

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 17th September 2018** in the Old Fire Station Community Room, 37 High Street, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 12th September 2018



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

234/18 APOLOGIES FOR ABSENCE

235/18 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.

236/18 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

237/18 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 16th July 2018.

238/18 MEMBERS REPORTS

239/18 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 5 in the sum of £175,360.96 (previously approved by Chair and Vice Chair)
- 2) List of Accounts 6 in the sum of £310,609.11
- 3) Reconciliation for 1st Quarter (April – June 2018)
- 4) Appoint a Councillor for September payments audit

240/18 FIRST QUARTER OUTTURN

Accounting report for the 1st Quarter showing spend against budget.

241/18 BTFC RECEPTION

The Town Mayor is holding a reception for Brackley Town Football Club on Saturday 29th September and requests that the costs be met from the underspend on the budget for the Town Hall Opening Event.

242/18 HIRE CHARGES FOR VENUES

In the summer a small working party of councillors discussed potential hire charges for the Town Hall and Egerton Hall. The charges and reasons behind them are explained in the Town Clerks report. (to follow)

243/18 MANAGEMENT OF THE PIAZZA

Cllr Baker and the Town Clerk met with officers from the County Council to discuss transferring the management of the Piazza to the Town Council. This process is problematic as the Town Council is not empowered to have this responsibility delegated. We were lead to believe that a Section 247 Order (Extinguishment of the Highway) would be sufficient, however this is not the case. It now appears that a different Order is required with associated legal costs of around £4000.

Councillors are asked how they wish to proceed.

244/18 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee to be held on Monday 16th July 2018 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell
Cllr Baker, Bagot-Webb, Butler, Morrell, Stimpson, Tiller, Waldron and P Wiltshire

Also Present: Cllr Barrie, Thompson, E Wiltshire

Officers: Deputy Clerk (A Moses)

175/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Ross

176/18 DECLARATIONS OF INTEREST

249 – M Morrell

259 – M Morrell

177/18 PUBLIC PARTICIPATION

None

178/18 APPROVAL OF MINUTES

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 18th June 2018.

179/18 MEMBERS REPORTS

None

180/18 FINANCE REPORTS

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

Receive for approval the List of Accounts 4 in the sum of £361,376.83

Cllr Tiller agreed to carry out the July payment audit.

181/18 SNAST SUBSCRIPTION

The subscription for SNAST (South Northants Area Support Team) is to be cancelled until a new Neighbourhood Watch Scheme is established in Brackley.

182/18 CAPITAL RECEIPTS

Members noted that the funds regarding the access to the development at Field View has been received.

183/18 ACCOUNT UPDATE

Members noted that the NS&I had now been closed and a new account opened to receive future Capital receipts/S106 monies/CIL.

184/18 ARRANGEMENTS FOR AUGUST PAYMENTS

On the proposition of Cllr Butler it was **RESOLVED**:

That the Chair and Vice Chair of Finance would sign for all payments in August, to enable payments to be carried out. The August list would be approved at the September meeting.

185/18 REQUEST FOR DD FOR UTILITIES

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

Approve a Direct Debit payment for this supply to avoid unnecessary administration charges.

186/18 RESPONSE TO LGR CONSULTATION

Members received the report regarding the Local Government Reform consultation and the Councils response.

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

1. Respond to the LGR consultation supporting the establishment of three unitary authorities.
2. Notify all residents of its response, via the Council website, and encourage them to respond to the questionnaire

187/18 MATTERS FOR DISCUSSION OR INFORMATION

Town Fund – Chair of Finance and Clerk to have a discussion regarding the Town Fund and looking into applying for BTC projects.

Meeting Closed: 20.35

Dated:

Signed:

Authorise Payments - July 2018

Month No 4

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Payments Made Between Meetings							
19/06/2018		213	Linda Carter	£ 41.40		£ 41.40	Travel Expenses
19/06/2018		214	Sally Munday-Webb	£ 90.90		£ 90.90	HLF - Sally Munday-Webb - Travel
19/06/2018	11428	215	MIMA Mats	£ 420.95	£ 84.19	£ 505.14	Unit 2 - Welfare Unit Build
20/06/2018		216	MEC Healing	£ 12,000.00		£ 12,000.00	Tudor Park - Path Way - First payment of three
20/06/2018		217	Richard Horth	£ 3,000.00		£ 3,000.00	June Rent for 9 Market Place
20/06/2018		218	Heartstart Brackley	£ 402.00		£ 402.00	OFS - De-Fib Box
28/06/2018		219	GA & J Pearce	£ 250.00		£ 250.00	ERB Refund
29/06/2018		220	Woodberry	£ 662.70	£ 132.54	£ 795.24	St.James Lake - Memorial Bench for Angela Neale
28/06/2018		221	Brackley Jubilee Choir	£ 10.00		£ 10.00	Re-Payment of Room Hire
18/06/2018		222	Silverback Law	£ 285.80		£ 285.80	ARB Payment
03/05/2018	A5421	223	Auditing Solutions Ltd	£ 420.00	£ 84.00	£ 504.00	Internal Audit 03/05/2018
29/06/2018		224	Neopost	£ 100.00		£ 100.00	Post Top Up
18/06/2018		225	Alison Moses - Expenses	£ 4.20		£ 4.20	Stationary
04/07/2018		226	Linda Carter	£ 9.99	£ 2.00	£ 11.99	Batteries for Office
04/07/2018		227	Chris Hindson	£ 19.87		£ 19.87	PPE - Gloves
02/07/2018		228	MEC Healing	£ 12,000.00		£ 12,000.00	Tudor Park - Path Way - Second Payment of Three
03/07/2018		229	Brian Sharp	£ 44.10		£ 44.10	Travel Expenses
27/03/2018	1188	230	Iron Forged Designs	£ 15,200.00		£ 15,200.00	Poppyfield Sculpture with Benches - second payment
04/07/2018		231	Chris Hindson	£ 15.96		£ 15.96	Unit 2 - Welfare Unit Build
Online payments							
25/05/2018	151670	232	TBS Hygiene	£ 976.00	£ 195.20	£ 1,171.20	Dog Waste Bins - 04/05/18 - 25/05/18
07/02/2018	2090	233	Greatfield Plants	£ 195.00	£ 39.00	£ 234.00	Summer Planting Scheme
29/05/2018	2122	234	Greatfield Plants	£ 2,003.55	£ 400.71	£ 2,404.26	Summer Planting Scheme
08/06/2018	083523	235	E-on	£ 83.37	£ 16.67	£ 100.04	Street Lighting Maintenance for Quarter April - June
11/06/2018	2132	236	Greatfield Plants	£ 50.00		£ 50.00	HLF - Baa Baa Brackley
18/06/2018		237	The Old Fire Station Café	£ 24.00		£ 24.00	11/06/18 - Parish's together meeting
18/06/2018	359105	238	George Browns	£ 92.15	£ 18.42	£ 110.57	Vehicle Consumables
18/06/2018	35532	239	RoSPA Play Safety	£ 927.00	£ 185.40	£ 1,112.40	Annual Inspection of Play Equipment
19/06/2018	124160	240	RT Machinery	£ 27.75	£ 5.55	£ 33.30	Unit 2 - Welfare Unit Build
18/06/2018	3530AGC150	241	Travis Perkins	£ 56.74	£ 11.35	£ 68.09	Unit 2 - Welfare Unit Build
13/06/2018	3530AGC028	242	Travis Perkins	£ 33.79	£ 6.76	£ 40.55	Unit 2 - Welfare Unit Build
31/05/2018	65858	243	Southern Agricultural Services	£ 367.36	£ 73.47	£ 440.83	Service & Check on Kawasaki Mule
28/06/2018	7027	244	Haverstock	£ 3,000.00	£ 600.00	£ 3,600.00	HLF - Prof.fees
10/06/2018		245	Robert Bowerman	£ 62.42		£ 62.42	June Parking Permit - 3 spaces
19/06/2018	3530AGC226	246	Travis Perkins	£ 23.05	£ 4.61	£ 27.66	Unit 2 - Welfare Unit Build
26/06/2018	180619	247	NIC - Window Cleaning	£ 90.00		£ 90.00	June - Window Cleaning
11/07/2018	4009408	248	SNC - Rent Buckingham Wy	£ 60.94		£ 60.94	Rent for OP2
26/06/2018		249	Mark Morrell	£ 81.70		£ 81.70	Expenses
30/06/2018	6630156942	250	Lyreco UK	£ 74.37	£ 14.87	£ 89.24	Stationary
26/06/2018	415618159	251	Denmans Electrical Wholesalers	£ 391.83	£ 78.36	£ 470.19	Unit 2 - Welfare Unit Build
26/06/2018	415618160	252	Denmans Electrical Wholesalers	£ 55.17	£ 11.03	£ 66.20	Unit 2 - Welfare Unit Build
26/06/2018	415618161	253	Denmans Electrical Wholesalers	£ 96.31	£ 19.26	£ 115.57	Unit 2 - Welfare Unit Build
02/07/2018	3089303	254	Fuel Genie	£ 185.49	£ 37.09	£ 222.58	June - Fuel
02/07/2018	154JK	255	Jen Kavanagh	£ 300.00		£ 300.00	HLF Consultant Support Interpretation
29/06/2018	151763	256	TBS Hygiene	£ 1,224.00	£ 244.80	£ 1,468.80	Dog Waste Bins 01/06/18 - 29/06/18
30/06/2018	0394	257	Ingham Pincock Associates	£ 2,000.00	£ 400.00	£ 2,400.00	Town Hall Prof.Services - 4055/251
03/07/2018	8353	258	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Cleaning Services - Public Toilets
04/07/2018		259	Mark Morrell	£ 83.25	£ -	£ 83.25	Expenses

Authorise Payments - July 2018

Month No 4

05/07/2018	W18/1479	260	Woodberry	£	892.40	£	178.48	£	1,070.88	Jennys Pond - Bench Set
30/06/2018	129462	261	Hydramax	£	255.41	£	51.09	£	306.50	Consumables
02/07/2018	H15F9E167B	262	E-On	£	207.15	£	10.36	£	217.51	Electricity - Market Place
05/07/2018	38956	263	Global Mobile Communications	£	18.75	£	3.75	£	22.50	Dewalt screen protectors
30/06/2018	85428	264	Paragon Tool Hire	£	240.00	£	48.00	£	288.00	Security Fencing for Compound
30/06/2018	85427	265	Paragon Tool Hire	£	22.00	£	4.40	£	26.40	Rigid Suction Hose
09/07/2018	32645593	266	WPS	£	302.60	£		£	302.60	Aviva Insurance - Extended Town Hall works insurance
11/07/2018	10847	267	Microshade Business Consultants	£	374.74	£	74.95	£	449.69	June - Citrix Hosting Fee
25/09/2017	101	268	Birchwood Business Consultants	£	660.00	£		£	660.00	Skatepark Management Plan
09/07/2018	21449	269	Borras	£	221,806.11	£	44,361.22	£	266,167.33	HLF - Borras
10/07/2018	32677199	270	WPS	£	1,586.38	£		£	1,586.38	Fleet Insurance
10/07/2018	SI-82	271	JMS First Aid Training	£	400.00	£		£	400.00	First Aid Course 25-27th July - Attendee C.Hindson & M.Banner
Salary/Tax & NI/Pension										
25/07/2018		272	Salaries	£	17,124.95	£	-	£	17,124.95	Salary
25/07/2018		273	Tax & NI	£	4,917.35	£	-	£	4,917.35	Tax & NI
25/07/2018		274	Pension	£	6,890.43	£	-	£	6,890.43	Pension
Direct Debits										
15/06/2018	0000336857	275	SGW Payroll Ltd	£	60.00	£	12.00	£	72.00	Month 3 - Payroll Costs
29/06/2018	172124683/18	276	Total Gas & Power	£	69.45	£	3.47	£	72.92	Unit 1 Top Station
				£	313,865.00	£	47,511.83	£	361,376.83	

**Authorise Payments - August 2018
Month No 5**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre Code	Analysis Description
17/07/2018		277	✓	Stephanie Campbell	£ 78.70	£ -	£ 78.70		Expenses - One Act Play
17/07/2018		278	✓	Brackley European Association	£ 36.00	£ -	£ 36.00		BBQ for Mayor & Deputy Mayor 26/07/18
17/07/2018	0c34717	279	✓	T Kings Association	£ 261.50	£ 52.30	£ 313.80		Groundstaff Uniform - Rory
06/07/2018	172703680/18	280	✓	Total Gas & Power	£ 175.94	£ 8.80	£ 184.74		Town Hall - Electricity
09/07/2018	Q012 Z9	281	✓	BT	£ 201.83	£ 40.37	£ 242.20		Town Hall - Cloud Voice Service
19/07/2018	1907001	282	✓	AGU Treecraft	£ 425.00	£ 85.00	£ 510.00		Tree Cutting Stewart Road / Feinton Rise
19/06/2018	172669	283	✓	Hazchem Safety	£ 41.22	£ 8.24	£ 49.46		Groundstaff Combat Trousers x 2
18/06/2018	172543	284	✓	Hazchem Safety	£ 213.71	£ 42.74	£ 256.45		Safety Boots/Traffic Jacket/ Over Trousers
27/07/2018	270703	285	✓	AGU Treecraft	£ 245.00	£ 49.00	£ 294.00		Fallen Tree - Emergency Work @ Humphries Drive
01/04/2018	305083	286	✓	C Hindson	£ 199.00	£ 39.80	£ 238.80		On Line Training - IOSH Managing Safely
30/07/2018	142533	287	✓	TCL Group	£ 5,260.50	£ 1,052.10	£ 6,312.60		Swing base Repair - Falcon Wet Pour
31/07/2018	39624	288	✓	Milton Keynes Garden Machinery	£ 333.17	£ 66.63	£ 399.80		Dog Waste Bins
01/08/2018	2415848410	289	✓	Dell Computer	£ 455.00	£ 91.00	£ 546.00		Office - New Laptop for Zoe
30/06/2018	S118-08360	290	✓	Bidwells	£ 8,181.00	£ 1,636.20	£ 9,817.20		Town Hall - Marketing for Café
10/08/2018	20180925/9	291	✓	A Route 2 Hire	£ 100.00	£ -	£ 100.00		Deposit - Open top Bus Tour Brackley Town FC
08/08/2018	BRA037-15-02	292	✓	Arnold Thomson	£ 500.00	£ -	£ 500.00		Town Hall - Account Costs & Disbursements
03/08/2018		293	✓	Mark Morrell	£ 194.09	£ -	£ 194.09		Expenses - Travel
31/05/2018	54925	294	✓	Brian Sharp	£ 283.00	£ -	£ 283.00		Expenses - Oak Blocks
02/08/2018	I-128350	295	✓	Stephanie Campbell	£ 17.51	£ 3.50	£ 21.01		Expenses - Charity Money Collection Buckets
10/08/2018		296	✓	MEC Healing	£ 12,000.00	£ -	£ 12,000.00		Tudor Way Park -Path - Final Payment
13/08/2018		297	✓	Chris Hindson	£ 33.78	£ -	£ 33.78		Expenses - Folding Saw Horse
30/04/2018	8232	298	✓	Healthmatic	£ 494.17	£ 98.83	£ 593.00		OFS - Cleaning Services - Public Toilets - April - May
15/08/2018	LP00157183	299	✓	Western Power Distribution	£ 250.06	£ 50.01	£ 300.07		Town Hall - Electricity Disconnection of Lamp Post
15/08/2018	103402079	300	✓	Dell Computer	£ 639.52	£ 127.90	£ 767.42		OptiPlex 3050 Mini Tower & Monitor - Unit 2
Online payments									
10/07/2018		301	✓	Robert Bowerman	£ 62.42	£ -	£ 62.42	4218/151	Parking Permit - July - 3 spaces
14/07/2018	9067114003	302	✓	Wave	£ 20.66	£ -	£ 20.66		Water - Cemetery
13/07/2018	175078	303	✓	Hazchem Safety	£ 18.53	£ 3.71	£ 22.24		Hi-Vis Traffic Jacket
17/07/2018	AUB6571	304	✓	Aubergine	£ 2,080.00	£ 416.00	£ 2,496.00		HLF - Design & Artwork 5 panels Brackley Town Hall Museum
09/07/2018	3530 AGC948	305	✓	Travis Perkins	£ 39.41	£ 7.89	£ 47.30		Unit 2 - Welfare Unit Build
06/07/2018	8292	306	✓	Boughton	£ 496.12	£ 99.22	£ 595.34		St James Lake - Topsoil
05/07/2018	415645308	307	✓	Denmans	£ 30.76	£ 6.15	£ 36.91		Unit 2 - Welfare Unit Build
08/07/2018	H15FF7A8B6	308	✓	E-on	£ 28.21	£ 1.41	£ 29.62		Unit 2 - Electricity - 03/06/18 - 06/07/18
19/07/2018	175581	309	✓	Hazchem Safety	£ 201.18	£ 40.24	£ 241.42		Refuge Sacks / Orange Cartridge & Dispenser
20/07/2018	25000029832018	310	✓	Valuation Office Agency	£ 900.00	£ 180.00	£ 1,080.00		Legal Fees - Land Buckingham Road
18/07/2018	004/19/0130682	311	✓	Peac UK	£ 299.00	£ 59.80	£ 358.80		Office Photocopier - Lease Rental 29/08/18 - 28/11/18
11/07/2018	3530 AGD041	312	✓	Travis Perkins	£ 15.36	£ 3.07	£ 18.43		Chisel / Bolster / Cement
12/07/2018	3530 AGD064	313	✓	Travis Perkins	£ 35.43	£ 7.09	£ 42.52		Tarmac / Drill Bit
12/07/2018	3530 AGD069	314	✓	Travis Perkins	£ 45.15	£ 9.03	£ 54.18		Tarmac
11/07/2018	3530 AGD022	315	✓	Travis Perkins	£ 37.50	£ 7.50	£ 45.00		Ballast / Sand / Concrete
27/07/2018	151857	316	✓	TBS Hygiene	£ 744.00	£ 148.80	£ 892.80		Dog Waste Bins - final collection
24/07/2018	124731	317	✓	RT Machinery	£ 195.00	£ 39.00	£ 234.00		HUSQ BL1300 Battery
24/07/2018	OP/111482	318	✓	Sutcliffe Play	£ 187.11	£ 37.42	£ 224.53		Zip wire Park - Cableway Pendulum Seat & Shackle Assembly
19/07/2018	415682744	319	✓	Denmans	£ 22.77	£ 4.56	£ 27.33		Unit 2 Welfare Unit Build
19/07/2018	250718	320	✓	Old Fire Station Café	£ 135.20	£ 27.04	£ 162.24		Town Hall - Lime Mortar Course -Lunch for 14 people 19/07/18
29/07/2018	00032	321	✓	Forgotten Heritage	£ 849.00	£ -	£ 849.00		HLF - Photographers course
27/07/2018	3530 AGD230	322	✓	Travis Perkins	£ 31.81	£ 6.36	£ 38.17		Unit 2 - Silicone Glazing Sealant / Ratchet Tie Strap
18/07/2018	3530 AGD284	323	✓	Travis Perkins	£ 126.00	£ 25.20	£ 151.20		Jennys Pond - Bench Base - 20 X Pressed Slabs
20/07/2018	3530 AGD389	324	✓	Travis Perkins	£ 278.84	£ 55.77	£ 334.61		4 X Structural Hardwood
23/07/2018	3530 AGD451	325	✓	Travis Perkins	£ 7.24	£ 1.44	£ 8.68		Light Switches / Brass Olives- Unit 2

**Authorise Payments - August 2018
Month No 5**

23/07/2018	3530 AGD473	326	✓	Travis Perkins	£	87.84	£	17.57	£	105.41	Unit 2 - Exterior Door & Trimings
30/07/2018	00037683	327	✓	Anglia Lime Company	£	1,099.00	£	219.80	£	1,318.80	HLF - Lime training Course 19/07/18
31/07/2018	6630158235	328	✓	Lyreco	£	153.47	£	30.69	£	184.16	Stationary
02/08/2018	8431	329	✓	Healthmatic	£	494.17	£	98.83	£	593.00	OFS - Cleaning Services - Public Toilets July - August
01/08/2018	3080358	330	✓	Fuel Genie	£	271.49	£	54.28	£	325.77	Fuel - July
02/08/2018	0000265541	331	✓	Shaw & Sons	£	103.00	£	20.60	£	123.60	Grant for Exclusive Right of Burial
09/08/2018	0013 EG	332	✓	British Telecom	£	89.40	£	17.88	£	107.28	9 Market Place - Telephone
07/08/2018	3530 AGE052	333	✓	Travis Perkins	£	209.13	£	41.83	£	250.96	3 x sheet Plywood
06/08/2018	3530 AGD976	334	✓	Travis Perkins	£	18.26	£	3.65	£	21.91	Front Door Finishings
10/08/2018	SN249117	335	✓	Office Furniture	£	202.35	£	40.47	£	242.82	Office Chairs x 3
31/07/2018	130496	336	✓	Hydramex	£	37.57	£	7.52	£	45.09	Paint / Linemarker & Trowel
11/08/2018	10947	337	✓	Microshade Business Consultants	£	418.33	£	85.67	£	502.00	Citrix Hosting Fee - July
31/07/2018	7046	338	✓	Haverstock Associates	£	11,769.00	£	2,353.80	£	14,122.80	HLF - Professional services
08/08/2018	MI00127055	339	✓	WPD Smart Metering	£	360.00	£	72.00	£	432.00	9 Market Place - Metering Services charge 01/08/2018-31/07/2019
05/08/2018	H16199EA27	340	✓	E-On	£	22.40	£	1.12	£	23.52	Unit 2 - Electricity - 08/07/18 - 05/08/18
31/07/2018	3530 AGD773	341	✓	Travis Perkins	£	72.32	£	14.46	£	86.78	Unit 2 - External Door Frame
02/08/2018	3530 AGD882	342	✓	Travis Perkins	£	20.82	£	4.16	£	24.98	Egerton - Postcrete for Gate
10/08/2018		343	✓	Robert. Bowerman	£	62.42	£	12.43	£	74.85	Parking Permit - August - 3 spaces
06/08/2018	207020	344	✓	Linnell Bros	£	122.14	£	24.43	£	146.57	Egerton - Gate
14/08/2018	02619	345	✓	Rainbow Print Media	£	105.00	£		£	105.00	Town Hall - 100 invites for Opening
07/08/2018	9067680453	346	✓	Wave	£	97.88	£		£	97.88	Town Hall - Water & Sewage Charge 10/05/18 - 06/08/18
10/08/2018	9067822727	347	✓	Wave	£	71.04	£		£	71.04	Unit 1 - Water & Sewage Charge 04/05/18 - 09/08/18
03/08/2018	0308003	348	✓	AGU Treecraft	£	1,365.00	£	273.00	£	1,638.00	Riverside Buck Road - Cut & Remove 2 Willow Trees
09/08/2018	Q1852	349	✓	Freebird Sign Services	£	3,884.49	£	776.90	£	4,661.39	HLF - Signwriting & Create Artwork
09/08/2018	INV04927	350	✓	Harlequin Press	£	1,215.00	£		£	1,215.00	Town Talk - Printing
10/08/2018	1008001	351	✓	AGU Treecraft	£	55.00	£	11.00	£	66.00	St James Lake - Cut & Remove Broken Branch
10/08/2018	1008002	352	✓	AGU Treecraft	£	435.00	£	87.00	£	522.00	High Street - 6 x Lime Tree Overhanging Carraigeay
05/08/2018		353	✓	Town Talk Delivery Group	£	550.00	£		£	550.00	Town Talk - Delivery
13/08/2018	21493	354	✓	Borras	£	60,734.32	£	12,146.86	£	72,881.18	HLF - Borras
31/07/2018	8205915	355	✓	Alternative Communications	£	59.99	£	12.00	£	71.99	Town Hall - Wifi Router
06/08/2018	174382114/18	356	✓	Total Gas & Power	£	218.04	£	10.89	£	228.93	Town Hall - Electricity July 2018
25/08/2018		357	✓	Salaries	£	18,166.76	£	-	£	18,166.76	Salary
25/08/2018		358	✓	Tax & NI	£	5,134.24	£	-	£	5,134.24	Tax & NI
25/08/2018		359	✓	Pension	£	6,890.43	£	-	£	6,890.43	Pension
11/07/2018	0000338723	360	✓	SGW Payroll	£	84.00	£	16.80	£	100.80	Payroll Costs - Month 4
06/07/2018	172703679/18	361	✓	Total Gas & Power	£	916.83	£	183.36	£	1,100.19	OFS - Electricity - 04/04/18 - 03/07/18
01/08/2018	173855841/18	362	✓	Total Gas & Power	£	138.40	£	6.92	£	145.32	Town Hall - Gas - New Smart Meter - 21/06/18 - 30/07/18
03/08/2018	Q0161X	363	✓	British Telecom	£	324.70	£	64.94	£	389.64	OFS Telephone & Broadband
07/08/2018	174509956/18	364	✓	Total Gas & Power	£	136.21	£	6.81	£	143.02	Market Place - Outside Electricity
08/08/2018	174545300/18	365	✓	Total Gas & Power	£	4.69	£	0.23	£	4.92	Town Hall - Gas - New Smart Meter - 30/07/18 - 31/07/18
13/08/2018	0000341163	366	✓	SGW Payroll	£	86.00	£	17.20	£	103.20	Payroll Costs - Month 5
30/07/2018	9562310	367	✓	O2	£	173.87	£	34.77	£	208.64	Mobile Phones - 6 x staff
					£	153,966.40	£	21,394.56	£	175,360.96	

Salary/Tax & NI/Pension

Direct Debits

**Authorise Payments -September 2018
Month No 6**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	VAT	Net Value	Payments Made Between Meetings	VAT	Invoice Total	Analysis Description
21/08/2018		368	✓	Anthony Bagot-Webb	£	23.10	£	£	23.10	Remembrance Day Planning Meeting - Coffee & Biscuits
14/08/2018		369	✓	Richard Swill Gallery	£	161.75	£	£	161.75	Plaques - Classic Vehicles in the Park x 160
10/08/2018		370	✓	Brackley Glass	£	480.85	£	96.17	577.02	Unit 2 - New Window
28/08/2018		371	✓	Royal British Legion	£	20.00	£	-	20.00	Poppy Wreath - Remembrance Day Parade
30/08/2018		372	✓	Neopost	£	100.00	£	-	100.00	Post Top Up
03/09/2018	0072	373		Green Room	£	450.00	£	£	450.00	HLF - Canapes & 2 staff outside catering 06/09/18
30/08/2018		374		Linda Carter	£	24.70	£	£	24.70	HLF - Refreshments @ Green Room
03/09/2018		375		Zoe Wright	£	58.50	£	£	58.50	Travel Expenses - Omega Course
04/09/2018		376		Brian Sharp	£	20.25	£	£	20.25	Expenses - Travel
04/09/2018		377		Little Oaks	£	500.00	£	£	500.00	Payment at BTC Grant
04/09/2018		378		Sally Munday-Webb	£	58.50	£	£	58.50	Expenses - Travel
06/09/2018		379		Sally Munday-Webb	£	128.39	£	£	128.39	HLF - Expenses for Traders Reception
05/09/2018		380		Mark Morrell	£	125.30	£	£	125.30	Expenses - Travel & Lunch
06/08/2018		381		Brian Sharp	£	48.15	£	£	48.15	Expenses - Travel
10/09/2018		382		Linda Carter	£	46.99	£	£	46.99	Town Hall - Easle and Magnets
Online payments										
16/08/2018	060051	383		Hags	£	11,285.29	£	2,257.05	13,542.34	St James Lake - Supply & Install Gym Equipment
21/08/2018	20180193	384		Venta Acoustics	£	225.00	£	45.00	270.00	Skate Park - Noise Survey
21/08/2018	037556	385		Dial-a-Bin	£	258.33	£	51.67	310.00	Pocket Park - 12yd Skip 10/08/18
20/08/2018	233767	386		Broxap	£	70.00	£	14.00	84.00	Fold Down Steel Bollard
16/08/2018	415756541	387		Denmans	£	11.22	£	2.24	13.46	PVC Thro Box & Plug In Ceiling Rose
22/08/2018	125063	388		RT Machinery	£	930.68	£	186.14	1,116.82	21: Mulch Mower & Hedge Trimmer + Battery
21/08/2018	2018057198	389		Neopost	£	58.00	£	11.60	69.60	Franking machine Maintenance 27/09/18 - 26/12/18
16/08/2018	3530 AGE466	390		Travis Perkins	£	48.57	£	9.71	58.28	Tudor Park - Line Marker & Graffiti Remover
14/08/2018	3530 AGE347	391		Travis Perkins	£	16.00	£	3.20	19.20	Spanner
28/08/2018	361678	392		George Browns	£	8.04	£	1.60	9.64	Springs
23/08/2018	4010150	393		SNC	£	17,806.96	£	3,561.39	21,368.35	Landscape Recharge (Ground Maintenance)
27/08/2018	118 574	394		ARB	£	60.00	£	12.00	72.00	6 x Hand Held Radio - Classic Vehicle in the Park
22/08/2018	134466	395		RV5 Group	£	291.86	£	58.37	350.23	Photocopier rental
01/07/2018	BTC1803	396		Meister Continental Foods	£	2,806.03	£	-	2,806.03	Unit 2 - Rent & Insurance
29/08/2018	39631	397		Milton Keynes Garden Machinery	£	1,665.85	£	333.17	1,999.02	Dog Waste Collection
29/08/2018	1156	398		Avon Services Heating & Plumbing	£	506.00	£	101.20	607.20	OFS - Annual Heating Service
29/08/2018	0663697	399		Stephensons	£	1,528.80	£	305.76	1,834.56	Town Hall - Crockery
30/08/2018	26285	400		Rialtas Business Solutions	£	360.00	£	72.00	432.00	Omega Training - A.Gee & Z.Wright
29/08/2018	179252	401		Hazchem	£	132.00	£	26.40	158.40	Unit 2 - Steel Locker
31/08/2018	6630159550	402		Lyreco	£	125.53	£	25.11	150.64	Stationary
31/08/2018	6630159551	403		Lyreco	£	89.95	£	17.99	107.94	Stationary
02/09/2018	0209001	404		AGU Treecraft	£	110.00	£	22.00	132.00	Emergency Tree Work -12 Winston Close
28/08/2018	1802831	405		Zephyr	£	543.00	£	108.60	651.60	2 x Brackley Town Flags
03/09/2018	11021	406		Narnia Fancy Dress	£	690.00	£	125.00	815.00	HLF - Hire of Costumes for Strictly Georgian Event
11/09/2018	0401	407		Microshade Business Consultants	£	424.33	£	84.87	509.20	Citrix Hosting Fee - August
30/08/2018	3121739	408		Ingham Pinnock Associates	£	12,282.30	£	2,456.46	14,738.76	HLF - Town Hall Delivery Phase
03/09/2018		409		Fuel Genie	£	295.72	£	59.15	354.87	Fuel - August
04/09/2018	175773911/18	410		Total Gas & Power	£	17.23	£	0.86	18.09	OFS - Gas
04/09/2018	8498	411		Healthmatic	£	494.17	£	98.83	593.00	OFS - Cleaning Services - Public Toilets - August - Sept

**Authorise Payments -September 2018
Month No 6**

03/09/2018	7055	412	Haverstock	£	2,165.00	£	433.00	£	2,598.00	HLF - Professional services
05/09/2018	BTH10	413	Alexander Dalton	£	1,000.00	£	-	£	1,000.00	HLF - Inspector Town Hall 2 x Site Vist
31/08/2018	131500	414	Hydramex	£	531.45	£	106.29	£	637.74	Consumables
31/08/2018	8291237	415	Alternative Communication	£	168.34	£	33.67	£	202.01	Town Hall - Broadband & Alarm Lines
06/09/2018	107	416	Foodtastic Catering	£	675.00	£	-	£	675.00	Civic Reception for BTFC 29/09/18
06/09/2018	AUJ6674	417	Aubergine	£	1,848.00	£	369.60	£	2,217.60	HLF - Design & Artwork 4 panels Brackley Town Hall Museum
02/09/2018	H163384456	418	E-on	£	22.61	£	1.13	£	23.74	Unit 2 - Electricity
06/09/2018	176121632/18	419	Total Gas & Power	£	349.32	£	69.87	£	419.19	Town Hall - Electricity
31/08/2018	1189988	420	Bircham Dyson Bell	£	4,548.00	£	909.60	£	5,457.60	Professional Charge - Sale to Lagan Homes
10/09/2018	21540	421	Borras	£	159,049.03	£	31,809.81	£	190,858.84	HLF - Borras - Awaiting Inv
03/08/2018	243813	422	Bee Tee Alarms	£	15.00	£	3.00	£	18.00	Unit 1 & 2 - Alarm Proximity Tags
				£	-	£	-	£	-	
				£	-	£	-	£	-	
				£	-	£	-	£	-	
				Salary/Tax & NI/Pension						
				£	18,443.57	£	-	£	18,443.57	Salary
				£	5,515.88	£	-	£	5,515.88	Tax & NI
				£	6,872.53	£	-	£	6,872.53	Pension
				Direct Debits						
25/08/2018		425	Public Works Loan E08423	£	9,822.03	£	-	£	9,822.03	OFS
22/08/2018	175520746/18		Total Gas & Power	£	101.30	£	5.07	£	106.37	Unit 1 - Electricity
04/09/2018	175688969/18		Total Gas & Power	£	196.32	£	9.81	£	206.13	Town Hall - Gas
				£	-	£	-	£	-	
				£	-	£	-	£	-	
				£	-	£	-	£	-	
				£	-	£	-	£	-	
				£	266,710.72	£	43,898.39	£	310,609.11	

Bank Reconciliation Statement as at: 12/07/2018 for Cash Book 1 Current Bank Accounts

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account - 00228866	29/06/2018	7	76,104.03
Current Account - 00059916	29/06/2018	74	19,627.31
			<hr/> 95,731.34
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
19/06/2017 JUN/DD/01 Total Gas & Power		45.52	
19/06/2017 JUN/DD/02 SGW Payroll		69.60	
02/07/2018 225 Alison Moses		4.20	
18/09/2017 359 NHW		20.00	
22/01/2018 561 Neopost		200.00	
22/01/2018 562 Brackley History Society		1,000.00	
19/02/2018 618 BEA		40.00	
			<hr/> 1,379.32
			94,352.02
<u>Recelpts not Banked/Cleared (Plus)</u>			
08/03/2017		20.00	
21/06/2018		35.00	
05/07/2018		575.00	
05/07/2018		11.28	
06/07/2018		22.00	
06/07/2018		68.00	
06/07/2018		44.00	
06/07/2018		40.00	
06/07/2018		80.00	
06/07/2018		40.00	
06/07/2018		40.00	
06/07/2018		60.00	
06/07/2018		5.00	
06/07/2018		29.99	
11/07/2018		225,348.56	
			<hr/> 226,418.83
			320,770.85
		Balance per Cash Book is :-	320,770.85
		Difference Is :-	0.00

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Payroll</u>						
Salaries - Office	44,663	227,878	183,215		183,215	19.6 %
PAYE/NI	14,010	21,200	7,190		7,190	66.1 %
Pensions	19,663	61,513	41,850		41,850	32.0 %
Payroll costs	209	1,200	991		991	17.4 %
Payroll :- Expenditure	78,545	311,791	233,246	0	233,246	25.2 %
Net Expenditure over Income	78,545	311,791	233,246			
<u>General Administration</u>						
Audit Fees	420	2,976	2,556		2,556	14.1 %
Architect/Legal Fees	117	5,410	5,293		5,293	2.2 %
Office Equipment	2,558	7,800	5,242		5,242	32.8 %
Travel	172	1,082	910		910	15.9 %
Subscriptions	3,733	4,869	1,136		1,136	76.7 %
Insurance/Health & Safety	10,125	16,000	5,875		5,875	63.3 %
Stationery	621	1,623	1,002		1,002	38.3 %
Postage	386	1,948	1,563		1,563	19.8 %
Telephones	1,131	4,000	2,869		2,869	28.3 %
Conferences & Training	866	2,500	1,634		1,634	34.6 %
Advertising & Publicity	295	3,000	2,705		2,705	9.8 %
Town Talk	1,485	6,292	4,807		4,807	23.6 %
Website	9,338	500	-8,838		-8,838	1867.7 %
Card Pay Terminal	0	500	500		500	0.0 %
Rent	125	0	-125		-125	0.0 %
General Administration :- Expenditure	31,372	58,500	27,128	0	27,128	53.6 %
Precept	329,364	658,728	-329,364			50.0 %
Interest Received	898	0	898			0.0 %
Miscellaneous Income	55	0	55			0.0 %
General Administration :- Income	330,318	658,728	-328,410			50.1 %
Net Expenditure over Income	-298,946	-600,228	-301,282			
<u>Units</u>						
Vehicle Costs	495	2,164	1,669		1,669	22.9 %
Vehicle Replacement Fun	0	3,000	3,000		3,000	0.0 %
Rates	7,082	10,155	3,073		3,073	69.7 %
Electricity	159	650	491		491	24.4 %
Water	63	259	196		196	24.5 %
Rent	2,500	0	-2,500		-2,500	0.0 %

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Unit 1 Costs	0	17,250	17,250		17,250	0.0 %
Unit 2 Costs	2,227	10,400	8,173		8,173	21.4 %
Fuel	702	3,646	2,944		2,944	19.2 %
Training	0	4,000	4,000		4,000	0.0 %
Maintenance/Repairs	250	0	-250		-250	0.0 %
Cleaning	0	325	325		325	0.0 %
Units :- Expenditure	13,478	51,849	38,371	0	38,371	26.0 %
Miscellaneous Income	100	0	100			0.0 %
Units :- Income	100	0	100			
Net Expenditure over Income	13,378	51,849	38,471			
<u>Town Hall</u>						
Architect/Legal Fees	6,000	0	-6,000		-6,000	0.0 %
Rates	0	5,000	5,000		5,000	0.0 %
Gas	0	1,500	1,500		1,500	0.0 %
Electricity	1,018	1,000	-18		-18	101.8 %
Water	97	600	503		503	16.2 %
Rent	62	0	-62		-62	0.0 %
Maintenance/Repairs	0	5,000	5,000		5,000	0.0 %
Cleaning	0	5,000	5,000		5,000	0.0 %
Town Hall Equipment	0	500	500		500	0.0 %
Licences	70	2,600	2,530		2,530	2.7 %
Town Hall :- Expenditure	7,248	21,200	13,952	0	13,952	34.2 %
Lettings - Town Hall	325	5,000	-4,675			6.5 %
Town Hall :- Income	325	5,000	-4,675			6.5 %
Net Expenditure over Income	6,923	16,200	9,277			
<u>Heritage Lottery Fund</u>						
Heritage Lottery Expenditure	465,614	0	-465,614		-465,614	0.0 %
Heritage Lottery Fund :- Expenditure	465,614	0	-465,614	0	-465,614	
Heritage Lottery Income	245,673	0	245,673			0.0 %
Heritage Lottery Fund :- Income	245,673	0	245,673			
Net Expenditure over Income	219,941	0	-219,941			
<u>Old Fire Station</u>						
Architect/Legal Fees	0	1,040	1,040		1,040	0.0 %

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Rates	1,908	1,800	-108		-108	106.0 %
Gas	244	2,100	1,856		1,856	11.6 %
Electricity	1,022	2,500	1,478		1,478	40.9 %
Water	0	1,060	1,060		1,060	0.0 %
Maintenance/Repairs	437	3,000	2,563		2,563	14.6 %
Cleaning	1,048	6,000	4,952		4,952	17.5 %
OFS - Equipment	0	500	500		500	0.0 %
Misc. Expenditure	10	0	-10		-10	0.0 %
Old Fire Station :- Expenditure	4,669	18,000	13,331	0	13,331	25.9 %
Lettings - Old Fire Station	5,096	8,000	-2,904			63.7 %
Rental - Old Fire Station	-17	10,000	-10,017			-0.2 %
Old Fire Station :- Income	5,079	18,000	-12,921			28.2 %
Net Expenditure over Income	-410	0	410			
<u>9 Market Place</u>						
Rates	2,256	5,096	2,840		2,840	44.3 %
Electricity	498	520	22		22	95.8 %
Rent	6,000	12,000	6,000		6,000	50.0 %
Maintenance/Repairs	0	1,000	1,000		1,000	0.0 %
Cleaning	185	500	315		315	37.0 %
9 Market Place :- Expenditure	8,939	19,116	10,177	0	10,177	46.8 %
Net Expenditure over Income	8,939	19,116	10,177			
<u>Town Centre</u>						
Electricity	418	1,082	664		664	38.6 %
Maintenance/Repairs	0	271	271		271	0.0 %
Bus Shelters	0	541	541		541	0.0 %
War Memorial	0	541	541		541	0.0 %
Town Centre Equipment	402	541	139		139	74.3 %
Misc. Expenditure	0	541	541		541	0.0 %
SNC Toilets	8,000	5,410	-2,590		-2,590	147.9 %
Events Expenditure	476	0	-476		-476	0.0 %
Signs	0	541	541		541	0.0 %
Blooming Brackley	0	4,328	4,328		4,328	0.0 %
Market Expenses	0	541	541		541	0.0 %
Christmas Lights	12,766	20,800	8,034		8,034	61.4 %
Town Centre :- Expenditure	22,062	35,137	13,075	0	13,075	62.8 %
Lettings - Town Hall	84	0	84			0.0 %

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Fair Rights	0	3,000	-3,000			0.0 %
Friday Market	740	3,120	-2,380			23.7 %
Electricity Recharge	90	380	-290			23.7 %
Town Centre :- Income	914	6,500	-5,586			14.1 %
Net Expenditure over Income	21,148	28,637	7,489			
<u>Parks & Open Spaces</u>						
Rent	122	0	-122		-122	0.0 %
Maintenance/Repairs	24	0	-24		-24	0.0 %
Signs	601	3,000	2,399	2,399	2,399	20.0 %
Open Space Equipment & Repairs	12,631	15,000	2,369	2,369	2,369	84.2 %
Play Equip. Inspect/Security	0	2,208	2,208	2,208	2,208	0.0 %
St James' Lake	663	2,917	2,254	2,254	2,254	22.7 %
Fence Repairs	0	552	552	552	552	0.0 %
Litter/Dog Clearance	1,880	10,000	8,120	8,120	8,120	18.8 %
Open Spaces Rents	0	108	108	108	108	0.0 %
Ditches, Hedges & Trees	846	15,000	14,154	14,154	14,154	5.6 %
Biodiversity Works	2,225	0	-2,225	-2,225	-2,225	0.0 %
Grass Cutting	37,993	100,000	62,007	62,007	62,007	38.0 %
Footway Lighting	83	1,500	1,417	1,417	1,417	5.6 %
Parks & Open Spaces :- Expenditure	57,068	150,285	93,217	0	93,217	38.0 %
Miscellaneous Income	341	0	341			0.0 %
Angling Club	0	1,800	-1,800			0.0 %
Recharge for Services	0	1,103	-1,103			0.0 %
Allotments	120	120	0			100.0 %
Barrel Lines rent	5	0	5			0.0 %
Parks & Open Spaces :- Income	466	3,023	-2,557			15.4 %
Net Expenditure over Income	56,602	147,262	90,660			
<u>Cemetery</u>						
Rates	448	703	255		255	63.7 %
Water	21	271	250		250	7.9 %
Maintenance/Repairs	0	2,164	2,164		2,164	0.0 %
Misc. Expenditure	250	271	21		21	92.3 %
Cemetery :- Expenditure	719	3,409	2,690	0	2,690	21.1 %
Burials	10,572	12,000	-1,428			88.1 %
Memorials	750	3,246	-2,496			23.1 %
Cemetery :- Income	11,322	15,246	-3,924			74.3 %
Net Expenditure over Income	-10,603	-11,837	-1,234			

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Grants & Donations</u>						
S137 Grants	0	3,000	3,000		3,000	0.0 %
Other Grants	7,462	10,000	2,538		2,538	74.6 %
Youth Council	0	1,000	1,000		1,000	0.0 %
Grants & Donations :- Expenditure	7,462	14,000	6,538	0	6,538	53.3 %
Net Expenditure over Income	7,462	14,000	6,538			
<u>Civic</u>						
Mayor's Allowance	557	3,640	3,083		3,083	15.3 %
Civic Costs	3,246	5,406	2,160		2,160	60.0 %
Deputy Mayor's Allowance	0	364	364		364	0.0 %
Civic Regalia Maintenance	1,059	1,000	-59		-59	105.9 %
Civic :- Expenditure	4,862	10,410	5,548	0	5,548	46.7 %
Net Expenditure over Income	4,862	10,410	5,548			
<u>Events</u>						
Event costs	442	10,500	10,058		10,058	4.2 %
Events :- Expenditure	442	10,500	10,058	0	10,058	4.2 %
Net Expenditure over Income	442	10,500	10,058			
<u>Egerton Hall</u>						
Architect/Legal Fees	1,811	0	-1,811		-1,811	0.0 %
Rates	0	1,000	1,000		1,000	0.0 %
Gas	0	400	400		400	0.0 %
Electricity	0	400	400		400	0.0 %
Water	0	200	200		200	0.0 %
Maintenance/Repairs	0	500	500		500	0.0 %
Cleaning	0	500	500		500	0.0 %
Licences	0	500	500		500	0.0 %
Egerton Hall :- Expenditure	1,811	3,500	1,689	0	1,689	51.8 %
Lettings - Egerton Hall	0	1,200	-1,200			0.0 %
Egerton Hall :- Income	0	1,200	-1,200			0.0 %
Net Expenditure over Income	1,811	2,300	489			
<u>Developers Fund</u>						
S106	16,700	0	-16,700		-16,700	0.0 %
Developers Fund :- Expenditure	16,700	0	-16,700	0	-16,700	

Month No : 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
S106 income	55,959	0	55,959			0.0 %
CIL income	478	0	478			0.0 %
Developers Fund :- Income	<u>56,436</u>	<u>0</u>	<u>56,436</u>			
Net Expenditure over Income	<u>-39,736</u>	<u>0</u>	<u>39,736</u>			
