

BRACKLEY TOWN COUNCIL
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You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **19th November 2018** in the Civic Hall, Brackley Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

14th November 2018



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

335/18 APOLOGIES FOR ABSENCE

336/18 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.

337/18 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

338/18 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 15th October 2018.

339/18 MEMBERS REPORTS

340/18 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 8 in the sum of £327,268.12
- 2) Half yearly budget outturn.
- 3) Appoint a Councillor for November payments audit

341/18 SNVB REQUEST

The Committee is asked to consider the request for additional funding for the Brackley Area Volunteer Car service operated by SNVB. The Council had agreed a grant of £1250 pa for the current and next financial years however, SNVB has a shortfall in funding from NCC and Northamptonshire Community Foundation for these two financial years totalling £8000 (letter attached).

Members are asked how they wish to proceed.

342/18 DRAFT BUDGET FOR CONSULTATION

The Committee is asked to consider and approve the attached draft budget in order that members of the public can be consulted. Results of the consultation will be tabled at the next committee meeting enabling members to make a recommendation to Full Council in January.

343/18 MATTERS FOR DISCUSSION OR INFORMATION

Finance and Policy Committee

Minutes of the Finance and Policy Committee held on Monday 15th October 2018 in the Civic Hall, Brackley Town Hall, Brackley.

Present: Chair Cllr Cartmell, Cllr Baker, Bagot-Webb, Ross, Morrell, Waldron
P Wiltshire

Also Present: Cllr Sharps, Thompson & E Wiltshire

Officer: Deputy Town Clerk (A Moses)

287/18 APOLOGIES FOR ABSENCE

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

288/18 DECLARATIONS OF INTEREST

None

289/18 PUBLIC PARTICIPATION

None

290/18 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 17th September 2018.

291/18 MEMBERS REPORTS

None

292/18 FINANCE REPORTS

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

Receive for approval the List of Accounts 7 in the sum of £78,016.68

Cllr Baker was appointed to carry out the October payments audit

293/18 SECURITY FENCING – THE COMPOUND

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

Approve a request from the Direct Responsibilities and General Purposes Committee for a virement of £3600 from the Ditches Hedges and Trees budget heading to that for Fencing Repairs in order to meet the cost of security fencing at the Banbury Road compound area.

294/18 FUTURE CLEANING CONTRACT

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

Allow officers to invite Expressions of Interest in providing tenders for a cleaning contract for the Town Hall and Egerton Hall.

295/18 SNAST SUBSCRIPTION

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

Approved the cost of £20 be paid to SNAST.

296/18 MATTERS FOR DISCUSSION OR INFORMATION

The Deputy Clerk asked to be allowed to revisit the pricing policy for the BTC buildings and to bring this back to Council in November.

Meeting Closed: 20:58

Date:

Chairman:

**Authorise Payments - 2018
Month No 7**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
12/09/2018		426	✓	Stephanie Campbell	£ 50.25	£ -	£ 50.25		Office Stationary & Town Hall
12/09/2018		427	✓	TV Licensing	£ 150.50	£ -	£ 150.50		Town Hall - TV for Holiday Rental
14/09/2018		428	✓	Neopost	£ 150.00	£ -	£ 150.00		Post Top Up
17/09/2018		429	✓	Sally Munday-Webb	£ 39.00	£ -	£ 39.00		HLF - Strictly Georgian
20/09/2018		430	✓	Linda Carter	£ 3.98	£ -	£ 3.98		Town Hall - Batteries
20/09/2018		431	✓	Linda Carter	£ 6.50	£ -	£ 6.50		Expenses - Recorded Delivery Postage
20/09/2018		432	✓	Planning Portal	£ 251.00	£ -	£ 251.00		20 High Street - Planning Application - Change of use
20/09/2018		433	✓	Arnold Thomson	£ 250.00	£ -	£ 250.00		20 High Street - Professional Fees
21/09/2018		434	✓	Richard Horth	£ 7,000.00	£ -	£ 7,000.00		9 Market Place - Licence Fee
24/09/2018		435	✓	Sally Munday-Webb	£ 80.66	£ -	£ 80.66		HLF - Aluminium Enclosure & Archive Polyethylene Bags for Time Capsual in Town Hall
28/09/2018		436	✓	Stephanie Campbell	£ 88.87	£ -	£ 88.87		Town Hall - Civic Event 29/09/18 - Wine & Teaspoons
27/09/2018	1188	437	✓	Iron Forged Designs	£ 7,600.00	£ -	£ 7,600.00	351	Remainder of balance for Poppyfields Way Sculpture with Benches
14/09/2018		438	✓	Adam Jeskins (Heartstart)	£ 2,176.00	£ -	£ 2,176.00	451	Defibs & Cabinets for public toilets and veterinary centre
02/10/2018		439	✓	Sally Munday-Webb	£ 58.58	£ -	£ 58.58	252	HLF - Printing of Photographs for TH time capsual
02/10/2018		440	✓	Charwell & South Northants	£ 70.00	£ -	£ 70.00	501	Civic Lunch x 2 (Mayor) - 100 year anniversary end WW1
03/10/2018		441	✓	Linda Carter	£ 50.00	£ -	£ 50.00	251	Town Hall - 6 Water Carafe's
03/10/2018		442	✓	Linda Carter	£ 283.80	£ -	£ 283.80	301	30 Lanterns for Lantern Workshop on November
04/10/2018		443	✓	Brian Sharp	£ 88.65	£ -	£ 88.65		Travel Expenses
Online Payments									
11/09/2018	SN265398	444	✓	Office Furniture	£ 548.00	£ 109.60	£ 657.60	261	OFS - Room Divider
19/09/2018	1007085	445	✓	Dilne Xsign Ltd	£ 245.00	£ 49.00	£ 294.00	251	Town Hall - Commemorative Plaque
18/09/2018	1244	446	✓	Synergy	£ 450.00	£ -	£ 450.00	201	HLF - Town Hall & Flat - Commercial Energy Assessment
17/09/2018	0001465244	447	✓	Badgemaster	£ 44.05	£ 8.81	£ 52.86	151	10 x Staff Name Badges
10/09/2018	494-19-BTC	448	✓	Bloomers of Brackley	£ 100.00	£ 20.00	£ 120.00	252	HLF - Flowers arrangements for TH opening
06/09/2018	3530 AGF208	449	✓	Travis Perkins	£ 19.50	£ 3.90	£ 23.40	201	Towels
07/09/2018	OFO107258	450	✓	Office Furniture	£ 392.35	£ 78.47	£ 470.82	251	Town Hall - Office Desks
07/09/2018	180540	451	✓	Hazchem Safety	£ 82.44	£ 16.49	£ 98.93	151	Groundsman - 4 x Combat Trousers
10/09/2018	234935	452	✓	Broxap	£ 1,933.00	£ 386.60	£ 2,319.60	351	Lakeside Seat with fixings
10/09/2018		453	✓	Robert D Bowerman	£ 62.42	£ -	£ 62.42	151	Parking Permit - September - 3 spaces
10/09/2018	57562	454	✓	Savills	£ 2,750.00	£ -	£ 2,750.00	351	St James Lake (hinton Rd) - Rent 01/10/2018-30/09/2019
11/09/2018		455	✓	The Flower Pot	£ 50.00	£ -	£ 50.00	252	HLF - 2 x Flower Table Arrangements for TH opening
21/09/2018	244593	456	✓	Bee Tee Alarms	£ 535.50	£ 107.10	£ 642.60	201	Maintenance Fee CCTV System - 01/10/2018-30/09/2019
17/09/2018	362298	457	✓	George Browns	£ 27.92	£ 5.58	£ 33.50	351	Resin Solvent for Hedge Cutters
04/09/2018	4010359	458	✓	South Northants Council	£ 638.63	£ -	£ 638.63	351	Collection of Refuse Bins- Sept - Nov - 2 @ St James Lake / 1 @ Cemetery / 2 @ Unit 1
11/09/2018	9001227	459	✓	Fire Risk Pro	£ 1,617.00	£ 323.40	£ 1,940.40	251	Town Hall - Extinguisher Sets / Fire Blankets & Action Signs
04/09/2018	9001226	460	✓	PK Inprint Ltd	£ 350.00	£ 70.00	£ 420.00	251	Town Hall - Fire Risk Assessment & Report
17/09/2018	1011518	461	✓	Denmans	£ 329.17	£ -	£ 329.17	252	HLF - Stained Glass Window Brochures
20/09/2018	415851211	462	✓	Denmans	£ 8.44	£ 1.69	£ 10.13	351	Junction Box for drying Room Unit 2
20/09/2018	23332	463	✓	Royal Industrial Doors	£ 225.00	£ 45.00	£ 270.00	261	OFS - Maintenance to Doors
20/09/2018	23333	464	✓	Royal Industrial Doors	£ 195.00	£ 39.00	£ 234.00	201	Unit 1 & 2 - Maintenance to Doors
17/09/2018	29445	465	✓	Brinnick Locksmith & Security	£ 137.81	£ 27.56	£ 165.37	201	Locks / Keys & Key Safe
12/09/2018	3530 AGF415	466	✓	Travis Perkins	£ 41.64	£ 8.33	£ 49.97	201	20k bag Postcrete
21/09/2018	415854664	467	✓	Denmans	£ 175.95	£ 35.19	£ 211.14	201	Hand Dryer Heater - Unit 2
14/09/2018	88012	468	✓	Boxwood & Brass	£ 1,400.00	£ -	£ 1,400.00	252	HLF - Music / Orchester Strictly Georgian Event 14/09/18
14/09/2018	09035	469	✓	Forgotten Heritage	£ 2,900.00	£ -	£ 2,900.00	252	HLF - Exhibit Graphics - Photography Project
19/09/2018	231390	470	✓	Tudor Environmental	£ 441.51	£ 88.30	£ 529.81	201	Sprayer / Herbicide / Weedkiller etc
20/09/2018	0000266228	471	✓	Shaw & Sons	£ 87.00	£ 17.40	£ 104.40	151	Attendance Register
25/09/2018		472	✓	Old Fire Station	£ 48.00	£ -	£ 48.00	252	HLF - Cupcake for Official Opening 25/09/18
25/09/2018		473	✓	Old Fire Station	£ 252.00	£ 50.40	£ 302.40	252	HLF - Refreshments & 2 staff - Official Opening 11/09/18
23/09/2018	SB201802562	474	✓	PKF Littlejohn LLP	£ 2,400.00	£ 480.00	£ 2,880.00	151	Proff.Fees - Internal Audit year end March 2018
27/09/2018	39641	475	✓	Milton Keynes Garden Machinery	£ 1,332.00	£ 266.40	£ 1,598.40	351	Dog Waste Collection
20/09/2018	085565	476	✓	E-On	£ 83.37	£ 16.67	£ 100.04	301	Electric Street Lighting Maintenance July - Sept
19/09/2018	5026 AEB386	477	✓	Travis Perkins	£ 88.76	£ 17.75	£ 106.51	201	Timber for Drying Room
20/09/2018	3530 AGF728	478	✓	Travis Perkins	£ 18.90	£ 3.78	£ 22.68	201	3 x Pressed Slabs
30/09/2018	6630160753	479	✓	Lyreco	£ 281.86	£ 56.37	£ 338.23	151	Stationary
28/09/2018	1007124	480	✓	Dilne Xsign Ltd	£ 205.00	£ 41.00	£ 246.00	251	Town Hall - Commemorative Plaque Refurbishment
30/09/2018	87261	481	✓	Paragon Tool Hire	£ 481.00	£ 96.20	£ 577.20	301	Hire of 89 x Pedestrian Barriers 05/09/18 - 10/09/18 (Brackley Fair)

**Authorise Payments - 2018
Month No 7**

11/10/2018	4010515	482	✓	South Northants Council	£	60.94	£	60.94	351	Buckingham Road - Rent for OP2
28/09/2018	M001 OA	483	✓	British Telecom	£	28.54	£	5.71	151	Town Hall - Broadband 13/09/18 - 30/09/18
20/09/2018	7952	484	✓	M-Trac	£	231.40	£	46.28	201	Nuts Bolts & Spearhead Flials
02/10/2018	8569	485	✓	Healthmatic	£	494.17	£	98.83	261	OPS - Cleaning Services - Public Toilets - Sept-Oct
28/09/2018	0408	486	✓	Ingham Pinnock Associates	£	4,668.82	£	933.76	251	HLF - Town Hall Delivery Phase
29/09/2018	66181442	487	✓	PHS Group	£	17.51	£	3.50	201	Town Hall - 4 x Sanitary Bins & 1 Low Waste Bin Sept'18-March'19
02/10/2018	182973	488	✓	Hazchem Safety	£	17.05	£	3.41	201	Foam Cleaner & Bleach
11/10/2018	11114	489	✓	Microshade Business Consultant	£	378.74	£	75.75	151	Citrix Hosting Fee - September
30/09/2018	8375339	490	✓	Alternative Communications	£	45.68	£	9.14	151	Town Hall - Broadband & Alarm Lines
Salary/Tax & NI/Pension										
		491	✓	Salaries	£	16,887.23	£	-	23	Salary
		492	✓	Tax & NI	£	4,935.86	£	-	86	Tax & NI
		493	✓	Pension	£	6,946.50	£	-	50	Pension
Direct Debits										
		DDOCT01	✓	SGW Payroll	£	66.00	£	13.20	20	Payroll Costs - Month 6
		DDOCT02	✓	02	£	168.88	£	33.78	151	Mobile Phones - 6 x staff
13/09/2018	0000343327				£	74,323.33	£	3,693.95	68	
14/10/2018	11253159				£		£			

**Authorise Payments - November 2018
Month No 8**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Code	Analysis Description
					Payments Made Between Meetings				
10/10/2018		494	✓	Mark Morrell	£ 150.35	£ -	£ 150.35		Expenses
10/10/2018		495	✓	Alison Coomber	£ 268.41	£ -	£ 268.41		3 x Wifi Booster Systems - 1 for OFS & 2 for Town Hall
10/10/2018		496	✓	Mulberry Cottages	£ 250.00	£ -	£ 250.00		Holding funds
11/10/2018		497	✓	Brian Sharp	£ 49.48	£ -	£ 49.48		New keys for Unit (37.50) 2 x Shower Curtain for Drying Room (11.98)
12/10/2018		498	✓	Linda Carter	£ 50.00	£ -	£ 50.00		Town Hall - 2 Stockpots for kitchen
12/10/2018		499	✓	Alison Coomber	£ 54.48	£ -	£ 54.48		Town Hall - 5 Port Gigabit Desktop Switch
04/10/2018		500	✓	Fuel Genie	£ 304.03	£ 60.80	£ 364.83		Fuel - September
17/10/2018		501	✓	Brackley Players	£ 18.00	£ -	£ 18.00		Mayor x 2 tickets - Production Kick in the Baubles
17/10/2018		502	✓	Brackley European Association	£ 18.00	£ -	£ 18.00		Deputy Mayor - Dinner & Quiz
19/10/2018		503	✓	Sally Munday-Web	£ 4.10	£ -	£ 4.10		HLF - HTLAYLB - milk & tea bags
22/10/2018		504	✓	Linda Carter	£ 123.26	£ -	£ 123.26		TH - Suit Hangers & Garment Rail & Key fob
29/10/2018		505	✓	Brian Sharp	£ 12.50	£ -	£ 12.50		TH - Hob Cleaner & Key Cutting
29/10/2018		506	✓	Chris Hindson	£ 22.48	£ -	£ 22.48		9 Strand Parachute Cord
09/11/2018		507	✓	Fantastic Fireworks	£ 7,500.00	£ 1,500.00	£ 9,000.00		Community Fireworks 03/11/18
31/10/2018		508	✓	Neopost	£ 100.00	£ -	£ 100.00		Franking Machine - Post Top Up
02/11/2018		509	✓	Brian Sharp	£ 50.46	£ -	£ 50.46		Travel Expenses
01/11/2018		510	✓	Chris Hindson	£ 230.65	£ 46.11	£ 276.76		Telescopic Ladder / TV Ariel / Work Platform
31/10/2018		511	✓	Fuel Genie	£ 380.88	£ 76.16	£ 457.04		Fuel - October
08/11/2018		512	✓	Public Loan Board	£ 228,969.64	£ -	£ 228,969.64		OFS - Public Loan
09/11/2018		513	✓	George Surveys Ltd	£ 375.00	£ -	£ 375.00		20 High Street - Survey
05/11/2018		514	✓	S Campbell	£ 41.45	£ -	£ 41.45		Expenses - Cakes for Poppies Thank you Tea
08/11/2018		515	✓	PHS	£ 16.20	£ 3.24	£ 19.44		Credit on Inv 66275305
04/11/2018		516	✓	PHS	£ 16.20	£ 3.24	£ 19.44		Minimum charge for year
					Online payments				
10/10/2018	363113		✓	George Browns	£ 49.27	£ 9.86	£ 59.13		Nuts & Chain
08/10/2018	S0340403		✓	Blachere Illumination UK	£ 15,100.00	£ 3,020.00	£ 18,120.00		LED Lights & Installation on 14 Trees
03/10/2018	H1652C3C13		✓	E-ON	£ 63.78	£ 3.19	£ 66.97		Unit 2 - Electricity 02/09/18 - 02/10/18
02/10/2018	H1651AE85A		✓	E-ON	£ 211.66	£ 10.58	£ 222.24		Town Street Lighting - Electricity 01/07/18 - 30/09/18
06/10/2018	177845277/18		✓	Total Gas & Power	£ 342.69	£ 68.53	£ 411.22		Town Hall - Electricity 01/09/18 - 30/09/18
10/10/2018			✓	Robert D Bowerman	£ 62.42	£ -	£ 62.42	4218/151	Parking Space - October
15/10/2018	363268		✓	George Browns	£ 5.00	£ 1.00	£ 6.00		Nuts
11/10/2018	SN278693		✓	Office Furniture	£ 2,586.00	£ 517.20	£ 3,103.20		Town Hall - 12 Folding Tables - ON HOLD/IF NOT SORTED
11/10/2018	209883		✓	Linnell Bros	£ 213.52	£ 42.71	£ 256.23		Picket Panel Fencing
09/10/2018	Q013 2N		✓	British Telecom	£ 721.32	£ -	£ 721.32		Town Hall - Cloud Voice Package (Purchase of Equip. & Rental)
13/10/2018	9069758855		✓	Wave	£ 21.58	£ -	£ 21.58		Cemetery - Water charge - 16/07/2018-15/10/2018
18/10/2018	004/19/0189691		✓	Peac Finance	£ 299.00	£ 59.80	£ 358.80		Photocopier Rental
22/10/2018	3530 AGG931		✓	Travis Perkins	£ 28.92	£ 5.78	£ 34.70		Tee Hinge
22/10/2018	181017		✓	NIC	£ 96.00	£ -	£ 96.00		9 Market Place & OFS - Window Cleaning
28/10/2018	GP00464599		✓	BT	£ 34.90	£ 6.98	£ 41.88		TH - Broadband
18/10/2018	4010709		✓	SNC	£ 18,312.17	£ 3,662.43	£ 21,974.60		Landscape Recharge - July-Sept
16/10/2018	34258204		✓	WPS	£ 227.55	£ 27.30	£ 254.85		Commercial Combined Insurance
28/10/2018			✓	Kieran Sharps	£ 550.00	£ -	£ 550.00		Town Talk Delivery
31/10/2018	39649		✓	Milton Keynes Garden Machinery	£ 1,665.85	£ 333.17	£ 1,999.02		Dog Waste Collection
29/10/2018	INV05079		✓	Harlequin Press	£ 693.00	£ -	£ 693.00		Town Talk - Printing
01/10/2018	SLS-MAG452		✓	Schools Letting Solutions	£ 400.00	£ -	£ 400.00		Hire of St.Johns Site MCS - Community Fireworks
31/10/2018	313		✓	Iain Soden Heritage Services	£ 3,500.00	£ 700.00	£ 4,200.00		HLF - Looking after your listed building course
31/10/2018	363896		✓	George Browns	£ 109.26	£ 11.85	£ 121.11		Cyl Propane & Plant Supports
31/10/2018	186091		✓	Hazchem Safety	£ 41.66	£ 8.33	£ 49.99		5 Biohazard Body Fluid Spill Kit
31/10/2018	186090		✓	Hazchem Safety	£ 16.78	£ 3.36	£ 20.14		Multizorb Absorbent Spill Granules
31/10/2018	6630161737		✓	Lyreco	£ 131.99	£ 26.40	£ 158.39		Stationary
30/10/2018	66247199		✓	PHS Group	£ 16.20	£ 3.24	£ 19.44		9 Market Place - Sanitary Disposal 04/12/2018 - 03/12/2019

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
Full Council							
<u>101 Payroll</u>							
4000	Salaries - Office	115,285	227,878	112,593	112,593	50.6 %	
4010	PAYE/NI	34,513	21,200	-13,313	-13,313	162.8 %	
4015	Pensions	47,263	61,513	14,250	14,250	76.8 %	
4025	Payroll costs	569	1,200	631	631	47.4 %	
	Payroll :- Expenditure	197,630	311,791	114,161	0	114,161	63.4 %
	Net Expenditure over Income	197,630	311,791	114,161			
<u>151 General Administration</u>							
4050	Audit Fees	420	2,976	2,556	2,556	14.1 %	
4055	Architect/Legal Fees	7,065	5,410	-1,655	-1,655	130.6 %	
4060	Office Equipment	4,502	7,800	3,298	3,298	57.7 %	
4075	Travel	599	1,082	483	483	55.4 %	
4080	Subscriptions	4,407	4,869	462	462	90.5 %	
4085	Insurance/Health & Safety	12,582	16,000	3,418	3,418	78.6 %	
4090	Stationery	1,454	1,623	169	169	89.6 %	
4095	Postage	800	1,948	1,148	1,148	41.1 %	
4100	Telephones	2,755	4,000	1,245	1,245	68.9 %	
4105	Conferences & Training	1,484	2,500	1,017	1,017	59.3 %	
4110	Advertising & Publicity	8,476	3,000	-5,476	-5,476	282.5 %	
4115	Town Talk	3,250	6,292	3,042	3,042	51.7 %	
4120	Website	10,131	500	-9,631	-9,631	2026.3	
4125	Card Pay Terminal	0	500	500	500	0.0 %	
4218	Rent	375	0	-375	-375	0.0 %	
4250	Maintenance/Repairs	536	0	-536	-536	0.0 %	
4315	Misc. Expenditure	927	0	-927	-927	0.0 %	
	General Administration :- Expenditure	59,763	58,500	-1,263	0	-1,263	102.2 %
1076	Precept	658,728	658,728	0		100.0 %	
1090	Interest Received	969	0	969		0.0 %	
1100	Miscellaneous Income	383	0	383		0.0 %	
	General Administration :- Income	660,080	658,728	1,352		100.2 %	
	Net Expenditure over Income	-600,318	-600,228	90			
<u>201 Units</u>							
4200	Vehicle Costs	954	2,164	1,210	1,210	44.1 %	
4201	Vehicle Replacement Fun	0	3,000	3,000	3,000	0.0 %	

Month No : 8

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4210	Rates	7,082	10,155	3,073		3,073	69.7 %
4214	Electricity	403	650	247		247	62.0 %
4216	Water	135	259	124		124	51.9 %
4218	Rent	5,000	10,400	5,400		5,400	48.1 %
4220	Unit 1 Costs	523	0	-523		-523	0.0 %
4221	Unit 2 Costs	7,287	17,250	9,963		9,963	42.2 %
4225	Fuel	2,209	3,646	1,437		1,437	60.6 %
4230	Training	400	4,000	3,600		3,600	10.0 %
4250	Maintenance/Repairs	728	0	-728		-728	0.0 %
4265	Cleaning	0	325	325		325	0.0 %
4315	Misc. Expenditure	138	0	-138		-138	0.0 %
	Units :- Expenditure	<u>24,858</u>	<u>51,849</u>	<u>26,991</u>	<u>0</u>	<u>26,991</u>	<u>47.9 %</u>
1100	Miscellaneous Income	100	0	100			0.0 %
	Units :- Income	<u>100</u>	<u>0</u>	<u>100</u>			
	Net Expenditure over Income	<u>24,758</u>	<u>51,849</u>	<u>27,091</u>			
<u>251</u>	<u>Town Hall</u>						
4055	Architect/Legal Fees	11,085	0	-11,085		-11,085	0.0 %
4210	Rates	0	5,000	5,000		5,000	0.0 %
4212	Gas	383	1,500	1,117		1,117	25.5 %
4214	Electricity	2,155	1,000	-1,155		-1,155	215.5 %
4216	Water	195	600	405		405	32.5 %
4218	Rent	62	0	-62		-62	0.0 %
4250	Maintenance/Repairs	0	5,000	5,000		5,000	0.0 %
4265	Cleaning	0	5,000	5,000		5,000	0.0 %
4270	Town Hall Equipment	5,005	500	-4,505		-4,505	1001.0
4275	Licences	70	2,600	2,530		2,530	2.7 %
	Town Hall :- Expenditure	<u>18,955</u>	<u>21,200</u>	<u>2,245</u>	<u>0</u>	<u>2,245</u>	<u>89.4 %</u>
1250	Lettings - Town Hall	1,151	5,000	-3,849			23.0 %
	Town Hall :- Income	<u>1,151</u>	<u>5,000</u>	<u>-3,849</u>			<u>23.0 %</u>
	Net Expenditure over Income	<u>17,804</u>	<u>16,200</u>	<u>-1,604</u>			
<u>252</u>	<u>Heritage Lottery Fund</u>						
4285	Heritage Lottery Expenditure	957,925	0	-957,925		-957,925	0.0 %
	Heritage Lottery Fund :- Expenditure	<u>957,925</u>	<u>0</u>	<u>-957,925</u>	<u>0</u>	<u>-957,925</u>	
1270	Heritage Lottery Income	829,967	0	829,967			0.0 %
	Heritage Lottery Fund :- Income	<u>829,967</u>	<u>0</u>	<u>829,967</u>			
	Net Expenditure over Income	<u>127,958</u>	<u>0</u>	<u>-127,958</u>			

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>261</u> <u>Old Fire Station</u>						
4055 Architect/Legal Fees	0	1,040	1,040		1,040	0.0 %
4210 Rates	1,908	1,800	-108		-108	106.0 %
4212 Gas	261	2,100	1,839		1,839	12.4 %
4214 Electricity	3,102	2,500	-602		-602	124.1 %
4216 Water	0	1,060	1,060		1,060	0.0 %
4250 Maintenance/Repairs	1,168	3,000	1,832		1,832	38.9 %
4265 Cleaning	3,579	6,000	2,421		2,421	59.7 %
4290 OFS - Equipment	637	500	-137		-137	127.5 %
4298 OFS - PWLB Repayments	9,822	0	-9,822		-9,822	0.0 %
4315 Misc. Expenditure	10	0	-10		-10	0.0 %
Old Fire Station :- Expenditure	<u>20,488</u>	<u>18,000</u>	<u>-2,488</u>	<u>0</u>	<u>-2,488</u>	<u>113.8 %</u>
1260 Lettings - Old Fire Station	11,412	8,000	3,412			142.6 %
1261 Rental - Old Fire Station	-17	10,000	-10,017			-0.2 %
Old Fire Station :- Income	<u>11,395</u>	<u>18,000</u>	<u>-6,605</u>			<u>63.3 %</u>
Net Expenditure over Income	<u>9,093</u>	<u>0</u>	<u>-9,093</u>			
<u>271</u> <u>9 Market Place</u>						
4210 Rates	2,256	5,096	2,840		2,840	44.3 %
4214 Electricity	1,065	520	-545		-545	204.9 %
4218 Rent	6,000	12,000	6,000		6,000	50.0 %
4250 Maintenance/Repairs	0	1,000	1,000		1,000	0.0 %
4265 Cleaning	200	500	300		300	40.0 %
4275 Licences	7,379	0	-7,379		-7,379	0.0 %
9 Market Place :- Expenditure	<u>16,900</u>	<u>19,116</u>	<u>2,216</u>	<u>0</u>	<u>2,216</u>	<u>88.4 %</u>
Net Expenditure over Income	<u>16,900</u>	<u>19,116</u>	<u>2,216</u>			
<u>281</u> <u>20 High Street</u>						
4055 Architect/Legal Fees	250	0	-250		-250	0.0 %
20 High Street :- Expenditure	<u>250</u>	<u>0</u>	<u>-250</u>	<u>0</u>	<u>-250</u>	
Net Expenditure over Income	<u>250</u>	<u>0</u>	<u>-250</u>			
<u>301</u> <u>Town Centre</u>						
4214 Electricity	638	1,082	444		444	58.9 %
4250 Maintenance/Repairs	0	271	271		271	0.0 %
4300 Bus Shelters	0	541	541		541	0.0 %
4305 War Memorial	0	541	541		541	0.0 %

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4310 Town Centre Equipment	945	541	-404		-404	174.7 %
4315 Misc. Expenditure	0	541	541		541	0.0 %
4320 SNC Toilets	8,000	5,410	-2,590		-2,590	147.9 %
4325 Events Expenditure	1,732	0	-1,732		-1,732	0.0 %
4330 Signs	0	541	541		541	0.0 %
4335 Blooming Brackley	2,199	4,328	2,129		2,129	50.8 %
4340 Market Expenses	0	541	541		541	0.0 %
4345 Christmas Lights	13,050	20,800	7,750		7,750	62.7 %
4620 Biodiversity	435	0	-435		-435	0.0 %
Town Centre :- Expenditure	26,998	35,137	8,139	0	8,139	76.8 %
1250 Lettings - Town Hall	126	0	126			0.0 %
1300 Fair Rights	2,900	3,000	-100			96.7 %
1305 Friday Market	1,809	3,120	-1,311			58.0 %
1310 Electricity Recharge	185	380	-195			48.7 %
Town Centre :- Income	5,020	6,500	-1,480			77.2 %
Net Expenditure over Income	21,978	28,637	6,659			
351 Parks & Open Spaces						
4055 Architect/Legal Fees	900	0	-900		-900	0.0 %
4218 Rent	2,933	0	-2,933		-2,933	0.0 %
4250 Maintenance/Repairs	17,831	0	-17,831		-17,831	0.0 %
4315 Misc. Expenditure	1,143	0	-1,143		-1,143	0.0 %
4330 Signs	601	3,000	2,399		2,399	20.0 %
4350 Open Space Equipment & Repairs	25,719	15,000	-10,719		-10,719	171.5 %
4355 Play Equip. Inspect/Security	927	2,208	1,281		1,281	42.0 %
4375 St James' Lake	13,918	2,917	-11,001		-11,001	477.2 %
4380 Fence Repairs	0	552	552		552	0.0 %
4385 Litter/Dog Clearance	8,239	10,000	1,761		1,761	82.4 %
4390 Open Spaces Rents	0	108	108		108	0.0 %
4395 Ditches, Hedges & Trees	1,381	15,000	13,619		13,619	9.2 %
4396 Biodiversity Works	3,890	0	-3,890		-3,890	0.0 %
4400 Grass Cutting	37,993	100,000	62,007		62,007	38.0 %
4410 Footway Lighting	167	1,500	1,333		1,333	11.1 %
Parks & Open Spaces :- Expenditure	115,643	150,285	34,642	0	34,642	76.9 %
1100 Miscellaneous Income	1,004	0	1,004			0.0 %
1355 Angling Club	0	1,800	-1,800			0.0 %
1360 Rent OP2	-61	0	-61			0.0 %
1365 Recharge for Services	0	1,103	-1,103			0.0 %
1370 Allotments	120	120	0			100.0 %

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1375 Barrel Lines rent	5	0	5			0.0 %
Parks & Open Spaces :- Income	<u>1,068</u>	<u>3,023</u>	<u>-1,955</u>			<u>35.3 %</u>
Net Expenditure over Income	<u>114,576</u>	<u>147,262</u>	<u>32,686</u>			
401 Cemetery						
4210 Rates	448	703	255		255	63.7 %
4216 Water	42	271	229		229	15.5 %
4250 Maintenance/Repairs	0	2,164	2,164		2,164	0.0 %
4315 Misc. Expenditure	250	271	21		21	92.3 %
Cemetery :- Expenditure	<u>740</u>	<u>3,409</u>	<u>2,669</u>	<u>0</u>	<u>2,669</u>	<u>21.7 %</u>
1400 Burials	15,397	12,000	3,397			128.3 %
1405 Memorials	1,775	3,246	-1,471			54.7 %
Cemetery :- Income	<u>17,172</u>	<u>15,246</u>	<u>1,926</u>			<u>112.6 %</u>
Net Expenditure over Income	<u>-16,432</u>	<u>-11,837</u>	<u>4,595</u>			
451 Grants & Donations						
4315 Misc. Expenditure	2,176	0	-2,176		-2,176	0.0 %
4450 S137 Grants	20	3,000	2,980		2,980	0.7 %
4455 Other Grants	7,962	10,000	2,038		2,038	79.6 %
4460 Youth Council	0	1,000	1,000		1,000	0.0 %
Grants & Donations :- Expenditure	<u>10,158</u>	<u>14,000</u>	<u>3,842</u>	<u>0</u>	<u>3,842</u>	<u>72.6 %</u>
1455 Donations Received	2,500	0	2,500			0.0 %
Grants & Donations :- Income	<u>2,500</u>	<u>0</u>	<u>2,500</u>			
Net Expenditure over Income	<u>7,658</u>	<u>14,000</u>	<u>6,342</u>			
501 Civic						
4500 Mayor's Allowance	1,003	3,640	2,637		2,637	27.6 %
4505 Civic Functions	70	0	-70		-70	0.0 %
4510 Civic Costs	2,079	5,406	3,327		3,327	38.5 %
4520 Deputy Mayor's Allowance	59	364	305		305	16.2 %
4525 Civic Regalia Maintenance	1,059	1,000	-59		-59	105.9 %
Civic :- Expenditure	<u>4,269</u>	<u>10,410</u>	<u>6,141</u>	<u>0</u>	<u>6,141</u>	<u>41.0 %</u>
Net Expenditure over Income	<u>4,269</u>	<u>10,410</u>	<u>6,141</u>			

Month No : 8

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>601</u> <u>Events</u>						
4550 Event costs	3,835	10,500	6,665		6,665	36.5 %
Events :- Expenditure	<u>3,835</u>	<u>10,500</u>	<u>6,665</u>	<u>0</u>	<u>6,665</u>	<u>36.5 %</u>
Net Expenditure over Income	<u>3,835</u>	<u>10,500</u>	<u>6,665</u>			
<u>701</u> <u>Egerton Hall</u>						
4055 Architect/Legal Fees	1,811	0	-1,811		-1,811	0.0 %
4210 Rates	0	1,000	1,000		1,000	0.0 %
4212 Gas	0	400	400		400	0.0 %
4214 Electricity	0	400	400		400	0.0 %
4216 Water	0	200	200		200	0.0 %
4250 Maintenance/Repairs	0	500	500		500	0.0 %
4265 Cleaning	0	500	500		500	0.0 %
4275 Licences	0	500	500		500	0.0 %
Egerton Hall :- Expenditure	<u>1,811</u>	<u>3,500</u>	<u>1,689</u>	<u>0</u>	<u>1,689</u>	<u>51.8 %</u>
1100 Miscellaneous Income	2,205	0	2,205			0.0 %
1255 Lettings - Egerton Hall	0	1,200	-1,200			0.0 %
Egerton Hall :- Income	<u>2,205</u>	<u>1,200</u>	<u>1,005</u>			<u>183.7 %</u>
Net Expenditure over Income	<u>-393</u>	<u>2,300</u>	<u>2,693</u>			
<u>801</u> <u>Developers Fund</u>						
4600 S106	31,900	0	-31,900		-31,900	0.0 %
Developers Fund :- Expenditure	<u>31,900</u>	<u>0</u>	<u>-31,900</u>	<u>0</u>	<u>-31,900</u>	
1100 Miscellaneous Income	350,420	0	350,420			0.0 %
1600 S106 income	62,996	0	62,996			0.0 %
1610 CIL income	1,231	0	1,231			0.0 %
Developers Fund :- Income	<u>414,648</u>	<u>0</u>	<u>414,648</u>			
Net Expenditure over Income	<u>-382,748</u>	<u>0</u>	<u>382,748</u>			
Full Council :- Expenditure	<u>1,492,124</u>	<u>707,697</u>	<u>-784,427</u>	<u>0</u>	<u>-784,427</u>	<u>210.8 %</u>
Income	<u>1,945,306</u>	<u>707,697</u>	<u>1,237,609</u>			<u>274.9 %</u>
Net Expenditure over Income	<u>-453,182</u>	<u>0</u>	<u>453,182</u>			

**Volunteer Centre
Whittons Lane
Towcester
NN12 6YZ**

**Tel. 01327 358264
Fax. 01327 358428**

Volunteer Centre
Market House Courtyard
Brackley
NN13 7AB

Tel. 01280 341250
Fax. 01280 704284

31 OCT 2018



info@snvb.org.uk

Linda Carter FSLCC
Town Clerk

Brackley Town Council
9 Market Place
Brackley
Northamptonshire NN13 7AB

Dear Linda

Brackley Area Volunteer Car Service (BAVCS)

I write in connection with the above community transport scheme which SNVB manages.

BAVCS provides a convenient, cost-effective, door-to-door transport solution to 400 local residents with an average age of 84. 37 Volunteer car drivers, managed and safeguarded with DBS (formerly CRB) checks through SNVB provide this service; waiting at the appointment to bring the passenger back home. The benefits for passengers are a bespoke "on-call/demand" service; providing independence from expensive and irregular public transport; a friendly local driver; a safeguarded and managed scheme, and a friendly and efficient administrator. The benefits to volunteers themselves are also incalculable including companionship; meeting new friends; increased confidence and social skills, and a strong sense of community and achievement.

Year on year, BAVCS is seeing an increase in miles travelled and our annual evaluation surveys underline the importance of the service, often quoted as a "lifeline" for passengers. This is especially important within the current economic climate; the reduction in public transport options, and the rising cost of travel generally.

Brackley Town Council awarded a community grant of £1,250pa for BAVCS for the fiscal years 2018/19 and 2019/20 for which we are very grateful. This award was based on our application as a contribution to the total cost of providing the service as set out below

Item/Activity	Cost £
Staff pay and on costs	15,136
Marketing costs for new drivers & customers	800
DBS checks (formerly CRB)	425
Office costs	2,315
Management costs	1,850
Premises rent & upkeep	2,825
Total	23,351

Supported by

The passengers pay an annual membership fee of £25, which generates circa £9,500 revenue and these monies are used towards staff pay and on costs. SNVB plans to sustain this project in the long term through the continuation of the annual membership fee and grant applications.

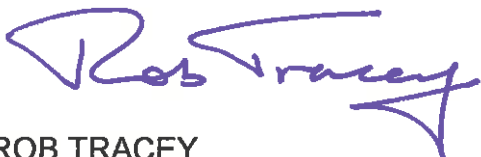
As part of our 2018/19 budget we have been successful with a grant from South Northamptonshire Council of £7,976 , but because of the financial difficulties at Northamptonshire County Council (NCC) and the knock on effect of that to the Northamptonshire Community Foundation (NCF) , we have not received any funding from those 2 bodies. We have received £2,652 pa and a minimum of £3,000pa respectively from them over the last years. I had anticipated that NCC may reduce their grant and had planned on £1,000 from them in my forecast.

We therefore are facing a funding shortfall of £4,000 for 2018/19 and a repeat of that for 2019/20.

Bearing in mind the aforementioned key challenge, BAVCS will continue to be an essential and increasingly needed service. This service will enable older people to remain in their own homes for longer, living as independent a life as possible; in turn reducing the financial pressures on health and social care services.

* I would like to ask the Brackley Town councillors if they would consider awarding an additional grant for this service, towards the funding gap highlighted, thus enabling SNVB to continue helping the existing and future car service passengers.

Yours sincerely



ROB TRACEY
Chief Executive

	<u>2018-19</u>	<u>2019-20</u>
101 Payroll		
4002 Salaries	270950	382727
4010 PAYE/NI	22100	33100
4015 Pensions	71676	104520
4025 Payroll Costs	1200	1500
Gross Expenditure		521847
S106 Contribution		130000
101 Net Expenditure	365926	391847
151 General Administration		
4050 Audit Fees	2976	3095
4055 Architect/Legal Fees	5410	5000
4060 Office Equipment & Support	7800	8500
4065 Election Expenses		7000
4075 Travel	1082	1125
4080 Subscriptions	4869	5000
4085 Insurance/Health & Safety	16000	16000
4090 Stationery	1623	1700
4095 Postage	1948	2000
4100 Telephones	4000	4000
4105 Conferences & Training	2500	2500
4110 Advertising & Publicity	3000	3000
4115 Newsletter	6292	7000
4120 Website & Town App	500	3300
Card Pay terminal	500	500
151 Net Expenditure	58499	69720
201 Depot		
4200 Vehicle Costs	2164	4751
4201 Vehicle Replacement Fund	3000	44000
4210 Rates	10155	9000
4212 Gas	0	0
4214 Electricity	650	650
4216 Water	259	269
Additional Unit Rent	10000	10000
Additional Unit Costs	400	400
4220 Equipment & Unit Repairs	5250	5000
4225 Fuel	3646	6300
4230 Training	4000	4000
4265 Cleaning	325	350
Gross Expenditure	39849	84720
S106 Contribution		46000
201 Net Expenditure		38720

	<u>2018-19</u>	<u>2019-20</u>
251 Town Hall		
4210 Rates	5000	5000
4212 Gas	1500	2100
4214 Electricity	1000	3000
4216 Water	600	1100
4250 Maintenance/Repairs	5000	15000
4255 Internal Decoration	0	5000
4265 Cleaning	5000	5000
4270 Town Hall Equipment	500	500
4275 Licences	2600	2700
4315 Temp Relocation & storage costs	0	0
		Contr to res
Gross Expenditure	21200	39400
1100 Miscellaneous		
1250 Lettings & Rental	5000	25000
251 Net Expenditure	16200	14400
261 Fire Station		
4055 Architect/Legal Fees	1040	1000
4210 Rates	1800	2000
4214 Electricity	2500	3500
4216 Water	1060	1000
4212 Gas	2100	1100
4290 Equipment	500	500
4250 Maintenance/Repairs	3000	3000
4315 Miscellaneous Expenditure	0	0
4330 Signs/cleaning	6000	6000
4275 Licences		
Gross Expenditure	18000	18100
Rental	10000	10000
Lettings	8000	8000
261 Net Expenditure	0	100
271 Market Place		
Rent	12000	13500
High Street		
4210 Rates	5096	5300
Utilities	520	3000
4250 Maintenance & Repair	1000	1500
4265 Cleaning	500	500
271 Net Expenditure	19116	23800

	<u>2018-19</u>	<u>2019-20</u>
301 Town Centre		
4055 Architect/Legal fees	0	0
4214 Electricity	1082	1125
4250 Maintenance	271	250
4300 Bus Shelters	541	500
4310 Town Centre Equipment	541	500
4315 Miscellaneous Expenditure	541	0
4320 SNC Toilets	5410	4000
4330 Signs	541	1000
4335 Blooming Brackley	4328	4500
4340 Market Expenses	541	500
4305 War Memorial	541	500
Christmas Lights	20800	20000
Gross Expenditure	35137	32875
1300 Fair Rights	2900	3000
1305 Market Rents	3120	3000
1310 Electricity Recharge	380	380
301 Net Expenditure	28737	26495
351 Parks & Open Spaces		
4055 Architect/Legal Fees		
4330 Signs	3000	3000
4350 Open Space Equipment/Repairs	15000	50500
4355 Play Equipment Inspect/Safety	2208	5796
4375 St James' Lake	2917	3000
4380 Fence Repairs	552	1000
4385 Litter/Dog clearance	10000	20000
4390 Open Spaces Rents	108	120
4395 Ditches, Hedges & Trees	15000	16000
4400 Grass Cutting	75000	90000
4410 Footway lighting	1500	1500
Purchase of Waste Bins		
Overhead Expenditure	125285	190916
1100 Angling Club	1800	1800
1355 Recharge for Services	1103	1250
1365 Allotments	120	120
Gross Expenditure	122261	187746
S106 Contribution		37000
351 Net Expenditure		150746

		<u>2018-19</u>	<u>2019-20</u>
401 Cemetery	4210 Rates	703	700
	4210 Water	271	250
	4216 Miscellaneous Expenditure	271	250
	4250 Maintenance/Repairs		2000
	4315 Transfer of Allotments	0	0
	4220 Maintenance & Equipment	2164	2000
	Overhead Expenditure	3408	5200
	1400 Burials	12000	30000
	Bench Sales	0	0
	Memorials	3246	3300
	401 Net Expenditure	-11838	-28100
451 Grants & D	4450 s137 Grants	3000	3000
	4455 Other Grants	10000	11000
	4460 Youth Council	1000	1000
	Overhead Expenditure	14000	15000
	1450 Grants Received		
	Donations Received		
	451 Net Expenditure	14000	15000
501 Civic	4500 Mayor's Allowance	3640	3800
	4505 Civic Functions	3408	
	4510 Civic Expenses	2000	5800
	4520 Deputy Mayor's Allowance	364	380
	4525 Civic Regalia Maintenance	1000	1000
	Overhead Expenditure	10412	10980
	501 Net Expenditure	10412	10980
601 Events	Events Expenditure	10500	9000
	Events Income	0	0
	601 Net Expenditure	10500	9000
701 Egerton Ha	4210 Rates	1000	10000
	Utilities	1000	3000
	4250 Maintenance & Repair	500	500
	4265 Cleaning	500	3000
	4275 Licences	500	1000

	<u>2018-19</u>	<u>2019-20</u>
Overhead expenditure	3500	17500
1250 Lettings	1000	10000
1100 Miscellaneous Income	200	200
701 Net Expenditure	2300	7300

Precept Calculation

Budgeted Expenditure	636114	1039058
Budgeted Income	48869	309050
Budget deficit	587244	730008
Precept Requirement	£658,728	760008
Contribution to/from general reserves	-71484	-30000 To Gen Res
Band D taxbase of 5245.9 properties	£125.57	£140.74 Tax Base of 5400