre planning meeting he had taken part in at SNC about a possible hotel facility being proposed for the north end of Brackley.

Cllr Morrell reported back on roadworks scheduled for Pavillons Way 12/13 June, slip road outside the Chinese take away 14th June, Buckingham Bridge 30th June/1st July.

Meeting Closed 19:40

Chairman



Date

5/6/17

Brackley Town Council

Planning Applications

22 May 2017

Application Number	Location	Proposal	Town Council Comments
S/2017/1219/TCA	12 Old Town	The felling & removal of one Portuguese Laurel. To be replaced with one Magnolia	No Objections
S/2017/1189/FUL	12 Beech Drive	Boundary fence & front porch	No objections according to height regulations
S/2017/1216/FUL	Bramber, Manor Road	Part two storey, part single storey rear extension	No objections
S/2017/1002/FUL	9 Prices Way	Single storey side extension	Comment: Query footpath encroachment
S/2016/0331/MAO Community Infrastructure Levy (CIL) Liability Notice	Land South West of Field View	Outline application for residential development comprising up to 68 dwellings; Access from Field View; open space and storm water attenuation, associated infrastructure	Noted

CB

Minutes of the **Direct Responsibilities and General Purposes Committee** held on **Monday 22nd May 2017**, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of the Planning & General Works Committee.

Present: Cllr Thompson (Town Mayor), Cllr E Wiltshire, Baker, Barrie, Cartmell, Morrell, Sharps, Tiller and Waldron

Also Present: Cllr Bagot-Webb and Cllr P Wiltshire

Officers: Town Clerk and RFO

46/17 ELECTION OF CHAIRMAN

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

Councillor Sue Sharps be elected Chairman of the Direct Responsibilities and General Purposes Committee for 2017/2018.

47/17 ELECTION OF VICE CHAIRMAN

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

Councillor Tiller be elected Vice Chairman of the Direct Responsibilities and General Purposes Committee for 2017/2018.

48/17 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr Stimpson

49/17 DECLARATION OF INTEREST

None

50/17 PUBLIC PARTICIPATION

None

51/17 APPROVAL OF MINUTES

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

Approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 24th April 2017.

52/17 MEMBERS REPORTS

None received

53/17 SECURITY ARRANGEMENTS FOR UNIT 1 & 2 – Clerk to report

The Clerk reported that as we are purchasing a new vehicle, it was suggested that the security should be improved. There were two options for a new alarm system – one that just sounds or one that has a monitoring package.

Cllr E Wiltshire felt that just a noisy system would be a good place to start.

Cllr Thompson felt that one which a phone system would be better.

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

Ask the Clerk to obtain costs for both systems and report back and also to cost the provision of a physical barrier in the form of drop bollards inside the doors.

54/17 BUS SERVICES – Cllr Baker to report

Cllr Baker gave an overview of the meeting that she had with Stage Coach, as County Councillor, and the use of the County Connect Bus in and around Brackley. She reported that they had taken a commercial decision and were unlikely to change that

Cllr Sharp stated that the only way to deal with Stagecoach was to inform everyone who uses the bus that if the bus is late, etc people need to claim back their money.

The Clerk asked Cllr Baker if Stage Coach would be prepared to come to a public meeting in Brackley? Cllr Baker confirmed that Stage Coach would be prepared to do this but that their position would remain unchanged.

55/17 DRAINAGE AT ST JAMES LAKE

The Clerk reported that Anglian Water have confirmed that they approve the works to be carried out at St James Lake and that the cost supplied by White Horse Contractors is £4,755.12 + VAT. Members had previously indicated that they were happy to proceed with this quotation subject to approval by Anglian water so, following that approval; the Clerk had booked the works in for September when the nesting season was over.

56/17 MATTERS FOR DISCUSSION OR INFORMATION


16/17/18 June – the Great Get Together. The Clerk indicated that she had been asked if the Town Council were planning an event for this weekend and was asked to report back to the resident that the community is welcome to arrange something in the Park.

Davidson Homes – adoption of land at Bronnley's old site, in principle the council is happy NOT to adopt the area due to the burden of the items included, confirmation would follow when the matter was added to the agenda for Council on 5th June 2017.

Meeting closed 20.25

Chairman

Date


19 June 2017

Minutes of the Finance and Policy Committee held on Monday 22nd May 2017 in in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Present: Cllr Thompson (Town Mayor), Cllrs Bagot-Webb, Baker, Barrie, Cartmell, Morrell, P Wiltshire, Tiller, Waldron

Also Present: Cllrs Sharps and E Wiltshire

Officers Town Clerk, RFO

57/17 ELECTION OF CHAIRMAN

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

Councillor C Cartmell be elected Chairman of the Finance and Policy Committee for 2017/2018.

58/17 ELECTION OF VICE CHAIRMAN

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

Councillor Bagot-Webb be elected Vice Chairman of the Finance and Policy Committee for 2017/2018.

59/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Butler and Cllr Ross

60/17 DECLARATIONS OF INTEREST

Cllr Baker – items 070 and 071 on the Authorised Payments list.

61/17 PUBLIC PARTICIPATION

None

62/17 APPROVAL OF MINUTES

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

Approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 24th April 2017.

63/17 MEMBERS REPORTS

None

64/17 FINANCE REPORTS

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

Approve List of accounts 2 in the sum of £200,908.01

65/17 MATTERS FOR DISCUSSION OR INFORMATION

Internal auditors had been with the Council today and have signed off the End of Year Audit. The report will come to Council on the 5th June 2017.

Meeting closed 20.30

Chairman



Dated

19-6-17

**Authorise Payments - May 2017
Month 2**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
25/05/2017							
25/05/2017		may/sa/01	Salaries	£ 13,430.68	£ -	£ 13,430.68	Salary
25/05/2017		may/sa/02	Tax & NI	£ 4,647.46	£ -	£ 4,647.46	Tax & NI
25/05/2017		may/sa/03	Pension	£ 5,841.46	£ -	£ 5,841.46	Pension
Payment before the meeting							
24/04/2017	41	17/062	The Old Fire Station Café	£ 78.40	£ -	£ 78.40	Refreshments
15/04/2017	56	17/063	The Old Fire Station Café	£ 317.69	£ -	£ 317.69	Refund of works
	44	17/064	The Old Fire Station Café	£ 10.00	£ -	£ 10.00	Refreshments
05/05/2017	45	17/065	The Old Fire Station Café	£ 200.00	£ -	£ 200.00	Refreshments
		17/066	The Old Fire Station Café	£ 60.00	£ -	£ 60.00	Lunch Time buffet for 12 - HLF
24/04/2017	0	17/067	The Old Fire Station Café	£ 70.00	£ -	£ 70.00	Evening Buffet - Civic expenses
25/04/2017	0	17/068	Sally Munday-Webb	£ 141.10	£ -	£ 141.10	Conference - HLF
25/04/2017	0	17/069	BeeTee Alarms	£ 214.50	£ -	£ 214.50	50% deposit on new CCTV - OFS
27/04/2017	0	17/070	Fiona Baker	£ 94.70	£ -	£ 94.70	Mayors Allowance
27/04/2017	0	17/071	Fiona Baker	£ 300.00	£ -	£ 300.00	Mayors Allowance
11/05/2017	20347	17/072	Royal Industrial Doors	£ 237.00	£ -	£ 237.00	Deposit for door works OFS
13/05/2017	MAG1	17/073	SLS	£ 112.00	£ -	£ 112.00	Waynfleet Hall hire
15/05/2017	0	17/074	Neopost	£ 100.00	£ -	£ 100.00	Post topup
15/05/2017	0	17/075	SNC	£ 219.00	£ -	£ 219.00	Market Place Rates
15/05/2017	0	17/076	SNC	£ 363.00	£ -	£ 363.00	Unit 2 Rates
12/05/2017	0	17/077	S Campbell	£ 67.00	£ -	£ 67.00	Expenses - Mayor Making
12/05/2017	4236	17/078	Roosigns	£ 120.00	£ -	£ 120.00	Town Centre signage
15/05/2017	0	17/079	SLCC	£ 250.00	£ -	£ 250.00	SLCC membership -A Moses
Online payments							
12/04/2017	2017-04-031	17/080	Arnold Thomson	£ 300.00	£ 60.00	£ 360.00	Legal fees - Land south side of Banbury Road
14/04/2017	4403395085	17/081	PEAC	£ 339.00	£ 67.80	£ 406.80	Photocopier hire
15/04/2017		17/082	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Parking Fees - May 2017
18/04/2017	C1269722	17/083	SRBE	£ 120.00	£ 24.00	£ 144.00	Scissor list - OFS
18/04/2017	74515	17/084	E-On	£ 57.77	£ 11.55	£ 69.32	Herrieffs Farm Road
25/04/2017	134051	17/085	Hazchem	£ 11.30	£ 2.26	£ 13.56	Cleaning products
25/04/2015	6745	17/086	Haverstock	£ 8,622.00	£ 1,724.40	£ 10,346.40	Professional Services - HLF
15/02/2017		17/087	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Parking Fee - March 2017
15/03/2017		17/088	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Parking Fee - April 2017
24/04/2017	133966	17/089	Hazchem	£ 5.10	£ 1.02	£ 6.12	Cleaning products
21/04/2017	1341	17/090	Avon Services	£ 90.00	£ 18.00	£ 108.00	Boiler fault - OFS
30/04/2017	MCS1 294	17/091	Magdalen College School	£ 98.00	£ -	£ 98.00	Room hire - Town Meeting
25/04/2017	4004311	17/092	SNC	£ 60.94	£ -	£ 60.94	OP2 rent
26/04/2017	64310	17/093	Woodberry	£ 1,966.00	£ 393.20	£ 2,359.20	Picnic Sets - Brackley park
27/04/2017	4226172	17/094	Johnston Publishing	£ 538.00	£ 107.60	£ 645.60	Advertising - Brackley Vacancy
29/04/2017	97	17/095	Reds	£ 59.90	£ -	£ 59.90	Balloons - Civic Dinner
30/04/2017	9363	17/096	A H Contracts	£ 475.20	£ 95.04	£ 570.24	Dog Waste Collection - April
30/04/2017	6630140034	17/097	Lyreco	£ 101.77	£ 20.35	£ 122.12	Stationery
01/04/2017	BTC 1702	17/098	Meister Continental Foods	£ 2,500.00	£ -	£ 2,500.00	Unit 2 - Rent
02/05/2017	2495791	17/099	Fuel Genie	£ 209.93	£ 41.98	£ 251.91	Fuel - April
20/04/2017	8055333604	17/100	Anglian Water	£ 42.34	£ -	£ 42.34	Water - Town Hall
02/05/2017	20717	17/101	Borras	£ 121,420.56	£ 24,284.11	£ 145,704.67	TH restoration - HLF
04/05/2017	343646	17/102	George Browns	£ 100.37	£ 20.07	£ 120.44	Vehicle consumables
03/05/2017	285	17/103	Dogs for Good	£ 70.00	£ -	£ 70.00	Dogs for Good products



**Authorise Payments - May 2017
Month 2**

26/04/2017	64311	17/104	Woodberry	£	619.00	£	123.80	£	742.80	Cemetery bench & plaques - to be recharged
11/05/2017	9787	17/105	Microshade Business Consultants Ltd	£	252.80	£	50.56	£	303.36	Hosting
28/04/2017	7479	17/106	Healthmatic	£	494.17	£	98.83	£	593.00	Cleaning public toilets - OFS
30/04/2017	116053	17/107	Hydramax Ltd	£	275.63	£	55.13	£	330.76	Vehicle consumables
26/04/2017	3530	17/108	Travis Perkins	£	29.64	£	5.93	£	35.57	Paints
03/05/2017	Q010WI	17/109	BT	£	28.44	£	5.69	£	34.13	telephone & broadband
28/04/2017	766	17/110	Harrisons Jewellers Ltd	£	166.67	£	33.33	£	200.00	Past Mayors Jewel
09/05/2017	Q008T6	17/111	Alison Moses	£	73.45	£	14.69	£	88.14	Expenses - Banner
30/04/2017	INV0282	17/112	BT	£	92.42	£	18.48	£	110.90	OFS
11/05/2017	OP?1108649	17/113	Ingham Pennoek	£	2,000.00	£	400.00	£	2,400.00	Town Hall Consultancy fees
05/05/2017	4238356	17/114	Sutcliffe Play	£	338.86	£	67.77	£	406.63	Equipment parts
05/05/2017	148458645/17	17/115	Johnson Publishing	£	55.00	£	11.00	£	66.00	internet job listing
25/04/2017	H146880534	17/116	Total Gas & Power	£	162.89	£	8.14	£	171.03	Christmas lights
07/05/2017	6327047	17/117	Northamptonshire Acree-on	£	35.00	£	-	£	35.00	Subscription - ACRE
25/04/2017	9000848	17/118	Chubb	£	28.41	£	1.42	£	29.83	Unit 2 Electricity
10/05/2017	46	17/119	Fire Risk Pro	£	500.00	£	100.00	£	600.00	Fire Training
10/05/2017	154689	17/120	The Old Fire Station Café	£	625.20	£	125.04	£	750.24	Fire Risk Assessments OFS & Units
12/05/2017	230623	17/121	Boughton Loams	£	340.00	£	-	£	340.00	Catering for Mayor Making
16/05/2017	BTH02	17/122	Bee Tee Alarms Ltd	£	308.20	£	61.64	£	369.84	Top soil for cemetery extension
15/05/2017		17/123	Alexander Dalton Ltd	£	300.30	£	-	£	300.30	OFS CCTV Camera
25/04/2017		17/124	Richard Horth	£	1,500.00	£	-	£	1,500.00	Town Hall Surveyor Fees - HLF
		17/125		£	139.30	£	-	£	139.30	Insurance contribution - 9 Market Place
				Direct Debits						
20/04/2017	301260	may/d4/01	SGW Payroll	£	58.00	£	11.60	£	69.60	Month 1
20/04/2017	300167	may/d4/02	SGW Payroll	£	38.00	£	7.60	£	45.60	Year End Payroll
11/05/2017	303959	may/d4/03	SGW Payroll		£58.00		£11.60		£69.60	Month 2
17/05/2017	14858656/17	may/d4/04	Total Gas & Power		£112.24		£5.61		£117.85	OFS
				£	172,818.77	£	28,089.24	£	200,908.01	

BRACKLEY TOWN COUNCIL

STAFFING SUB COMMITTEE

Minutes of a Meeting of the Staffing Sub - Committee held at 11.00am on Tuesday 2 May 2017, in the Community Room 37 High Street, Brackley.

Present: Councillors: Baker, Cartmell, Morrell, Thompson and E Wiltshire.

Officer : Linda Carter.

27/SSC/16 APOLOGIES FOR ABSENCE

No Apologies – All members present.

28/SSC/16 DECLARATIONS OF INTEREST

None

29/SSC/16 MINUTES

On the proposition of Cllr Elaine Wiltshire it was **AGREED** to approve the minutes of the meeting held on Monday 28th March 2017

30/SSC/16 RECRUITMENT

Councillors were advised that the post of Street Warden was currently being advertised in the Banbury Guardian and the Brackley & Towcester Advertiser along with their on-line facility 'Jobs Today'. It was also on the BTC website and had been issued to the SNC officer for the Job Club. Closing date was 15th May with interviews scheduled for 24th May. Members discussed uniform provision and suggested something similar to the PCSO's.

31/SSC/16 EXCLUSION OF PRESS AND PUBLIC

It was proposed that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press were 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.

32/SSC/16 CONSIDERATION OF INDIVIDUAL STAFF MEMBERS/ ROLES

Members considered an application for Voluntary Redundancy and were advised of the legal position and the cost implications.

Members **AGREED** to recommend to Council, at its next meeting, acceptance of the Application for Voluntary Redundancy.

Member also discussed other matters relating to specific members of staff.

Meeting closed at 12.30pm

Chairman:

Date:


30/5/17

BRACKLEY TOWN COUNCIL

Monday 3rd July 2017

PURPOSE OF REPORT: To update Members regarding the results of the Consultation with Staff on the proposed Appraisal Policy

RECOMMENDATION:

- 1) That Council considers the response to the consultation by members of staff and determines how it wishes to proceed.

MAIN ISSUES AND CONSIDERATIONS:

At its meeting of 6th March 2017, Council received a recommendation from the Finance & Policy Committee regarding a proposed Appraisal Policy for which a consultation with all members of staff was to be held. Council approved the policy to go forward for consultation with the main difference between the old and the proposed procedures being the inclusion of a Council member at the appraisal interview.

The two newest members of staff had not gone through the existing procedure so did not feel able to comment.

Of the other members of staff, one had no objections to the new procedure, three expressed concerns regarding the selection of the Council member as they all felt that it should be someone who understood their role with the council, and one member of staff objected as they saw their appraisal as their opportunity to have a confidential one-to one with the Clerk to discuss any aspect of their role, training, and future with the Council.

FINANCIAL IMPLICATIONS:

None perceived

STAFFING IMPLICATIONS:

None perceived

AUTHOR

Linda Carter
Town Clerk