

**BRACKLEY TOWN COUNCIL**  
20 High Street, Brackley, Northants, NN13 7DS  
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[www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)  
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To: Cllrs Bagot-Webb, Butler, Cartmell, Judd, Nash, Sharps, Thompson, Tiller, Weaver, P  
Wiltshire and Young

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 15 November 2021**, following on from Direct Responsibilities at Brackley Town Hall, Market Place, Brackley, NN13 7AB.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting. Please email [town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk) if you require further assistance.

10 November 2021



Town Clerk

## **AGENDA**

### ***Members of the press and public are invited to attend***

#### **275/21 Apologies for absence**

Members are asked to receive and approve apologies.

#### **276/21 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.

#### **277/21 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. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

#### **278/21 Approval of minutes**

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 18 October 2021.

#### **279/21 Finance reports**

To receive for approval:

- a) List of Accounts for October in the sum of £131,498.04
- b) Reconciliation Sheet for October 2021
- c) Balance Sheet for October 2021

**280/21 Review and approve the following policies - attached**

**RECOMMENDATION:** that the following policies are approved and adopted  
Allowances and Expenses Policy

**281/21 Draft Budget 2022-23**

The draft budget will be brought to the next meeting in December as we have not received the tax base number yet.

**282/21 Tikspac Dog Waste Bags**

The bags were being sponsored but we have used up our allocation. Do we want to continue at a cost of £203 + VAT a month (3 boxes)?

Members' instruction is requested.

**283/21 Matters for discussion or information**

Minutes of the **Finance and Policy Committee** held on **Monday 18 October 2021** at Brackley Town Hall, Market Place, Brackley, NN13 7AB.

Present: Cllrs Bagot Webb, Cartmell, Judd, Nash, Sharps, Thompson, Tiller, Weaver, P Wiltshire and Young

Officers: Town Clerk (A Moses)

**232/21 Election of Chair**

On the proposition of Cllr Sharps it was **RESOLVED** that Cllr K Nash is elected as Chair of the Finance and Policy Committee  
Cllr Nash took over the meeting as Chairman

**233/21 Election of Vice Chair**

On the proposition of Cllr Nash, it was **RESOLVED** that:  
Cllr Sharps is elected as Vice Chair

**234/21 Apologies for absence**

Apologies were received from Cllr Butler and Young

**235/21 Declarations of interest**

None

**236/21 Public participation**

None

**237/21 Approval of minutes**

On the proposition of Cllr Tiller it was **RESOLVED** to:  
Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 20 September 2021.

**238/21 Finance reports**

On the proposition of Cllr Bagot-Webb it was **RESOLVED** to:  
Receive and approval:

- a) List of Accounts for October in the sum of £31,534.26 (salaries not included – will be added to next month)
- b) Reconciliation Sheet for September 2021
- c) Balance Sheet for September 2021

**239/21 Review and approve the following policies**

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

Approved and adopted the following policy:

Freedom of Information Act Publication Scheme

The Co-Option Policy & Procedure will be brought back to the next meeting

**240/21 Review of Charges 2022**

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

Approve the charges for all Brackley Town Council venues/facilities and cemeteries with effect from 1 April 2022.

**241/21 Internal Auditor's First Interim Report**

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

Receive the Internal Auditor's report with the recommended action to increase the Fidelity Insurance with WPS Insurance.

**242/21 Half Year Outturn**

Councillors noted the Accounting report for the half year showing spend against budget.

**243/21 Matters for discussion or information**

Over the next few months officers will try different layouts of the chamber.

Meeting closed at 20:50

Signed:

Dated:

Purchase Ledger for Month No 6

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
20/08/2021	353		STAFF	STAFF	55.57	0.00	55.57	4500	501	46.57	Teddy Bear Pic Expenses
19/08/2021	354		STAFF					4515	501	9.00	Travel to Towcester
17/08/2021	82798	355	HORIZON TELECOM		123.75	0.00	123.75	4075	151	123.75	Travel M Stopps
23/08/2021	356		HM LAND REGISTRY		482.00	96.40	578.40	4060	151	482.00	New PC for Office
18/08/2021	215355A	357	CLUEDUPPGAMES		6.00	0.00	6.00	4315	151	6.00	Land Registry Search
01/07/2021	2103	358	MEISTER		1,530.00	306.00	1,836.00	4550	601	1,530.00	Online Gaming
17/08/2021	2107241865	359	CURRYS		3,277.50	0.00	3,277.50	4218	201	3,277.50	Rent Unit 2 July-Sept
17/08/2021	203056-1	360	SLCC		315.00	63.00	378.00	4270	270	315.00	Hob - The Loft
18/08/2021	U002375469	DDSEP01	PENINSULA BUSINESS		45.00	9.00	54.00	4105	151	45.00	Traing Seminar - A.Moses
19/08/2021	361		ROYAL		18.00	3.60	21.60	4085	151	18.00	Hr Services
17/08/2021	121235211	362	AMAZON		4.85	0.00	4.85	4200	201	4.85	Postage - Return Parcel
17/08/2021	125085871	363	AMAZON		8.14	1.63	9.77	4087	201	8.14	PPE
17/08/2021	400389845	364	AMAZON		13.17	2.63	15.80	4250	401	13.17	Artificial Grass - Cemetery
16/08/2021	1BYJMMAEUI	365	AMAZON		17.85	0.00	17.85	4087	201	17.85	Gauze Dressings
16/08/2021	125875511	366	AMAZON		84.79	16.97	101.76	4060	151	84.79	Laminator
16/08/2021	133774708	367	AMAZON		5.25	1.05	6.30	4060	151	5.25	3 x Packs Batteries
06/08/2021	172371851	368	AMAZON		17.91	3.58	21.49	4087	201	17.91	Thermal Gloves
08/08/2021	1124431795	369	AMAZON		220.40	44.00	264.40	4385	351	220.40	20 Bag Hoops Litter Pick
24/08/2021	370		HUNN		72.85	14.60	87.45	4385	351	72.85	Litter Picker Grabber x 4
24/08/2021	8542	371	MIDLAND ENTERTAINMEN		22.80	0.00	22.80	4265	270	22.80	Cleaning Products - The Loft
17/08/2021	22054	372	AMBIVENT		775.00	155.00	930.00	4550	601	775.00	Circus Avago - Party in Park
23/08/2021	IN0144904	373	TUDOR		1,998.00	399.60	2,397.60	4250	251	1,998.00	Resite Water Heater TH
23/08/2021	1189576171	374	SCREWFIX		179.83	35.97	215.80	4200	201	149.58	Vehicle Costs
23/08/2021	1189576198	375	SCREWFIX		121.19	24.22	145.41	4251	201	30.25	Canes - Lantern Workshops
21/08/2021	2021049128	376	QUADIENT FINANCE		79.53	15.90	95.43	4251	201	121.19	Sander & sanding discs/gripfil
24/08/2021	377		BRACKLEY COBBLERS		60.94	12.19	73.13	4095	151	79.53	Brackets
					6.00	0.00	6.00	4270	251	60.94	Franking Machine Maint Sep-Dec
										6.00	New Key for Sound Monitor TH

Purchase Ledger for Month No 6

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
25/08/2021	509221297	378	WPS	WPS99001	28.00	0.00	28.00	4086	201	28.00	Ins.Tractor Demo
19/08/2021	W524580	379	PLASTIC BOX	PLA99001	26.50	5.30	31.80	4090	151	26.50	Storage Boxes Stationary Cupboa
20/08/2021	209904	380	RVS	RVS	260.17	52.04	312.21	4060	151	260.17	Photocopier copies
31/07/2021	86044	381	SOUTHAM AGRICULTURAL	SOU99001	39.15	7.83	46.98	4200	201	39.15	Right Hand Mirror for Mule
24/08/2021	245370790/21	DDSEP02	TGP	TOT99001	190.51	38.10	228.61	4214	261	190.51	Electric OFS July
11/08/2021	8845	383	M-TRAC	M-TRAC	535.00	107.00	642.00	4200	201	535.00	Mule Replace Heater
24/08/2021	1256881	384	WICKSTEED	WICK	207.23	41.45	248.68	4355	351	207.23	Cradle Seat & Chain Playequipm
25/08/2021	385	385	CO-OP	CO99001	3.00	0.00	3.00	4265	201	3.00	Washing Powder
26/08/2021	W21/2060	386	WOODBERRY	WOO99001	935.00	187.00	1,122.00	4315	151	935.00	Memorial Bench
18/05/2021	424000104566	387	WNC	WNC99001	-227.50	0.00	-227.50	4385	351	-227.50	Credit Bin Collect Town Park
26/08/2021	424000312167	388	WNC	WNC99001	807.32	0.00	807.32	4385	351	807.32	Refuge Collect Sept-Dec
26/08/2021	424000312154	389	WNC	WNC99001	807.32	0.00	807.32	4385	351	807.32	Refuge collect June- Sept
26/08/2021	424000312222	390	WNC	WNC99001	-1,144.00	0.00	-1,144.00	4385	351	-1,144.00	Credit Refuge collect June-Sep
18/08/2021	30083	391	INFINITE	INF99001	108.25	21.67	129.92	4060	151	108.25	Stationary
19/08/2021	16.0	392	WADE	WAD99001	89.25	0.00	89.25	4365	251	89.25	Security TH Booking
17/08/2021	20210231	393	VENTA ACOUSTICS	VEN99001	340.00	68.00	408.00	4055	351	340.00	Acoustic Consult Skate Park
								323		-340.00	Acoustic Consult Skate Park
19/08/2021	136058191	394	AMAZON	AMA99001	20.68	4.12	24.80	4550	601	20.68	Acoustic Consult Skate Park
10/08/2021	395	395	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	Tie Wraps
10/07/2021	396	396	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	Hire 2 x Parking Space August
25/08/2021	004/22/0092700	DDSEP03	PEAC	PEA99001	323.33	64.67	388.00	4060	151	323.33	Hire 2 x Parking Space July
05/08/2021	165	397	HUNN	HUN99001	186.78	0.00	186.78	4265	270	186.78	Photocopier Rental Sept-Dec'21
05/08/2021	167	398	HUNN	HUN99001	260.00	0.00	260.00	4265	270	260.00	Cleaning Loft July
11/09/2021	14973	399	MICROSHADE	MIC99001	602.15	120.43	722.58	4060	151	602.15	Cleaning Loft August
05/09/2021	9439361	400	WAVE	WAV99001	60.93	0.00	60.93	4216	201	60.93	Citrix Hosting Fee
07/09/2021	30142	401	INFINITE	INF99001	20.43	4.09	24.52	4060	151	20.43	Water Unit
02/09/2021	30117	402	INFINITE	INF99001	74.40	14.88	89.28	4270	701	24.80	Stationary
								4270	251	24.80	Toilet Rolls EH TH OFS

Purchase Ledger for Month No 6

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/08/2021	166527	403	HYDRAMEX	HYD001	172.98	34.60	207.58	4270	261	24.80	Toilet Rolls EH TH OFS
								4200	201	147.48	vehicle costs
								4251	201	25.50	Tools
31/08/2021	309320	404	GEORGE	GEO99002	29.41	5.88	35.29	4200	201	29.41	Twist Lock & Cover
19/08/2021	9901643951	405	AMAZON	AMA99001	24.92	4.98	29.90	4270	701	24.92	Fly Killer Light Bulb
20/08/2021	138443182	406	AMAZON	AMA99001	62.49	12.50	74.99	4270	281	62.49	Paper Shredder
31/08/2021	S100001821	407	LINNELL	LIN	797.48	159.50	956.98	4350	351	797.48	Timber Humphries Drive Park
31/08/2021	S100001822	408	LINNELL	LIN	8.62	1.72	10.34	4350	351	8.62	Timber Humphries Park Fence
26/08/2021	113756691	409	AMAZON	AMA99001	7.49	1.50	8.99	4087	201	7.49	Thermal Gloves
06/09/2021	U002406429	DDSEP04	PENINSULA BUSINESS	PEN99001	155.93	29.45	185.38	4085	151	155.93	HR
25/08/2021	145488171	410	AMAZON	AMA99001	9.49	1.90	11.39	4200	201	9.49	webbing Strap Tape
25/08/2021	GB1JGWIAEUI	411	AMAZON	AMA99001	54.55	10.91	65.46	4270	270	54.55	Steam Cleaner for the Loft
20/08/2021	135393941A	412	AMAZON	AMA99001	70.01	13.99	84.00	4550	601	70.01	Display Boards
20/08/2021	103256248	DDSEP05	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
05/09/2021	245664700/21	DDSEP06	TGP	TOT99001	145.12	7.26	152.38	4212	251	145.12	Gas TH August
05/09/2021	24557199/21	DDSEP07	TGP	TOT99001	83.86	4.20	88.06	4212	261	83.86	Gas OFS June & July
06/09/2021	300	413	HI-TECH	HIT99001	28,172.29	5,634.46	33,806.75	4320	301	28,172.29	50% Toilet Refurb Town Centre
								332		-28,172.29	50% Toilet Refurb Town Centre
06/09/2021	210918	414	RAG N ROLL	RAG99001	60.00	0.00	60.00	4550	601	60.00	Band for Music in the Park
23/08/2021	012234	415	EVENTS INDUSTRY FORU	EVE99001	25.00	5.00	30.00	4080	151	25.00	Subscription -The Purple Guide
30/08/2021	98486621	DDSEP08	O2	O299001	134.59	26.92	161.51	4100	201	134.59	Grounds Mobile Phones
26/08/2021	11090526557	416	SCREWFIX	SCR99001	10.83	2.16	12.99	4251	201	10.83	Gript
22/08/2021	9386174	418	WAVE	WAV99001	20.86	0.00	20.86	4216	701	20.86	Water EH
01/09/2021	11085	419	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning OFS Toilets
01/09/2021	11086	420	HEALTH	HEA99001	1,030.00	206.00	1,236.00	4265	301	1,030.00	Cleaning Town Centre Toilets
02/09/2021	0773	421	ALPINE	ALP99001	952.00	190.40	1,142.40	4265	281	170.00	Cleaning 20 High Street
								4265	701	272.00	Cleaning EH
								4265	251	340.00	Cleaning TH

## Purchase Ledger for Month No 6

## Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
18/09/2021	20210918	422	BACKSTREET	BAC99001	400.00	0.00	400.00	4265	261	170.00	Cleaning OFS
03/09/2021	423	423	RBL	RBL99001	20.00	0.00	20.00	4550	601	400.00	Band of Party in Park
02/09/2021	418499582	424	DENMAN	DEN99001	105.18	21.04	126.22	4450	451	20.00	Wreath for Remembrance Day
31/08/2021	0000815098	425	WICKSTEED	WICK	207.23	41.45	248.68	4255	701	105.18	light fitting components EH
10/08/2021	348819923	DDSEP09	LLOYDS	LB	10.40	0.00	10.40	4040	151	10.40	Bank Charges
24/08/2021	3530 AHM037	426	TRAVIS	TPT	164.55	32.91	197.46	4255	281	164.55	Timber for office shelving
31/08/2021	107695	428	E-ON	EON	23.47	4.69	28.16	4250	351	23.47	Repair Street Light Fox Lane
01/09/2021	429	429	STAFF	STAFF	35.15	0.00	35.15	4075	151	35.15	Travel August- Mark Yates
06/09/2021	430	430	STAFF	STAFF	18.00	0.00	18.00	4500	501	18.00	Don Thompson - BEA Evening
03/09/2021	431	431	HARRY PANE	PAN99001	250.00	0.00	250.00	4550	601	250.00	Band for Party in Park
08/09/2021	71984	432	WOODBERRY	WOO99001	919.00	183.80	1,102.80	4315	151	919.00	Memorial Bench- Lucy Green
08/09/2021	71987	433	WOODBERRY	WOO99001	33.60	6.72	40.32	4315	151	33.60	Fixing Kit Memorial Bench-Gree
05/09/2021	DDSEP10	245745010/	TGP	TOT99001	618.52	123.70	742.22	4214	251	618.52	Electric TH August
05/09/2021	1706	434	YOUNGS	YOU99001	121.00	24.20	145.20	4265	270	121.00	Laundry The Loft
04/09/2021	245556327/21	DDSEP11	TGP	TOT99001	354.32	70.88	425.20	4214	701	354.32	Electric EH August
01/09/2021	11104552	435	ALTERNATIVE	ALT99001	50.11	10.02	60.13	4100	251	50.11	Town Hall - Alarm Lines
03/09/2021	550498775	DDSEP12	GAS	BRI99003	125.41	6.27	131.68	4214	281	125.41	Electric 20 High St August
07/09/2021	436	436	BRACKLEY COBBLERS	COB99001	5.00	0.00	5.00	4270	251	5.00	Key Cut for TH Cupboard
20/08/2021	5440	437	RIO WORKWEAR	RIO99001	180.00	36.00	216.00	4550	601	180.00	20 x Hi-viz jackets
01/09/2021	6198042	438	FUEL GENIE	FUEL	318.77	63.75	382.52	4225	201	318.77	Fuel - August
28/08/2021	GP 0046 4599	439	BT	BRI99001	97.40	19.48	116.88	4100	251	97.40	Broadband TH
04/09/2021	001	440	LEGENDS RISE	LEG99001	150.00	0.00	150.00	4550	601	150.00	Band for Party in Park
23/08/2021	58004	441	ROSPA	ROSPA	395.00	79.00	474.00	4355	351	300.41	Install Inspect Public Art EH
								334		-300.41	Install Inspect Public Art EH
								6000	351	300.41	Install Inspect Public Art EH
								4355	351	94.59	Install Inspect Public Art EH
09/09/2021	59171	442	SAVILLS	SAV	3,121.00	0.00	3,121.00	4375	351	3,121.00	Land Rent ST James Lake
09/09/2021	SCR306716	443	PRS	PRS	-524.72	-104.94	-629.66	4275	701	-174.91	Licence not used covid EH



Purchase Ledger for Month No 6

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
07/09/2021	SIN1801739	444	PRS	PRS	1,219.52	243.91	1,463.43	4275	251	-174.91	Licence not used covid TH
								4275	261	-174.90	Licence not used covid OFS
03/09/2021	M030 Y7	446	BT	BR199001	72.20	14.44	86.64	4100	281	72.20	Broadband 20 High Street Sept
23/07/2021	318749	447	SPRATT ENDICOTT	SPR99001	338.00	67.60	405.60	4055	151	338.00	Legal Fees - Johnson Avenue
10/09/2021	448	448	NEOPOST	NEO001	100.00	0.00	100.00	4095	151	100.00	Postage Topup
07/09/2021	134186111	450	AMAZON	AMA99001	145.42	29.04	174.46	4550	601	145.42	Lanterns
05/09/2021	159612228	451	AMAZON	AMA99001	13.32	2.66	15.98	4550	601	13.32	Lights for Lanterns
07/09/2021	GB134186111	452	AMAZON	AMA99001	383.38	76.56	459.94	4550	601	383.38	Lanterns
13/09/2021	842086	453	MILTON	MIL99001	1,797.83	359.57	2,157.40	4385	351	1,797.83	Dog Waste Collection August 21
09/09/2021	22129	454	AMBIVENT	AMB99001	1,215.00	243.00	1,458.00	4250	701	1,215.00	Ann.Maintenance Oct21-Sept22EH
31/08/2021	1257	455	TASTY	TAS99001	90.00	0.00	90.00	4500	501	90.00	Mayors Allowance
24/09/2021	276312	456	BEETEE	BEE99001	585.14	117.02	702.16	4250	201	585.14	CCTV Maint Units Oct21-Sept22
13/09/2021	2850	457	TOTAL PLAY	TOT99002	216.00	43.20	259.20	4250	351	216.00	Resurface work Zip wire Park
09/09/2021	133378641	458	AMAZON	AMA99001	16.25	3.25	19.50	4251	201	16.25	Rivet Gun Riverter
09/09/2021	1676787565	459	AMAZON	AMA99001	8.54	1.71	10.25	4550	601	8.54	Red & White Hazard Tape
09/09/2021	165378770	460	AMAZON	AMA99001	11.04	2.21	13.25	4550	601	11.04	Reflective Yellow Hazzard Tape
09/09/2021	165378773	461	AMAZON	AMA99001	10.59	2.12	12.71	4251	201	10.59	Trailer Straps
09/09/2021	1373522825	462	AMAZON	AMA99001	29.99	6.00	35.99	4251	201	29.99	Ratchet Straps
09/09/2021	124505001	463	AMAZON	AMA99001	16.34	3.24	19.58	4087	201	16.34	Yellow & Brown Boot Laces
09/09/2021	GB1VP5T5EUI	464	AMAZON	AMA99001	11.97	2.40	14.37	4395	351	11.97	Forestry Marking Spray
12/09/2021	246981806/21	DDSEP12	TGP	TOT99001	34.99	1.75	36.74	4214	201	34.99	Electric Unit 2
12/09/2021	246890605/21	DDSEP13	TGP	TOT99001	43.29	2.16	45.45	4214	301	43.29	Electric Market Place August
12/09/2021	246890594/21	DDSEP14	TGP	TOT99001	193.09	38.62	231.71	4214	261	193.09	Electric OFS August
12/09/2021	246890616/21	DDSEP15	TGP	TOT99001	16.42	0.82	17.24	4214	201	16.42	Electric Unit 1 August
13/09/2021	001	465	ZAC AND ERIN	ZAC99001	100.00	0.00	100.00	4550	601	100.00	Band for Party in Park

Purchase Ledger for Month No 6

Order by Invoices Entered

										Nominal Ledger Analysis		
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
13/09/2021	466	466	STAFF	STAFF	38.93	0.00	38.93	4105	151	38.93	NCALC Training P.Wiltshire	
07/09/2021	SQ264291-1	467	KOMPAN	KOM99001	34.00	6.80	40.80	4250	351	34.00	Play Spares for Popfields Par	
14/09/2021	468	468	CAPITA	CAP99001	125.00	0.00	125.00	4550	601	125.00	StreetTraderLicence Party Park	
14/09/2021	SB20212284	469	PKF LITTLEJOHN	PKF99001	2,000.00	400.00	2,400.00	4050	151	2,000.00	Year End Return Audit 2020/21	
14/09/2021	424000354950	470	WNC	WNC99001	178.04	0.00	178.04	4385	351	178.04	Refuge collection Unit 1	
14/09/2021	0000424223	DDSEP16	SGW	SGW	84.00	16.80	100.80	4025	101	84.00	Payroll Month 6	
25/09/2021	471	471	BRACKLEY	BTC	22,908.81	0.00	22,908.81	4000	101	11,455.40	Salary Office	
25/09/2021	472	472	NCC	NCC001	8,040.57	0.00	8,040.57	4015	101	11,453.41	Salary Grounds	
25/09/2021	473	473	HMRC	HMRC	8,093.63	0.00	8,093.63	4030	101	4,114.04	Pension Office	
13/09/2021	8864	475	M-TRAC	M-TRAC	179.50	35.90	215.40	4200	201	3,926.53	Pension Grounds	
09/09/2021	8868	474	M-TRAC	M-TRAC	769.50	153.90	923.40	4200	201	4,741.42	Tax & NI Office	
14/09/2021	IN0148435	476	TUDOR	TUD99001	94.70	18.94	113.64	4350	351	3,352.21	Tax & NI Grounds	
14/09/2021	477	477	HOTEL COMPLIMENTARY	HOT99001	328.80	0.00	328.80	4270	270	179.50	Welding & Labour Flail Mower	
15/09/2021	1472	478	NCALC	NCALC	82.00	0.00	82.00	4105	151	769.50	Rear glass & Hinges	
05/09/2021	159612467	449	AMAZON	AMA99001	146.56	29.28	175.84	4550	601	78.30	Weedkiller	
08/09/2021	22124	445	AMBIVENT	AMB99001	486.00	97.20	583.20	4250	251	16.40	Ear Plugs	
										328.80	ComplimentaryProducts The Loft	
										82.00	Training K.Nash & A.Bagot-Webb	
										146.56	Lights for Lanterns	
										486.00	Planned MaintOct12-Sept22	

**TOTAL INVOICES** 104,169.37 11,035.55 115,204.92

**104,169.37**

VAT ANALYSISCODE F @ 5.00% 449.09 22.46 471.55

VAT ANALYSISCODE S @ 20.00% 55,075.35 11,013.09 66,088.44

VAT ANALYSISCODE Z @ 0.00% 48,644.93 0.00 48,644.93

**TOTALS** 104,169.37 11,035.55 115,204.92

**115,204.92**

Purchase Ledger for Month No 8

Order by Invoices Entered

										Nominal Ledger Analysis		
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description	
13/10/2021	582	582	STAFF	STAFF	14.40	0.00	14.40	4315	151	14.40	Meetings	
14/10/2021	314225	583	SCARLETT	SCA99001	4,770.00	954.00	5,724.00	4550	601	4,770.00	Entertainment for Fireworks	
11/10/2021	35248	584	BANBURY LITHO	BAN99003	2,584.00	189.80	2,773.80	4115	151	2,584.00	Town Talk Print & distribution	
18/10/2021	585	585	SAINSBURYS	SAI99001	75.03	0.00	75.03	4225	201	75.03	Fuel	
13/10/2021	83221	586	HORIZON TELECOM	HOR99001	16.25	3.25	19.50	4060	151	16.25	Remote Support Set up PC	
18/10/2021	80255	587	BOURTON	BOU99002	400.00	80.00	480.00	4320	301	400.00	Surveyon Foul Run Town Toilets	
14/10/2021	424000407849	588	WNC	WNC99001	180.00	0.00	180.00	4275	251	180.00	Surveyon Foul Run Town Toilets	
13/10/2021	A7183	589	AS LTD	ASL	460.00	92.00	552.00	4050	151	460.00	Premises Licence Town Hall	
14/10/2021	211563625	590	AMAZON	AMA99001	33.03	6.61	39.64	4550	601	33.03	Radio Headsets	
14/10/2021	211540955	591	AMAZON	AMA99001	44.99	9.00	53.99	4550	601	44.99	Walkie Talkie Earpiece	
15/10/2021	211910217	592	AMAZON	AMA99001	106.69	21.34	128.03	4550	601	106.69	Walkie Talkie Charger	
15/10/2021	211910304	593	AMAZON	AMA99001	320.07	64.02	384.09	4550	601	320.07	3 x Walkie Talkie	
15/10/2021	212444298	594	AMAZON	AMA99001	40.82	8.16	48.98	4550	601	40.82	2 x Radio headsets	
18/10/2021	595	595	AMAZON	AMA99001	80.00	16.00	96.00	4080	151	80.00	Prime Annual Membership	
07/10/2021	3530 AHN463	596	TRAVIS	TPT	233.20	46.64	279.84	4315	151	233.20	Slabs for Memorial Bench	
22/10/2021	277192	597	BEETEE	BEE99001	139.05	27.81	166.86	4250	251	139.05	Ann.Maint. Nov21-Nov22	
18/10/2021	U002504885	DDNOV01	PENINSULA BUSINESS	PEN99001	18.00	3.60	21.60	4085	151	18.00	HR	
19/10/2021	598	598	STAFF	STAFF	116.20	0.00	116.20	4500	501	116.20	Mayors Allowance	
19/10/2021	463589	599	PLACE FOR EVERYTHING	PLA99002	274.95	55.00	329.95	4550	601	274.95	Festoon Pole Fireworks	
19/10/2021	00000426262	DDNOV02	SGW	SGW	84.00	16.80	100.80	4025	101	84.00	Payroll Month 7	
16/10/2021	600	600	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	2 x Parking Spaces october	
19/10/2021	601	601	STAFF	STAFF	17.00	0.00	17.00	4550	601	15.00	Halloween Window Display	
20/10/2021	602	602	MORRIS	MOR99001	90.00	0.00	90.00	4550	601	2.00	Tea towels for Office	
25/10/2021	603	603	BRACKLEY	BTC	21,860.97	0.00	21,860.97	4000	101	90.00	Party in Park	
								4002	101	10,637.79	Salary Office October	
										11,223.18	Salary Grounds October	

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
25/10/2021	604	604	NCC	NCC001	8,668.43	0.00	8,668.43	4030	101	4,539.82	Pension Grounds
25/10/2021	6051	605	HMRC	HMRC	8,017.18	0.00	8,017.18	4015	101	4,128.61	Pension Office
25/10/2021	6051	605	HMRC	HMRC	8,017.18	0.00	8,017.18	4010	101	4,457.73	Tax/NI Office
20/10/2021	174537381	606	AMAZON	AMA99001	17.46	3.49	20.95	4550	601	17.46	Banquet Roll Lantern Workshop
19/10/2021	150723241	607	AMAZON	AMA99001	13.32	2.67	15.99	4550	601	13.32	Mini Plastic Glass - Lanterns
20/10/2021	137474731	609	AMAZON	AMA99001	16.64	3.34	19.98	4550	601	16.64	Plastic Cups Lantern Workshops
19/10/2021	136466481	608	AMAZON	AMA99001	24.92	4.98	29.90	4550	601	24.92	Assorted Paint - Lanterns
20/10/2021	306882	610	AMAZON	AMA99001	41.45	8.30	49.75	4550	601	41.45	PVA Glue Lanterns
19/10/2021	218128739	611	AMAZON	AMA99001	14.98	3.00	17.98	4550	601	14.98	Table Clips Lanterns
19/10/2021	218128751	612	AMAZON	AMA99001	49.87	9.98	59.85	4550	601	49.87	Paper Plates Lanterns
20/10/2021	113753452	DDNOV03	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
20/10/2021	11VO6	613	AMAZON	AMA99001	13.42	2.68	16.10	4550	601	13.42	Flourescent Paper - Lantern
19/10/2021	218208147	614	AMAZON	AMA99001	25.30	5.06	30.36	4550	601	25.30	Industrail Plug & Socket
21/10/2021	11V13SCAEUI	615	AMAZON	AMA99001	39.84	7.96	47.80	4550	601	39.84	Zip Ties
20/10/2021	11UX102AEUI	616	AMAZON	AMA99001	29.15	5.85	35.00	4550	601	29.15	Double Sided Tape
20/10/2021	11UMKZ5AEUI	617	AMAZON	AMA99001	43.50	8.70	52.20	4550	601	26.40	Dabbers Lanterns
15/10/2021	9602976	618	WAVE	WAV99001	95.81	0.00	95.81	4550	601	17.10	Industrail Plug
25/10/2021	175	619	HUNN	HUN99001	280.00	0.00	280.00	4216	401	95.81	Water Cemetery Jul-Oct
28/10/2021	798290	620	BHMA	BHMA99001	420.74	84.15	504.89	4265	270	280.00	Cleaning The loft October
26/10/2021	7591	621	TRACTOR GUARD	TRA99001	355.00	71.00	426.00	4330	261	420.74	2 Finger Post Signs OFS Toilet
22/10/2021	622	622	STAFF	STAFF	132.75	0.00	132.75	4251	201	355.00	Tractor Door Guard
26/10/2021	623	623	CAPITA	CAP99001	125.00	0.00	125.00	4075	151	132.75	Travel - Mark Stopps
25/10/2021	25965	624	GAZEBO SHOP	GAZ99001	1,355.42	271.08	1,626.50	4550	601	125.00	Street Trader Licence Firework
21/10/2021	4075	625	MANKEY	MAN99001	36.65	7.33	43.98	4550	601	1,355.42	Gazebos x 2
22/10/2021	1206605154	626	SCREWFIX	SCR99001	45.38	9.07	54.45	4550	601	36.65	Flourscent Paper
13/10/2021	8894	627	M-TRAC	M-TRAC	422.24	84.45	506.69	4270	261	45.38	Carpet Strip/Angel Bracket OFS
27/10/2021	1618	628	NCALC	NCALC	38.00	0.00	38.00	4395	351	422.24	Hedgecutter Motor
								4105	151	38.00	Communication Course - G.Connor

Purchase Ledger for Month No 8

Order by Invoices Entered

										Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description		
22/10/2021	326101	629	SPRATT ENDICOTT	SPR99001	312.00	62.40	374.40	4055	151	312.00	Legal Fee Johnson Avenue		
20/07/2021	20002570	630	CHERWELL	CHE99001	16,876.40	3,375.28	20,251.68	4400	351	16,876.40	Landscape Recharge Apr-Jun'21		
27/10/2021	094696	631	JANSA	JAN99001	205.00	41.00	246.00	4250	251	205.00	Lift Maintenance		
28/10/2021	632	632	SOUTHERN	SOU99003	33.00	0.00	33.00	4510	501	33.00	10 x Mourning Rosette		
01/11/2021	633	633	STAFF	STAFF	31.14	0.00	31.14	4075	151	31.14	Travel Mark Yates		
01/11/2021	634	634	STAFF	STAFF	10.56	0.00	10.56	4550	601	10.56	Fairy Lights for Tractor		
03/11/2021	Q0296	DDNOV04	BT	BRI99001	322.28	64.46	386.74	4100	261	322.28	Tele/Broadband OFS Nov21-Jan22		
28/10/2021	418637014	635	DENMAN	DEN99001	9.93	1.99	11.92	4250	251	9.93	Lights for downlighter TH		
27/10/2021	418633628	636	DENMAN	DEN99001	5.70	1.14	6.84	4250	251	5.70	Downlight for TH		
01/11/2021	30317	637	INFINITE	INF99001	124.33	24.87	149.20	4060	151	124.33	Stationary		
27/10/2021	22324	638	AMBIVENT	AMB99001	1,243.00	248.60	1,491.60	4250	281	1,243.00	Repairs to Extractor fan TH		
04/11/2021	250311660/21	DDNOV05	TGP	TOT99001	500.25	100.05	600.30	4212	251	500.25	Gas TH October'21		
04/11/2021	250324794/21	DDNOV06	TGP	TOT99001	647.69	32.37	680.06	4212	701	647.69	Gas EH Aug-October		
03/11/2021	BR166222	639	SOUTHERN	SOU99002	1,190.00	238.00	1,428.00	4550	601	1,190.00	Crowd Barriers - Fireworks		
03/11/2021	M032 5G	640	BT	BRI99001	72.20	14.44	86.64	4100	281	72.20	Broadband 20 High Street		
11/11/2021	15265	641	MICROSHADE	MIC99001	610.15	122.03	732.18	4060	151	610.15	Citrix Hosting Fee		
03/11/2021	642A	642	STAFF	STAFF	58.59	0.00	58.59	4550	601	7.19	Stock Image Tractor Run		
										44.40	Halloween Hampers		
										7.00	Ribbons for Hamper		
03/11/2021	0813	643	ALPINE	ALP99001	1,020.00	204.00	1,224.00	4265	251	340.00	Cleaning TH		
										340.00	Cleaning EH		
										170.00	Cleaning OFS		
										170.00	Cleaning 20 High Street		
03/11/2021	644	644	PAISLEY PEAR	PAI99001	95.00	0.00	95.00	4315	270	95.00	1 night accomadation		
28/10/2021	11254	645	HEALTH	HEA99001	1,030.00	206.00	1,236.00	4265	301	1,030.00	Cleaning Public Toilets		
03/11/2021	993450584	DDNOV07	GAS	BRI99003	169.67	8.48	178.15	4214	281	169.67	Electric 20 High Street Octobe		
30/10/2021	3549647	DDNOV08	O2	O299001	133.70	26.74	160.44	4100	201	133.70	Mobile Phone Ground Staff		
01/11/2021	646	646	STAFF	STAFF	25.00	0.00	25.00	4550	601	25.00	Office Window Display Remembra		
02/11/2021	647	647	STAFF	STAFF	15.35	0.00	15.35	4265	270	2.55	CleaningItems the Loft		

**Purchase Ledger for Month No 8**

**Order by Invoices Entered**

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
04/11/2021	648	648	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4265	270	12.80	Welcome Pack The Loft
08/11/2021	13132358	649	HEAT OUTDOORS	HEA99003	1,159.96	232.00	1,391.96	4315	151	6.00	Land Registry Search
30/10/2021	68646382	650	PHS	PHS	256.85	51.37	308.22	4550	601	1,159.96	Gas Patio Heaters
28/10/2021	11253	651	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	256.85	Washroom Scheme - Dec21-Dec22
22/10/2021	9631984	652	WAVE	WAV99001	60.72	5.57	66.29	4216	701	494.17	Cleaning Toilets OFS
28/10/2021	M0386S	653	BT	BRI99001	97.40	19.48	116.88	4100	251	60.72	Water EH Sep-Oct
26/10/2021	2359221	654	CPC	CPC99001	35.09	7.02	42.11	4250	251	97.40	Boradband TH October 21
04/11/2021	655	655	BRACKLEY COBBLERS	COB99001	9.95	0.00	9.95	4270	270	35.09	Wall Plastes forPA System TH
28/10/2021	230749823	656	AMAZON	AMA99001	11.42	2.29	13.71	4510	501	9.95	Key Cutting - Cupboard TheLoft
01/11/2021	130131451	657	AMAZON	AMA99001	24.16	4.83	28.99	4270	270	11.42	Black Arm Band
01/11/2021	130131451A	658	AMAZON	AMA99001	24.16	4.83	28.99	4270	270	24.16	Coffee Capsules The Loft
01/11/2021	137574621	659	AMAZON	AMA99001	3.89	0.78	4.67	4550	601	24.16	Coffee Capsules The Loft
01/11/2021	151415751	660	AMAZON	AMA99001	20.79	4.16	24.95	4250	270	3.89	Union Jack Flag office Window
02/11/2021	1872914535	661	AMAZON	AMA99001	25.50	5.10	30.60	4550	601	20.79	Cluster Fly Smoke Bomb TheLoft
02/11/2021	13756691A	662	AMAZON	AMA99001	14.98	3.00	17.98	4087	201	25.50	Cable Ties
02/10/2021	11F710AEUI	663	AMAZON	AMA99001	9.33	1.86	11.19	4090	151	14.98	Thermal Bike Gloves
07/11/2021	18	664	WADE	WAD99001	180.00	0.00	180.00	4550	601	9.33	Batteries
11/10/2021	353985780	DDNOV09	LLOYDS	LB	7.85	0.00	7.85	4040	151	180.00	Security for Fireworks
07/11/2021	250749878/21	DDNOV10	TGP	TOT99001	19.19	0.96	20.15	4214	201	7.85	Bank Charges
07/11/2021	250749889/21	DDNOV11	TGP	TOT99001	624.24	124.85	749.09	4214	251	19.19	Electric Unit 1 October
07/11/2021	250749856/21	DDNOV12	TGP	TOT99001	729.03	145.80	874.83	4214	261	624.24	Electric TH October
07/11/2021	250714084/21	DDNOV13	TGP	TOT99001	456.62	91.33	547.95	4214	701	729.03	Electric OFS October
07/11/2021	250749867/21	DDNOV14	TGP	TOT99001	52.66	2.63	55.29	4214	301	456.62	Electric EH October
05/11/2021	1831	665	YOUNGS	YOU99001	117.33	23.47	140.80	4265	270	52.66	Electric Market Place October
06/11/2021	U002519789	DDNOV15	PENINSULA BUSINESS	PEN99001	155.93	29.45	185.38	4085	151	117.33	Laundry The Loft
01/11/2021	6458982	666	FUEL GENIE	FUEL	370.01	73.98	443.99	4225	201	155.93	HR
31/10/2021	11230404	667	ALTERNATIVE	ALT99001	50.28	10.06	60.34	4100	251	370.01	Fuel October
31/10/2021	168353	668	HYDRAMAX	HYD001	236.40	47.28	283.68	4550	601	50.28	Town Hall - Alarm Lines
										9.20	Black Paint

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
05/11/2021	0107	669	VERMINGO	VER99001	80.00	16.00	96.00	4550	601	37.50	Cable Ties
08/11/2021	250990657/21	DDNOV16	TGP	TOT99001	44.39	2.22	46.61	4250	201	2.94	Bulbs
08/11/2021	BTC14112021	670	MONSQUARE	MON99001	75.00	0.00	75.00	4250	201	10.08	Drill Bits
25/11/2021	671	671	BRACKLEY	BTC	21,603.49	0.00	21,603.49	4087	201	18.99	Nuts & Bolts
								4200	201	78.00	Nuts & Bolts
								4250	201	79.69	Tractor Beacon Flexi
								4250	270	80.00	Cluster Fly Treatment
								4214	201	44.39	Electric Unit 2 October
								4510	501	75.00	Refreshments for Rem.Parade
								4000	101	10,550.63	Salary Office
								4002	101	11,052.86	Salary Ground
25/11/2021	672	672	NCC	NCC001	9,226.89	0.00	9,226.89	4015	101	4,716.91	Pension Office
25/11/2021	673	673	HMRC	HMRC	8,062.62	0.00	8,062.62	4030	101	4,509.98	Pension Grounds
								4010	101	4,435.53	Tax & NI Office
								4020	101	3,627.09	Tax & NI Grounds
09/11/2021	674	674	NEOPOST	NEO001	100.00	0.00	100.00	4095	151	100.00	Franking Machine Top Up
09/11/2021	12DMHCSAEUI	675	AMAZON	AMA99001	32.35	6.48	38.83	4090	151	32.35	Stationary
06/11/2021	1440876	676	AMAZON	AMA99001	9.99	2.00	11.99	4270	270	9.99	Ring Folder The Loft
06/11/2021	1524583895	677	AMAZON	AMA99001	28.99	0.00	28.99	4090	151	28.99	Parish Councilor Guide
06/11/2021	424000453246	678	WNC	WNC99001	1,825.00	0.00	1,825.00	4275	251	1,825.00	Wedding Licence TH 2021-2024
10/11/2021	30354	679	INFINITE	INF99001	83.94	16.78	100.72	4090	151	83.94	Laminating Pouches

<b>TOTAL INVOICES</b>	<b>123,502.26</b>	<b>7,995.78</b>	<b>131,498.04</b>
VAT ANALYSISCODE F	@ 5.00%	933.60	46.66
VAT ANALYSISCODE S	@ 20.00%	41,421.80	7,949.12
		980.26	49,370.92

123,502.26

Purchase Ledger for Month No 8

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description		
								A/C	Centre		Amount	
			VAT ANALYSISCODE	Z	@ 0.00%	81,146.86	0.00	81,146.86				
<b>TOTALS</b>								<b>123,502.26</b>	<b>7,995.78</b>	<b>131,498.04</b>		



**Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 1 - Current Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 00059916	31/10/2021	20	546,331.39
Treasurers Account - 26055660	31/10/2021	2	3,100.00
Capital Account - 25225068	31/10/2021	16	68,297.42
Deposit Account - 00228866	31/10/2021	27	1,375,158.16
			<hr/>
			1,992,886.97
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/>
			0.00
			<hr/>
			1,992,886.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/>
			0.00
			<hr/>
			1,992,886.97
		<b>Balance per Cash Book is :-</b>	<b>1,992,886.97</b>
		<b>Difference is :-</b>	<b>0.00</b>



## Balance Sheet as at 31/10/2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
<b>Current Assets</b>			
399	Debtors	2,678	
15,873	VAT Control A/c	28,047	
4,090	Prepayments	0	
1,682,603	Current Bank Accounts	1,992,887	
0	Creditors	65,446	
<u>1,702,965</u>		<u>2,089,058</u>	
<b>1,702,965</b>	<b>Total Assets</b>		<b>2,089,058</b>
<b>Current Liabilities</b>			
30,643	Creditors	0	
4,861	Accruals	0	
1,514	Receipt in Advance	0	
<u>37,018</u>		<u>0</u>	
<b>1,665,947</b>	<b>Total Assets Less Current Liabilities</b>		<b>2,089,058</b>
<b>Represented By</b>			
253,672	General Reserves		713,627
106,595	EMR - Town Hall		106,595
94,400	EMR - Capital Projects		93,064
31,482	EMR - Open Spaces		26,982
57,971	EMR -Skate Park		57,631
4,050	EMR - Town Centre		4,050
4,900	EMR - Cemetery		3,200
14,323	EMR - Radstone BioDiversity		14,323
44,189	EMR - CIL		44,189
14,000	EMR-Youth		14,000
10,000	EMR-Vehicle Costs		10,000
140,000	EMR - WNC Toilets		111,333
848,592	EMR-Radstone Central Park		848,592
300	EMR-Public Art		0
40,758	EMR-The Glebe		40,758
715	EMR-Egerton Hall		715
<u>1,665,947</u>			<u>2,089,058</u>

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03/11/2021

**Brackley Town Council**

10:11

**Balance Sheet as at 31/10/2021**

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**31st March 2020**

**31st March 2021**

The above statement represents fairly the financial position of the authority as at 31/10/2021 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

\_\_\_\_\_ Date : \_\_\_\_\_



# **Brackley Town Council**

## **Members Allowances & Expenses Policy**

Members Allowances and Expenses Policy V1  
September 2021  
Review September 2024  
Adopted:



## **Introduction**

This policy is made under the terms of The Local Authorities (Members' Allowances) (England) Regulations 2003.

Brackley Town Council currently has 16 councillors who serve a four year term of office and, as long as they have been elected, are entitled to these allowances. Expenses are payable to all councillors, including those that have been co-opted.

Due to legislation, the council is unable to pay for childcare or dependents care costs.

## **Allowances**

Brackley Town Council set an allowance for the Mayor (£3,800) and Deputy Mayor (£380) to reflect the additional demands and responsibilities these offices confers. This allowance can be claimed for through an expenses claim form. (Appendix 1).

## **Travel and Subsistence**

Travelling and subsistence allowances are used to reimburse members for specific expenses incurred while attending meetings, training course or events on behalf of the council if these are outside of Brackley.

Travel and subsistence allowances are treated as expenses, and reclaimed via an expenses claim form (Appendix 1).

Where possible, travel and subsistence should be planned in advance and paid for via the Responsible Finance Officer. Where this is not possible (e.g where a private vehicle is used), the following policy applies.

Councillors will be reimbursed for travel at the current rates agreed by the National Joint Council (NJC) for reimbursement of council officers. This is currently 45p per mile for cars and 24p per mile for motorcycles. Public transports costs should be the lowest second-class fare only. Councillors will be reimbursed the full costs of travel using the most appropriate means at standard class, whilst carrying out approved duties. A valid receipt MUST be provided.

Claims by town Councillors in respect of travelling allowance should be made monthly on the prescribed form supplied by the Clerk and signed by the claimant. All claims for expenses and allowances must be made within three months.

Payments shall be made to each Councillor by BACS in arrears.

