

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday 16th November 2015 in the Upper Hall, Town Hall, Brackley, immediately following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 11th November 2015



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

349/15 APOLOGIES FOR ABSENCE

350/15 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.

351/15 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

352/15 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 19th October 2015.

353/15 MEMBERS REPORT

None received to date.

354/15 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 8 in the sum of £62,345.47 (details of salaries etc. not included – not yet received)
- 2) To receive the month 6 out turn report

355/15 APPOINTMENT OF CONTRACTOR FOR FIRE STATION REFURBISHMENT

Members are asked to receive a recommendation from the Fire Station Development Sub Committee regarding the appointment of preferred contractor for the refurbishment of the Fire Station, following receipt of a tender report from GSS Architects.

356/15 PUBLIC WORKS LOAN BOARD

To review the decision taken regarding the level of funding to be requested from the Public Works Loan Board to finance the capital works at the Fire Station and to make a recommendation to Council for consideration at its next meeting.

A copy of the business case provided to the Fire Station Development Sub Committee to support the request is attached.

357/15 BUSINESS PLAN AND BUDGET

An outline of the draft Five Year Business Plan and Budget has been published on the website with residents advised to contact the Town Clerk for the full document. To date only one request for further information and no comments regarding the plan have been received.

Members are asked for confirmation that the figures contained in the plan are to be used for the draft budget to be brought to the Committee in December.

358/15 POLICIES FOR APPROVAL

Members are asked to consider for adoption the Community Engagement Strategy and the Pensions Discretions Policy (both attached).

359/15 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of a Meeting of the Finance and Policy Committee held on Monday 19 October 2015, in the Upper Hall, Town Hall, Brackley.

Present: Cllr Richard Butler (Vice Chair)
Cllrs Barrie, Cartmell, Morrell & P Wiltshire

Officers: Town Clerk (Linda Carter and Communications Support Officer (Stephanie Lloyd-Berry)

In Attendance: Cllrs Sharps, Thompson & E Wiltshire

302/15 APOLOGIES FOR ABSENCE

Apologies were received and accepted from: Cllrs Bagot-Webb, Broomfield, Rawlinson & Waldron

303/15 DECLARATIONS OF INTEREST

None.

304/15 PUBLIC PARTICIPATION

None.

305/15 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 & Policy Committee held on Monday 21 September 2015.

306/15 MEMBERS REPORT

None received.

307/15 FINANCE REPORTS

1. On the proposal of Cllr Butler, it was **RESOLVED** to:

Approve the List of Accounts 7 in the sum of £43,213.17.

2. On the proposition of Cllr Butler, it was **RESOLVED** to:

To approve the procurement of a corporate credit card. This will enable officers to purchase items on-line. Financial regulations will be amended to reflect this, and protocols will be set.

308/15 BOOKINGS SOFTWARE

RBS, who provides BTC financial software, also supplies a package to handle bookings at multiple venues, which can link in to the financial software in order to produce the related invoices. Given the future potential to be dealing with bookings at three different venues, the Town Clerk suggested that consideration be given to purchasing the software early in order that staff can be trained and gain competence in advance. A quotation for the software was circulated to Members.

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

To purchase booking software subject to council staff agreement after demonstration and training, with a view to integrating a package for the new financial year 2016.

309/15 RIASK MANAGEMENT SOFTWARE

Auditing Solutions Ltd, who are the council's internal auditors are due to review risk management systems in more detail during the coming year and have suggested a computer based system might be more appropriate. The suggested software is Local Council Risk System, which is specifically designed for the local council sector to enable officers to carry out risk management in a simple but co-ordinated way. The cost of this system is £100.41 + VAT.

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

To Purchase the above Risk Management Software at a cost of £100.41 + VAT.

310/15 BUSINESS PLAN AND BUDGET

The Business Planning Group had submitted a draft 5 Year Business Plan and associated budget for the Committee's consideration before public consultation. Public Consultation is to take place during October/November 2015 in order that the Finance Committee can finalise its recommendation to Council for the 2016/2017 Precept request.

Through the Town Clerk, The Mayor wished to convey his thanks to Officers and Councillors for preparing the document.

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

To accept the **RECOMMENDATION** that the draft 5 Year Business plan and Budget be approved for public consultation.

311/15 MATTERS FOR DISCUSSION OR INFORMATION

Further to the previous meeting of this Committee, the Finance & Development Officer reported that an account with Travis Perkins was yet to be set-up.

Meeting closed at: 8.08pm

Chairman

Date

Authorise Payments - October 2015

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salaries/Pension/Tax & NI	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
			Salaries	£ 9,593.25	£	£	9,593.25	Salary	4000 - Salaries
			Tax & NI	£ 3,390.46	£	£	3,390.46	Tax & NI	4010 - PAYE/IN
			Pension	£ 4,051.33	£	£	4,051.33	Pension	4015 - Pension
None									
By Cheque									
By BAC									
19/10/2015	0	2015/512	Richard Horth	£ 79.86	£	£	79.86	Ins - 9 Market Place	4280 - Temp Relocation & Storage
19/10/2015	1812775	2015/513	FuelGenie	£ 204.07	£	£ 40.81	£ 244.88	Fuel - September	4225 - Fuel
19/10/2015	23/09/2015	2015/514	Robert D Bowerman	£ 83.32	£	£	83.32	Parking fees	4275 - Licences
19/10/2015	149566 & 149614	2015/515	TBS Hygiene Ltd	£ 1,287.90	£	£ 257.58	£ 1,545.48	Dog waste collection	4385 - Litter/Dog Clearance
19/10/2015	119892099	2015/516	Anglian Water	£ 137.40	£	£	137.40	Water - Cemetery	4216 - Water
19/10/2015	3087803	2015/517	SNC	£ 4,462.06	£	£	4,462.06	Election Charges	4065 - Election Expenses
19/10/2015	0	2015/518	E-on	£ 35.92	£	£	35.92	Electricity charges	4214 - Electricity
19/10/2015	6630120739	2015/519	Lyreco	£ 128.93	£	£ 25.79	£ 154.72	Stationery	4090 - Stationery
19/10/2015	165202	2015/520	Linnell	£ 37.95	£	£ 7.59	£ 45.54	Fencing repairs	4380 - Fencing repairs
19/10/2015	5285 & 5313	2015/521	NCALC	£ 146.00	£	£	146.00	Councillor Training	4105 - Conferences & Training
19/10/2015	188920	2015/522	Hydraxem Ltd	£ 79.78	£	£ 15.96	£ 95.74	Consumables	4220 - Equipment & unit repairs
19/10/2015	180085	2015/523	Broxap	£ 657.90	£	£ 131.58	£ 789.48	Waste bins + fixing kits	4360 - Purchase of Refuse bins
19/10/2015	0158 & 0160	2015/524	Ingham Pinnock Associates	£ 3,672.00	£	£ 734.40	£ 4,406.40	HLF	4285 - HLF
19/10/2015	150430	2015/525	Bruce Hopkins Ltd	£ 789.71	£	£ 143.58	£ 933.29	Vehicle Consumables	4220 - Equipment & unit repairs
19/10/2015	1210105114	2015/526	Orange	£ 67.12	£	£ 13.42	£ 80.54	Mobile phones	4100 - Telephones
19/10/2015	8542	2015/527	Microshade	£ 97.00	£	£ 19.40	£ 116.40	Hosting Fees	4060 - Office Equipment
19/10/2015	0	2015/528	P Stephenson	£ 14.56	£	£	£ 14.56	Expenses - Stamps	4095 - Postage
19/10/2015	0	2015/529	B Sharp	£ 15.34	£	£	£ 15.34	Expenses - Slabs	4430 - Cemetery Maintenance & Equip
19/10/2015	Oct-15	2015/530	Neopost	£ 100.00	£	£	£ 100.00	Franking Machine top up	4095 - Postage
19/10/2015	0	2015/531	Mhairi Gowans	£ 148.60	£	£	£ 148.60	Travel expenses	4075 - Travel
19/10/2015	941	2015/532	TL Electrical	£ 125.00	£	£ 25.00	£ 150.00	Flags and lights	4510 - Civic Expenses
19/10/2015	90815	2015/533	Hazchem	£ 46.27	£	£ 9.25	£ 55.52	Blue Roll & Back sacks	4265 - Cleaning
19/10/2015	322845	2015/534	G Browns	£ 31.59	£	£ 6.32	£ 37.91	Consumables - Unit	4220 - Equipment & unit repairs
19/10/2015	R11128	2015/535	Corido	£ 1,129.15	£	£ 225.84	£ 1,354.99	Cemetery Bench	4315 - Miscellaneous Expenditure
19/10/2015	10257	2015/536	GSS Architectures	£ 6,900.00	£	£ 1,380.00	£ 8,280.00	Old Fire Station	4055 - Architect/Legal Fees
19/10/2015	Q0001Q&	2015/537	BT	£ 1,040.92	£	£ 208.18	£ 1,249.10	New Telephone Set up	4100 - Telephones
19/10/2015	0	2015/538	L Carter	£ 21.29	£	£	£ 21.29	Cleaning	4265 - Cleaning
19/10/2015	1849	2015/539	Greatfield Plants	£ 561.20	£	£ 112.24	£ 673.44	Bedding plants	
Direct Debits									
Oct-15	DD/OCT/01	2015/540	SGW Payroll	£ 32.00	£	£ 6.40	£ 38.40	Payroll	4025 - Payroll Costs
Oct-15	DD/OCT/02	2015/541	E-on	£ 67.01	£	£ 3.35	£ 70.36	Electricity - Town Hall	4214 - Electricity
Oct-15	DD/OCT/03	2015/542	E-on	£ 10.44	£	£ 0.52	£ 10.96	Electricity - Unit	4214 - Electricity
Oct-15	DD/OCT/04	2015/543	E-on	£ 12.50	£	£ 0.63	£ 13.13	Electricity - Market Place	4214 - Electricity
Oct-15	DD/OCT/05	2015/544	Total gas & Power	£ 559.52	£	£ 27.98	£ 587.50	Gas - Town Hall	4212 - Gas
									£ 39,817.35
									£ 3,395.82
									£ 43,213.17

Authorise Payments - November 2015

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Salaries/Pension/Tax & NI	Net Value	VAT	Invoice Total	Analysis Description	Accounting Code
25/11/2015			Salaries	£	£			Salary	4000 - Salaries
25/11/2015			Tax & NI	£	£			Tax & NI	4010 - PAYE/IN
25/11/2015			Pension	£	£			Pension	4015 - Pension
None									
By Cheque									
By BAC									
21/10/2015	18308	2015/544	Speed Ramps	£ 108.00	£ 21.60	£	£ 129.60	Traffic Cones	4220 - Equipment & unit repairs
16/11/2015	407001848	2015/545	Zurich	£ 114.00	£	£	£ 114.00	Zurich H&S	4085 - Insurance/H&S
16/11/2015		2015/546	Soundwave	£ 668.00	£ 133.60	£	£ 801.60	Sound system - Remembrance	4505 - Civic Function
16/11/2015		2015/547	Robert D Bowerman	£ 41.66	£	£	£ 41.66	Parking fees	4275 - Licences
16/11/2015	3185	2015/548	Benner	£ 8,260.00	£ 1,652.00	£	£ 9,912.00	Grass cutting	4400 - Grass cutting
16/11/2015	13400	2015/549	BSD	£ 2,860.00	£ 572.00	£	£ 3,432.00	Old Fire Station	4055 - Architect/Legal fees
16/11/2015	704	2015/550	Networking Culture Ltd	£ 25.00	£ 5.00	£	£ 30.00	A4 woodcut of Town Hall	4510 - Civic Expenses
16/11/2015	31652	2015/551	Blachere Illumination	£ 28,966.37	£ 5,793.27	£	£ 34,759.64	4 year purchase - 1st year	4345 - Christmas Lights
16/11/2015	4403072108	2015/552	CIT	£ 299.00	£ 59.80	£	£ 358.80	Photocopier Hire	4060 - Office Equipment
16/11/2015	149660	2015/553	TBS Hygiene Ltd	£ 572.40	£ 114.48	£	£ 686.88	Dog Waste - September	4385 - Litter/Dog Clearance
16/11/2015	63072808	2015/554	PHS Group	£ 218.76	£ 43.75	£	£ 262.51	Hygiene products	4250 - Maintenance/repairs
16/11/2015	C1223510	2015/555	SRBE Ltd	£ 291.60	£	£	£ 291.60	Signage	4220 - Equipment & unit repairs
16/11/2015	3088313	2015/556	SNC	£ 60.94	£	£	£ 60.94	OP2 Rental	4390 - Open Spaces rents
16/11/2015	2482	2015/557	Rainbowprintmedia	£ 408.00	£ 88.00	£	£ 496.00	Town Talk	4115 - Newsletter
16/11/2015	6630122023	2015/558	Lyreco	£ 90.84	£ 18.17	£	£ 109.01	Stationery	4060 - Office Equipment
16/11/2015	189833	2015/559	Hydramex Ltd	£ 69.96	£ 13.99	£	£ 83.95	Consumables - Unit	4220 - Equipment & unit repairs
16/11/2015	462/450	2015/560	Anglianwater	£ 168.06	£	£	£ 168.06	Water - Town Hall	4216 - Water Town Hall
16/11/2015	1214276174	2015/561	Zcommune	£ 200.00	£ 40.00	£	£ 240.00	Domain & 2 emails	4120 - Website costs
16/11/2015	1848418	2015/562	Orange	£ 67.12	£ 13.42	£	£ 80.54	Mobile Phones	4100 - Telephones
16/11/2015	5347	2015/563	FuelGenie	£ 170.43	£ 34.08	£	£ 204.51	Fuel - October	4225 - Fuel
16/11/2015	10011A	2015/564	NCALC	£ 80.00	£	£	£ 80.00	Local Council Award Scheme	4080 - Subscriptions
16/11/2015	311001	2015/565	BT	£ 174.14	£ 34.82	£	£ 208.96	Line at 9 Market Place	4510 - Civic Expenses
16/11/2015		2015/566	AGU Treecraft Ltd	£ 735.00	£ 147.00	£	£ 882.00	Tree works - St James lake	4395 - Ditches, hedges & Trees
16/11/2015	12780	2015/567	MP Printers/Lloyds	£ 856.00	£	£	£ 856.00	Printing - Town Talk	4115 - Newsletter
16/11/2015	INV00163	2015/568	Ingham Pinnock Associates	£ 2,672.00	£ 534.40	£	£ 3,206.40	HLF	4285 - HLF Expenditure
16/11/2015	M167-2015	2015/569	Humphris Funerals	£ 700.00	£ 140.00	£	£ 840.00	Plaque Inscription	4250 - Maintenance/repairs
16/11/2015	3088606	2015/570	SNC	£ 180.00	£	£	£ 180.00	Liquor Licensing	4275 - Licences
16/11/2015	5295	2015/571	Wallgate	£ 522.00	£ 104.40	£	£ 626.40	Service contract	4265 - Cleaning
16/11/2015	151112	2015/572	NIC	£ 250.00	£	£	£ 250.00	Window Cleaning - Town Hall	4250 - Maintenance/repairs
16/11/2015	8593	2015/573	Microshade	£ 113.75	£ 22.75	£	£ 136.50	Hosting Fee	4060 - Office Equipment
16/11/2015		2015/574	M Morrell	£ 11.70	£	£	£ 11.70	Expenses	4075 - Travel
16/11/2015	20151110	2015/575	Hindson Property Services	£ 1,775.00	£	£	£ 1,775.00	Office Prep - 9 Market Place	4280 - Temp relocation & Storage
16/11/2015		2015/576	Linda Carter	£ 78.40	£	£	£ 78.40	Expenses	4075 - Travel
16/11/2015		2015/577	A Moses	£ 39.60	£	£	£ 39.60	Expenses	4075 - Travel
16/11/2015		2015/578	B Sharp	£ 157.55	£	£	£ 157.55	Expenses	4075 - Travel/unit expenses
16/11/2015	91324/91579/92036	2015/579	Hazchem	£ 121.04	£ 24.21	£	£ 145.25	Consumables	4265 - Cleaning
Direct Debits									
Nov-15	DD/NOV/01	2015/580	SGW Payroll	£ 32.00	£ 6.40	£	£ 38.40	Payroll	4025 - Payroll Costs
Nov-15	DD/NOV/02	2015/581	E-on	£ 288.39	£ 57.68	£	£ 346.07	Electricity - Town Hall	4214 - Electricity
Nov-15	DD/NOV/03	2015/582	E-on	£ 22.92	£ 1.15	£	£ 24.07	Electricity - Unit	4214 - Electricity
Nov-15	DD/NOV/04	2015/583	E-on	£ 58.93	£ 2.95	£	£ 61.88	Electricity - Market Place	4214 - Electricity
Nov-15	DD/NOV/05	2015/584	BT	£ 109.62	£ 21.92	£	£ 131.54	Rental	4100 - Telephones
Nov-15	DD/NOV/06	2015/585	Utility Warehouse	£ 22.05	£ 4.40	£	£ 26.45	Office Telephone	4100 - Telephones
									£ 52,660.23
									£ 9,685.24
									£ 62,345.47

Brackley Town Council
Half year report

11th November 2015

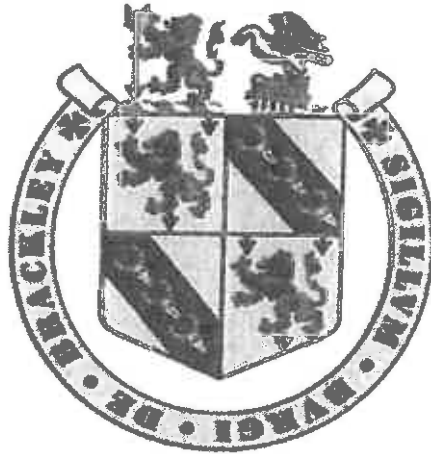
	2015/16 Budget	Year to Date Actual
101 Payroll		
4000 Salaries	151200	66411
4010 PAYE/NI	14000	23282
4015 Pensions	36000	28001
4020 Casual Staff	2000	0
4025 Payroll Costs	500	226
4030 Salary Contingency	2000	0
4275 Licences	0	0
Overhead expenditure	205700	117920
101 Net Expenditure	205700	117920
151 General Administration		
4050 Audit Fees	2750	1710
4055 Architect/Legal Fees	5000	300
4060 Office Equipment	5000	3692
4065 Election Expenses	6500	4462
4075 Travel	1000	192
4080 Subscriptions	4500	3286
4085 Insurance/Health & Safety	15000	8393
4090 Stationery	1500	938
4095 Postage	1800	380
4100 Telephones	2000	2310
4105 Conferences & Training	5000	492
4110 Advertising & Publicity	1000	0
4115 Newsletter	5000	1406
4120 Website	2000	0
4275 Licences	0	152
4315 Miscellaneous Expenditure	0	0
Overhead Expenditure	58050	27713
Income		
1076 Precept	504267	504267
1090 Interest Received	10000	67
1110 Legal Fee Income	0	0
Total Income	514267	504334
151 Net Expenditure	-456217	-476621
201 Depot		
4200 Vehicle Costs	2000	435
4201 Vehicle Replacement Fund	2000	0
4210 Rates	4692	2721
4212 Gas	0	0
4214 Electricity	250	100

	2015/16 Budget	Year to Date Actual
4216 Water	120	54
4220 Equipment & Unit Repairs	3000	3981
4225 Fuel	2500	932
4230 Training	2000	0
4250 Maintenance/Repairs	0	22
4265 Cleaning	300	0
Overhead Expenditure	16862	8245
201 Net Expenditure	16862	8245
251 Town Hall		
4055 Architect/Legal Fees	0	5493
4210 Rates	9000	5376
4212 Gas	4400	1978
4214 Electricity	3300	1227
4216 Water	600	436
4250 Maintenance/Repairs	10000	1553
4255 Internal Decoration	510	0
4265 Cleaning	1000	711
4270 Town Hall Equipment	2000	0
4275 Licences	1200	2113
4315 Temp Relocation & storage costs	10000	3614
Overhead Expenditure	42010	22501
1100 Miscellaneous	0	0
1250 Lettings	15000	10101
251 Net Expenditure	27010	12400
252 Heritage Lottery Fund		
4285 Architects Fees	0	14498
252 Net Expenditure	0	14498
1270 Heritage Lottery Income	0	76198
		61700
261 Fire Station		
4055 Architect/Legal Fees	0	6900
4210 Rates	0	0
4214 Electricity	0	0
4216 Water	0	0
4250 Maintenance/Repairs	0	0
4295 Purchase of Fire Station	0	0
4315 Miscellaneous Expenditure	10000	890

	2015/16 Budget	Year to Date Actual
Overhead Expenditure	10000	7790
261 Net Expenditure	10000	7790
301 Town Centre		
4210 Rates	0	0
4214 Electricity	1000	674
4250 Maintenance	250	0
4300 Bus Shelters	500	0
4310 Town Centre	500	-1200
4315 Miscellaneous Expenditure	500	0
4320 SNC Toilets	5000	4000
4330 Signs	200	0
4335 Blooming Brackley	4000	1932
4340 Market Expenses	500	0
4345 Christmas Lights	33500	22
Overhead Expenditure	45950	5428
4305 War Memorial	0	0
1300 Fair Rights	2900	2830
1305 Market Rents	6000	4120
1310 Electricity Recharge	360	90
1550 Christmas Lights Income	0	0
Total Income	9260	7040
301 Net Expenditure	36690	-1612
351 Parks & Open Spaces		
4330 Signs	1000	90
4350 Open Space Equipment/Repairs	10000	18703
4355 Play Equipment Inspect/Safety	2040	486
4360 Purchase of Refuse Bins	0	1960
4375 St James' Lake	2750	2750
4380 Fence Repairs	510	38
4385 Litter/Dog clearance	15000	5851
4390 Open Spaces Rents	100	80
4395 Ditches, Hedges & Trees	15000	763
4400 Grass Cutting	36000	22500
4410 Footway lighting	1500	138
Overhead Expenditure	83900	53359
1100 Miscellaneous Income	0	34
1355 Angling Club	1750	1450
1360 Rent OP2	0	0

	2015/16 Budget	Year to Date Actual
1365 Recharge for Services	1020	0
1370 Allotments	175	0
Total Income	2945	1484
351 Net Expenditure	80955	51875
401 Cemetery		
4210 Rates	650	374
4216 Water	250	142
4315 Miscellaneous Expenditure	250	234
4430 Maintenance & Equipment	2000	1380
Overhead Expenditure	3150	2130
1400 Burials	9500	6197
1405 Memorials	3000	2415
Total Income	12500	8612
401 Net Expenditure	-9350	-6482
451 Grants & Donations		
4450 s137 Grants	7000	20
4455 Other Grants	3000	6500
4460 Youth Council	1000	0
Overhead Expenditure	11000	6520
1450 Grants Received	0	0
1455 Donations Received	0	0
Total Income	0	0
401 Net Expenditure	11000	6520
501 Civic		
4500 Mayor's Allowance	3000	0
4505 Civic Functions	3000	2586
4510 Civic Expenses	1400	-546
4515 Mayor's Travel	150	0
4520 Deputy Mayor's Allowance	300	0
4525 Civic Regalia Maintenance	500	0
Overhead Expenditure	8350	2040
1500 Civic Function Income	4000	0

	2015/16 Budget	Year to Date Actual
501 Net Expenditure	4350	2040
910 Earmarked Reserves		
9050 Capital Projects	20000	0
9055 Town Hall	53000	0
9060 Town Centre	0	0
9070 Open Spaces	0	0
9075 Cemetery	0	0
9115 Skate Park	0	0
Overhead Expenditure	73000	0
910 Net Expenditure	73000	0
TOTAL BUDGET EXPENDITURE	557972	268144
Income	557972	607769
Net Expenditure from Budget	0	-339625



Brackley Town Council

Community Engagement Strategy

Draft for approval November 2015

Brackley Town Council

Community Engagement Strategy

1. Introduction

1.1 This document forms the Town Council's Community Engagement Strategy. It sets out:

- The role of community engagement and its importance;
- How Brackley Town Council engages with the wider community and identifies the needs and aspirations of the community;
- How the town council can improve community engagement.
- How the community can engage with the Town Council

1.2 The objectives of the strategy are to:

- Encourage effective community engagement;
- Ensure that there is a clear understanding of the need for the council to engage with its communities about decisions which affect them;
- Enable the aspirations/comments suggestions etc. obtained from community engagement to have an impact on decision making and the way in which services are delivered;
- Identify how the council can enhance its profile by improving engagement with the wider community (including hard to reach groups)

2. Community Engagement – Overview

2.1 Community engagement is concerned with giving local people a voice and involving them in decisions which affect them in their community. This may include individuals, voluntary and community organisations as well as other public sector bodies.

2.2 The key aspects of community engagement are:

- Development of a network of relationship between the council, individuals, voluntary and community groups;
- Clear and open communication to ensure that information is made accessible to all groups;
- Listening to and understanding a range of people to identify aspirations, needs and problems of local people and groups.

2.3 Effective and meaningful community engagement can provide a number of benefits:

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities and services can be considered.
- Those participating feel empowered by their involvement in local decision making and have a sense of ownership and pride in new initiatives/facilities.

- This may result in a renewed respect for the council, enhanced leadership and greater interest in elections or for standing for council.

3. Community Engagement and Brackley Town Council

3.1 The Town Council currently facilitates community engagement in the following ways:

- Making information available on what decisions are being considered and how residents can influence or contribute to those decisions/discussions.

Methods used include the town council website, notice boards, town council newsletter, posters, consultations, word of mouth, facebook page and easily understandable reports.

- All meetings of the town council and its committees are open to the public and press and there is time set aside for public participation.

Residents can access the agendas for meetings via the town council website, the council offices, library and noticeboards. The town council's website and noticeboard explain the procedure for residents wishing to speak at meetings, and residents can speak to their ward councillors to raise an issue on their behalf.

- The town council produces a quarterly newsletter (Town Talk) which is delivered to every house in the town and is available to the community from the town council offices and the library. It will also be made available to the new housing developments via the sales offices.
- Details of how to contact the town council offices will be displayed on noticeboards, the town council website the facebook page and in the quarterly newsletter.
- The town council will continue to produce posters, website updates and use social media (where appropriate) advertising council events and information about opportunities that support the engagement of the community (e.g. Councillors' contact details and meeting dates).
- The town council will consider requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known, not only to the town council, but also to other organisations.

This may be including an item for discussion on an agenda or allowing a local group to put their opinions/suggestions into a report undertaken by the town council.

- The town council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The town council will, where appropriate, ensure that local people and communities are referred to the correct department/officer/ District and/or County Councillor and that they are aware of the ways in which they can use the relevant systems to make their views known.

- Town councillors will continue to represent the council on various outside bodies. This will ensure that the council is kept well informed about the communities' wants and needs.

Unlike other tiers of local government, Town Councillors have close ties to their constituents and local voluntary and community organisations on a day-to-day basis, making them uniquely placed in terms of informed representation.

4. Communication

4.1 Brackley Town Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future and improving relationships with community groups including developing measures to gather the views and opinions of people and groups who are often missed out of community engagement activities.
- Brackley Town Council will be proactive and be willing to consider any reasonable opportunities that support the purpose of making information available and increasing contributions from the community.
- When dealing with controversial issues that affect a particular community consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered where necessary and results will be made available.
- Identifying and embracing opportunities to work with other local community groups as and when the need arises
- Publicising the positive results that have been achieved from working relationships between the council and other community groups, in order to encourage new relationships/partnerships to be formed and to foster community spirit.

5. Freedom of Information.

5.1 In accordance with the Freedom of Information Act 2000, this document will be available on the Council's website www.brackleynorthants-tc.gov.uk and copies will be available for inspection at the council offices.

Town Clerk

Draft for consideration November 2015

**LGPS EMPLOYER'S DISCRETIONS POLICY
FOR BRACKLEY TOWN COUNCIL**

LGPS 2014 Scheme

NORTHAMPTONSHIRE PENSION FUND

REGULATION & DISCRETION	POLICY ON INDIVIDUAL DISCRETIONS
<p>1). Reg 31: Whether to grant additional pension to a member (up to £6500pa)</p>	<p><i>Brackley Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed agreement of the Policy and Resources Committee after consideration of the costs that would apply.</i></p>
<p>2). Reg 16(2)e & Reg 16(4)d: Whether to make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this) <i>[Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay - in the latter scenario, employers must fund it if necessary.]</i></p>	<p><i>Brackley Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed agreement of the Finance and Policy Committee after consideration of the costs that would apply.</i></p>
<p>3). Reg 30(6) Whether all or some pension benefits can be paid if a member aged 55 or over reduces their hours/grade and continues to work ("flexible retirement").</p>	<p><i>Brackley Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply. The Finance and Policy Committee will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</i></p>
<p>4). Reg 30(8) Waiving actuarial reduction on flexible retirement</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>
<p>5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) - for both active, deferred members & suspended tier 3 ill health pensions.</p>	<p><i>Brackley Town Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed agreement of the Finance and Policy Committee after considering the costs that would apply.</i></p>

<p>6). TP Regs 1(1)(c) of Schedule 2: Whether to allow the rule of 85 to be "switched on" for members who would normally meet the rule but who will not if they draw the benefits age 55-59</p>	<p><i>Brackley Town Council will only agree to "switch on" the rule of 85 in exceptional circumstances, and as the result of the expressed agreement of the Finance and Policy Committee after considering the costs that would apply.</i></p>
<p>7). Regs 22(8 & 9) Whether to extend 12-month period to separate previous LG service</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>
<p>8). Reg 9(3) Determine rate of employees' contributions.</p>	<p><i>Brackley Town Council will review all employees' contribution bands when there has been contractual change to a member's salary or hours at some point during the year. A member's contribution rate will not be reviewed as the result of one-off additional payments .</i></p>
<p>9). Reg 100(6) Whether to extend 12 month period to allow a transfer-in of non-LG pension rights</p>	<p><i>Brackley Town Council will not exercise this discretion</i></p>

Abbreviations

"Reg 16(2)e" means Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 (which apply from 1 April 2014]

"TP Regs" means LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].

Signed..... Date

Linda Carter - Town Clerk & Proper Officer

This document was approved at a meeting of the Finance & Policy Committee on 16 November 2015.

Reviews will take place on a biannual basis unless the size and nature of the Council change.

BRACKLEY TOWN COUNCIL
Fire Station Development Sub Committee
Monday 16th November 2015

PURPOSE OF REPORT:

To assist members in determining financial viability of the Fire Station building and the levels of funding required.

MAIN ISSUES AND CONSIDERATIONS:

Following the public consultation the one overwhelming need identified was for public toilets for the park. There was also a significant number of people who would like to see some form of refreshment facility there as well.

Added to this is the expectation by many current users of the Town Hall that they will be relocated to the Fire Station for the duration of the Town Hall refurbishment works.

The Town Hall refurbishment is likely to commence in the middle of 2016 which will necessitate the relocation of current users (where possible), but also the relocation of the Council meetings.

If the council is not able to accommodate the current users, then their custom may be lost permanently and with it their good will. Many of these users are unlikely to return to the Town Hall following refurbishment as the accommodation will not be appropriate to their needs, so there is the opportunity to provide a permanent alternative for these groups, rather than lose them to other facilities.

Members previously considered three options for the use of the building.

1. Fully commercial
2. Part commercial/part community
3. Full community use

The Council subsequently chose the part commercial option and determined that this would be a café/coffee shop sited in the old part of the building. This commercial opportunity will be advertised in due course and expressions of interest subjected to due diligence in order to achieve best value.

The community element would be in the 'new' part of the building which could accommodate most of the existing users of the Town Hall, thus protecting that income stream for the future.

Consideration needs to be given with regards to the Council's exposure should a commercial venture subsequently prove not to be viable, and to possible alternative future uses for the building, and the precarious nature off the current funding for Brackley Hub (Youth Café) may provide an opportunity at some stage.

FINANCIAL IMPLICATIONS:

1) Renovation Costs

Fees for the Architects, CDM, Mechanical & Electrical and Building regulation supervision all need to be taken into account and, to date have been met from existing budget provision.

The Tenders received suggest a likely build cost in the region of £350,000- £400,000

With fees and a contingency allowance it would be sensible to budget for a total cost of £400k.

2) Running Costs

Item	Per annum Cost
Rates (based on recent valuation)	£11,000
Heating and Lighting -	£4,000
Water -	£1,500
Insurance	£2,000
Security	£1,000
Total Annual Fixed Costs	£19,500

3) Potential Rental Income (based on recent SNC rates)

Area	Metre	Metre	Area - M ²	Rental @ £129.13
Old	5.1	10	51.0	£6586
Lobby/Back	10.6	3.2	33.9	£4377
Totals			84.9	£10,963

It is likely that most of the current users of the lower hall could be accommodated within one side of the fire station (although not all may choose to relocate there) which could provide income from room hire in the region of £15,000 based on current rates at the Town Hall (lower hall). The location could also prove popular for party hire for small children, which is currently difficult in the town hall given the absence of a lift.

If the commercial opportunity is successfully let, and the groups are relocated at an income level based on current hire rates for the lower hall, then the income will exceed the running cost by approximately **£6400 per annum**

There may be an opportunity to vest the building either in another group or a management committee, but given that the most suitable source of funding will be a Public Works Loan, it is unlikely that they would be able generate sufficient funds to meet the cost of those repayments and the running cost of the building.

4) Funding the Capital Costs

There are a number of sources of funding available to the Council

New Homes Bonus

The Council has already secured a grant of £75,000 towards the cost of the project

BTC Reserves

There is currently £71k available within the Council's reserves for capital projects

Public Works Loan Board -

This is government funding available for town and parish councils at slightly more favourable rate than those in the general loan markets. For this type of work, and with the council current financial status, a loan would be obtainable over a period of up to 50 years, but 25 years would be recommended. Repayment costs over 25years would be:

**£14,860 p.a. for a loan of £250,000 or
£11,888 p.a. for a loan of £200,000**

If the Sub Committee were to recommend that a loan of £250,000 be applied for, the annual shortfall in income to repay the loan would be £8460. This is equivalent to £1.79 per Band D property on the precept or an increase of 1.64% based on our 2014 Tax base. Given the 2000 houses that are being built in the town over the next 8 years, the tax burden will be reduced correspondingly.

Thought could be given to extending the term of the loan but, given the planned expansion of the town and the subsequent uplift in the tax base, it is suggested that the term be kept at 25years

RECOMMENDATION:

1. That the subcommittee gives due consideration to the financing of the refurbishment and the long term viability of the building and makes an appropriate recommendation to the Finance & Policy Committee, and to Council, in order that progress can be made with the funding application.

Linda Carter
Town Clerk