

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

To: Cllrs Baker, Bagot-Webb, Cartmell, Ross, Sharps, Stimpson, Thompson (ex-officio), Tiller, Waldron and P Wiltshire

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 21 September 2020**, following on from Direct Responsibilities. via Zoom. Meeting ID 945 2120 0025. Passcode 083439. Dial in 0131 460 1196.

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email town.clerk@brackleynorthants-tc.gov.uk if you require further assistance.

16 September 2020



Town Clerk

AGENDA

Members of the press and public are invited to attend

202/20 Apologies for absence

Members are asked to receive and approve apologies.

203/20 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.

204/20 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.

205/20 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 17 August 2020.

206/20 Finance reports

To receive for approval:

- 1) List of Accounts for September in the sum of £142,592.76
- 2) Reconciliation Sheet for August 2020

207/20 Costing for future Town Talk - attached

RECOMMENDATION: To agree costs associated to out-source typesetting and design services for Town Talk commencing with the next issue (Nov/Dec 2020)

208/20 Hallmaster Report for venues booking - attached

RECOMMENDATION: To agree to purchase the Hallmaster software at an initial cost of £661 + VAT and the ongoing license cost of £531 annually

209/20 BTC organised events 2020

Members are asked to consider and agreed the recommendations as outlined below for the forthcoming events organised by Brackley Town Council.

Fireworks - It is recommended that the Fireworks display for 2020 is cancelled because it would not be possible to comply with the current Government Guidelines. BTC will promote safety messages during the run up to Fireworks night on all social media.

Remembrance & Armistice – It is recommended that the Remembrance and Armistice for 2020 is cancelled in line with the information received from the Joint Operations Team Northamptonshire Police and Northamptonshire Fire & Rescue Service concerning possible arrangements relating to Remembrance/Armistice this year. They have now confirmed that all usual arrangements of parades and services within Northamptonshire have been cancelled though some local authorities will undertake a very low key laying of a wreath within their towns, keeping to the rule of 6 i.e. Mayor & RBL members only.

Christmas light switch on plus lantern parade - It is recommended that the Christmas Light Switch On and Lantern parade event is cancelled in 2020. BTC could encourages residents to all switch on their lights and decorations at the same time and post photos on the BTC social media.

Carol Service – it is recommended that the Carol Service for 2020 is cancelled for 2020 because it would not be possible to comply with the current Government Guidelines.

210/20 Matters for discussion or information

211/20 Exclusion of Press and Public

It is proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press is excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

212/20 Town Hall Due Diligence (report attached)

Minutes of the **Finance and Policy Committee** to be held on **Monday 17 August 2020** via

Present: Cllrs Baker, Bagot-Webb, Cartmell, Sharps, Thompson (ex-officio), Waldron and P Wiltshire

Officers: Town Clerk (A Moses) and Deputy Town Clerk (K Hale)

151/20 Apologies for absence

Apologies were received and accepted from Cllrs Ross and Stimpson.

Absent – Cllr Tiller

152/20 Declarations of interest

None.

153/20 Public participation

None.

154/20 Approval of minutes

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

receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 20 July 2020.

155/20 Finance reports

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

receive for approval:

- 1) List of Accounts for August in the sum of £68,905.16
- 2) Reconciliation Sheet for July 2020

156/20 Agenda request – volunteer police

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

Pursue the Street Watch Group with our police sergeant and to offer BTC support

157/20 Agenda request – Fireworks

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

this matter will not be proceeded with.

158/20 Agenda request – BBC Radio Northampton

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

Write to the BBC to enquire about what can be done to improve reception in the area.

159/20 Review and approve the following policies

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

Approve and adopt the Capability Procedure

160/20 Working Party minutes

No Working Parties have been held during this period.

As agreed at Full Council, the Finance and Policy Committee agree to cease the following current working parties.

Communications

Venues

161/20 Matters for discussion or information

Meeting Closed at: 20:17

Signed:

Dated:

Brackley Town Council
PURCHASE DAYBOOK

Order by Invoices Entered

Purchase Ledger for Month No 5

										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		
16/07/2020	0000394242	DDAUG01	SGW	SGW	66.00	13.20	79.20	4025	101	66.00	Payroll Month 4		
17/07/2020	080288	181	JANSA	JAN99001	205.00	41.00	246.00	4250	251	205.00	Quarterly Lift Maintenance TH		
17/07/2020	182	182	SNAST	SNAST	20.00	0.00	20.00	4080	151	20.00	Annual Subscription 2020		
15/07/2020	7542706	183	WAVE	WAV99001	49.51	0.00	49.51	4216	401	49.51	Water Cemetery Apr - Jul		
17/07/2020	141195761	184	AMAZON	AMA99001	6.07	1.22	7.29	4200	201	6.07	Led Bulb Rear Reversing Beeper		
11/07/2020	143768411	185	AMAZON	AMA99001	7.07	1.42	8.49	4200	201	7.07	Back-up Beeber/Reverse Alarm		
16/07/2020	259134272	186	AMAZON	AMA99001	14.70	2.94	17.64	4085	201	14.70	First Aid Eyewash/Plasters		
20/07/2020	31994007	187	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings		
07/07/2020	215912570/20	188	TGP	TOT99001	135.82	6.79	142.61	4214	701	135.82	Electric EH June		
06/07/2020	215835812/20	189	TGP	TOT99001	298.16	14.91	313.07	4214	251	298.16	Electric TH June		
03/07/2020	215688720/20	DDAUG02	TGP	TOT99001	103.80	5.19	108.99	4212	251	103.80	Gas TH June		
30/06/2020	215512885/20	DDAUG03	TGP	TOT99001	124.55	6.23	130.78	4214	301	124.55	Electric Market Place Feb-Apr		
08/07/2020	216046286/20	DDAUG04	TGP	TOT99001	522.43	104.48	626.91	4214	261	522.43	Electric OFS Apr-Jun		
30/06/2020	215568457/20	190	TGP	TOT99001	76.91	3.84	80.75	4214	201	76.91	Electric Unit Apr-Jun		
11/07/2020	216821555/20	191	TGP	TOT99001	59.69	2.98	62.67	4214	201	59.69	Electric Unit Jun-Jul		
06/08/2020	20200014	195	URZANMYNE	URZ99001	225.00	0.00	225.00	4550	601	225.00	Marketings Illustration TH/EH		
06/08/2020	IN0079666	196	TUDOR	TUD99001	113.00	22.60	135.60	4085	151	113.00	Litter Bin - Egerton Field		
06/08/2020	10160	197	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning OFS Toilets		
01/08/2020	10273742	198	ALTERNATIVE	ALT99001	50.11	10.02	60.13	4100	251	50.11	Alarms TH		
11/08/2020	13402	199	MICROSHADE	MIC99001	563.39	112.68	676.07	4060	151	563.39	Citrix hosting fee		
11/08/2020	200	200	BAGFORCE LTD	BAG99001	121.10	24.22	145.32	4250	351	121.10	Concrete - St James Lake		
11/08/2020	201	201	BAGFORCE LTD	BAG99001	64.55	12.91	77.46	4250	351	64.55	Concrete/Cement		
05/08/2020	501221154	202	WPS	WPS99001	844.85	0.00	844.85	4085	201	844.85	Insurance for Tractor		
05/08/2020	40768	203	GLOBAL MOBILE COMMUN	GLO99001	639.60	0.00	639.60	4100	201	639.60	new Mobile Phones		
03/08/2020	M017 F4	204	BT	BRI99001	47.00	9.40	56.40	4100	281	47.00	20 High Street - Broadband		
28/07/2020	M023 IQ	205	BT	BRI99001	101.06	20.21	121.27	4100	251	101.06	Broadband TH		
04/08/2020	603122214	DDAUG06	GAS	BRI99003	162.54	8.12	170.66	4214	281	162.54	Electric 20 High Street		
03/08/2020	IN0079004	206	TUDOR	TUD99001	96.86	19.37	116.23	4385	351	96.86	Dog Bin - Prices Egerton Field		

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	RefNo	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
03/08/2020	Q024 G0	DDAUG06	BT	BR199001	511.90	102.38	614.28	4100	261	511.90	Broadband - OFS
03/08/2020	185182	207	GREEN MAGIC	GRE99002	174.00	34.80	208.80	4085	151	174.00	3 x hand sanitiser stands
03/08/2020	247880	208	MILTON	MIL99001	1,693.60	338.72	2,032.32	4385	351	1,693.60	Dog Waste Collection
03/08/2020	4448604	209	FUEL GENIE	FUEL	188.36	37.68	226.04	4225	201	188.36	fuel - July
22/07/2020	210	210	STAFF	STAFF	9.12	0.00	9.12	4095	151	9.12	A.Gee - 1st class stamps
23/07/2020	236619	211	LINNELL	LIN	124.71	24.94	149.65	4250	351	124.71	Gate - St James Lake
30/06/2020	78809	212	SOUTHAM AGRICULTURAL	SOU99001	23.62	4.72	28.34	4200	201	23.62	Gas Strut for Mule
21/07/2020	262224	213	HAZCHEM	HAZ	64.50	0.00	64.50	4085	151	64.50	Boxes of gloves
22/07/2020	136226641	214	AMAZON	AMA99001	8.73	1.76	10.49	4251	201	8.73	wheelbarrow Foam Grips
22/07/2020	173222721	215	AMAZON	AMA99001	18.13	3.62	21.75	4385	351	18.13	Litter Pickers
24/07/2020	1086027698	216	SCREWFIX	SCR99001	10.83	2.16	12.99	4251	201	10.83	Angel brackets Pkt 25
16/07/2020	3630 AGZ545	217	TRAVIS	TPT	51.73	10.35	62.08	4250	351	51.73	Postcrete - St James Lake
16/07/2020	268972583	218	AMAZON	AMA99001	23.29	4.66	27.95	4270	701	11.64	4 Weights Hand sanitisers
24/07/2020	135393941	219	AMAZON	AMA99001	34.93	6.99	41.92	4060	151	11.65	4 Weights Hand sanitisers
31/07/2020	153342	220	HYDRA MEX	HYD001	87.70	17.54	105.24	4251	201	34.93	3 plastic display boards
31/07/2020	6520210313	221	LYRECO	LUL	52.98	10.60	63.58	4060	151	87.70	tools
16/07/2020	131	222	HUNN	HUN99001	95.00	0.00	95.00	4265	270	52.98	stationary
31/07/2020	133	223	HUNN	HUN99001	20.00	0.00	20.00	4265	270	95.00	Cleaning The Loft
14/07/2020	8490	224	M-TRAC	M-TRAC	1,200.93	240.19	1,441.12	4200	201	20.00	Cleaning Products The Loft
30/07/2020	67922030	DDAUG07	O2	O299001	99.60	19.92	119.52	4100	151	1,200.93	Service - Mule
21/05/2020	2020032470	226	QUADIENT FINANCE	QUA99001	59.45	11.89	71.34	4250	351	99.60	Mobile Phones-Grounds
29/07/2020	295443	228	GARDEN HIRE	GHS99001	-36.17	-7.23	-43.40	4200	201	59.45	Maintenance - Franking Machine
22/07/2020	1562868	229	VALUE PRODUCTS	VAL99001	23.25	4.65	27.90	4600	351	-36.17	Gearbox
03/08/2020	68133485	DDAUG08	O2	O299001	35.52	7.10	42.62	4100	151	23.25	Sign Poppyfields S106
22/07/2020	230	230	SNC	SNC	46.00	0.00	46.00	4275	151	35.52	Mobile Phones - Grounds
15/07/2020	7014095	231	CHERWELL	CHE99001	17,483.24	3,496.65	20,979.89	4400	351	46.00	Licence Transfer Fee
07/08/2020	232	232	STAFF	STAFF	92.25	0.00	92.25	4075	151	17,483.24	Grass Cutting Apr-June
10/07/2020	314874828	DDAUG09	LLOYDS	LB	9.10	0.00	9.10	4040	151	92.25	Travel Exp - Mark Stopps
										9.10	Bank Service Charge

Purchase Ledger for Month No 5

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	
25/08/2020	233	233	BRACKLEY	BTC	21,336.40	0.00	21,336.40	4000	101	10,536.45	Salary Office
25/08/2020	234	234	NCC	NCC001	7,818.09	0.00	7,818.09	4002	101	10,799.95	Salary Grounds
25/08/2020	235	235	HMRC	HMRC	7,053.59	0.00	7,053.59	4015	101	4,564.17	pension office
05/08/2020	8513	236	M-TRAC	M-TRAC	90.00	18.00	108.00	4030	101	3,253.92	pension grounds
30/07/2020	227	227	NEOPOST	NEO001	100.00	0.00	100.00	4010	101	3,950.37	Tax & NI Office
22/07/2020	267038244	237	AMAZON	AMA99001	11.54	2.31	13.85	4020	101	3,103.22	Tax & NI Grounds
22/07/2020	266413848	238	AMAZON	AMA99001	7.83	1.57	9.40	4250	351	90.00	Hire Mini Digger-St James Lake
10/08/2020	291543806	239	AMAZON	AMA99001	18.13	3.62	21.75	4095	151	100.00	postage
09/08/2020	290889564	240	AMAZON	AMA99001	9.64	1.93	11.57	4265	201	11.54	Cleaning Brush for Unit
09/08/2020	175675531	241	AMAZON	AMA99001	6.32	1.26	7.58	4270	201	7.83	USB Flash Drive - Unit
09/08/2020	290889632	242	AMAZON	AMA99001	13.32	2.66	15.98	4060	151	18.13	Keyboard & Mouse - 20 High st
09/08/2020	243	243	AMAZON	AMA99001	6.83	1.36	8.19	4100	201	9.64	Phone Charger for Unit
02/08/2020	132069011	244	AMAZON	AMA99001	1.41	0.28	1.69	4100	201	6.32	Fast Charger Cable - unit
01/08/2020	101649101	245	AMAZON	AMA99001	14.57	2.91	17.48	4270	251	4.99	Colour Cellophane Sheets - TH
11/08/2020	237504	246	LINNELL	LIN	26.92	5.38	32.30	4270	201	8.33	Double Sided Carpet Tape - Uni
							4200	201		6.83	Carpet Cleaner Brush
							4200	201		1.41	Tractor Fuse
							4250	351		14.57	Dummy Camera Rose Open Space
							4250	351		26.92	Timber Rails - St James Lake

TOTAL INVOICES 63,945.82 4,960.33 68,906.15

VAT ANALYSISCODE F @ 5.00% 961.47 48.06 1,009.53
 VAT ANALYSISCODE S @ 20.00% 24,561.34 4,912.27 29,473.61
 VAT ANALYSISCODE Z @ 0.00% 38,423.01 0.00 38,423.01

TOTALS 63,945.82 4,960.33 68,906.15

Date: 08/08/2020

Breckley Town Council

Page 1

Time: 11:07

Bank Reconciliation Statement as at 31/07/2020
for Cashbook 1 - Current Bank Accounts

User: AG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 00059916	31/07/2020	20	157,618.74
Treasurers Account - 26055660	31/07/2020	2	10,000.00
Capital Account - 25225068	31/07/2020	16	1,062,616.85
Deposit Account - 00228866	31/07/2020	27	201,220.37
			<hr/> 1,431,455.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,431,455.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,431,455.96
		Balance per Cash Book is :-	1,431,455.96
		Difference is :-	0.00

06/08/2020

Brackley Town Council

11:33

Balance Sheet as at 31/07/2020

31st March 2019

30th April 2020

		Current Assets	
2,053		Debtors	2,933
26,798		VAT Control A/c	32,781
1,366,409		Current Bank Accounts	1,431,456
<u>1,395,260</u>			<u>1,467,170</u>
	1,395,260	Total Assets	1,467,170
		Current Liabilities	
50,033		Creditors	2,639
<u>50,033</u>			<u>2,639</u>
	1,345,227	Total Assets Less Current Liabilities	1,464,531
		Represented By	
1,170,473	General Reserves		1,289,777
174,754	Earmarked Reserves		174,754
<u>1,345,227</u>			<u>1,464,531</u>

The above statement represents fairly the financial position of the authority as at 31/07/2020 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

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	
12/08/2020	247	247	STAFF	STAFF	41.40	0.00	41.40	4075	151	41.40	Travel Expenses
06/08/2020	7191234	248	WAVE	WAV99001	63.56	0.00	63.56	4216	251	63.56	Water TH Feb-May
13/08/2020	157509	249	XYLEM HOLDINGS	XYL99001	3,075.00	614.98	3,689.98	4600	351	3,075.00	2 x tables tennis tables
13/08/2020	DDAUG10		LLOYDS	LB	5.53	0.00	5.53	4125	151	5.53	Service Fee
13/08/2020	0000396231	DDSEPT01	SGW	SGW	66.00	13.20	79.20	4025	101	66.00	Payroll Month 5
14/08/2020	8521	249	M-TRAC	M-TRAC	4,700.00	940.00	5,640.00	4600	201	4,700.00	Flail Mower - S106
09/08/2020	7644305	250	WAVE	WAV99001	56.64	0.00	56.64	4216	201	56.64	Water Unit 1 May-Aug
06/08/2020	7629792	251	WAVE	WAV99001	62.29	0.00	62.29	4216	251	62.29	Water TH May-Aug
12/08/2020	302663	252	GARDEN HIRE	GHS99001	15.63	3.13	18.76	4200	201	15.63	Fuel Filter
14/08/2020	8520	253	M-TRAC	M-TRAC	39,500.00	7,900.00	47,400.00	4600	201	39,500.00	Tractor with bucket KX20 FUGO
06/08/2020	218047241/20	254	TGP	TOT99001	306.02	15.30	321.32	4214	701	306.02	Electric EH July
06/08/2020	217868667/20	255	TGP	TOT99001	343.30	68.66	411.96	4214	251	343.30	Electric TH
06/08/2020	218047230/20	256	TGP	TOT99001	59.44	2.97	62.41	4214	201	59.44	Electric Unit
06/08/2020	217868566/20	DDSEPT02	TGP	TOT99001	44.81	2.24	47.05	4214	201	44.81	Electric Unit 1
06/08/2020	217868645	DDSEPT03	TGP	TOT99001	148.72	7.44	156.16	4214	301	148.72	Electric Markt Place
04/08/2020	217616888	DDSEPT04	TGP	TOT99001	107.26	5.36	112.62	4212	251	107.26	Gas TH
20/08/2020	37100256	257	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meeting
21/08/2020	258	258	STAFF	STAFF	16.50	0.00	16.50	4455	451	16.50	Wreath for VJ Day
01/09/2020	4585547	259	FUEL GENIE	FUEL	237.58	47.52	285.10	4225	201	237.58	Fuel - August
01/09/2020	1090622800751	260	SNC	SNC	3,892.20	0.00	3,892.20	4210	201	3,892.20	Rates Unit 2
01/09/2020	1090622801176	261	SNC	SNC	3,692.60	0.00	3,692.60	4210	201	3,692.60	Rates Unit 1
01/09/2020	1090360801281	262	SNC	SNC	588.61	0.00	588.61	4210	401	588.61	Rates Cemetery
31/08/2020	6520211270	263	LYRECO	LUL	129.15	25.83	154.98	4060	151	129.15	Stationary
31/08/2020	154326	264	HYDRAMEX	HYD001	320.43	64.08	384.51	4200	201	320.43	Vehicle Parts
31/08/2020	43540	265	ROLTON GROUP	ROL99001	2,850.00	570.00	3,420.00	4350	351	2,850.00	Inspection Old Railway Bridge
28/08/2020	4923	266	RIO WORKWEAR	RIO99001	53.85	10.77	64.62	4270	201	53.85	3 x Branded Silver Shirts
21/08/2020	2020052223	267	QUADIENT FINANCE	QUA99001	59.45	11.89	71.34	4250	351	59.45	Frinking Machine Maintenance
30/08/2020	70136751	DDSEPT05	O2	O299001	137.60	27.52	165.12	4100	151	137.60	Mobile Phones

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	
28/08/2020	386862	268	GEORGE	GEO99002	93.00	18.60	111.60	4200	201	93.00	Spare Parts for Mower
25/08/2020	386699	269	GEORGE	GEO99002	7.15	1.43	8.58	4200	201	7.15	Trapezoidal Belt
21/08/2020	44664	270	OX UNI	OX99001	676.00	0.00	676.00	4115	151	676.00	Printing Town Talk
25/08/2020	271	271	MCGANNIS	GAN99001	35.83	7.16	42.99	4200	201	35.83	Bike Tyre
24/08/2020	1093052031	272	SCREWFIX	SCR99001	14.98	2.99	17.97	4250	351	14.98	Flashing tape for OFS roof rep
27/08/2020	273	273	HM LAND REGISTRY	HML99001	3.00	0.00	3.00	4315	151	3.00	Land Registry search
24/08/2020	4922	274	RIO WORKWEAR	RIO99001	244.93	48.99	293.92	4085	201	244.93	3 Hi Viz Rain Coat & Trousers
24/08/2020	1009638	275	XSIGN	DLI99001	444.00	88.80	532.80	4330	151	444.00	3x Play Area Sign
01/09/2020	0854	276	ALPINE	ALP99001	128.00	25.60	153.60	4265	281	128.00	Cleaning 20 High street
01/09/2020	135	277	HUNN	HUN99001	165.00	0.00	165.00	4265	270	165.00	Cleaning The Loft
26/08/2020	1367522385	278	AMAZON	AMA99001	54.06	10.81	64.87	4060	151	54.06	Toner Cartridges
27/08/2020	279	279	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search
27/08/2020	281A	281	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry search
27/08/2020	282A	282	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search
27/08/2020	283	283	LIDL	LID99001	22.48	0.00	22.48	4251	201	22.48	Chain Sharpener/Shrink Tubing
01/09/2020	284	284	STAFF	STAFF	61.20	0.00	61.20	4075	151	61.20	Travel Exp - M.McCallum
01/09/2020	285	285	STAFF	STAFF	157.50	0.00	157.50	4275	270	157.50	TV Licence the Loft - AGee
31/08/2020	50147196	286	RVS	RVS	174.40	34.88	209.28	4060	151	174.40	Photocopier Service Plan
04/09/2020	176552	287	BARRIERSDIRECT	BAR99002	81.90	16.38	98.28	4350	351	81.90	Removeable Ped.Bollard
06/09/2020	219721441	288	TGP	TOT99001	337.03	67.40	404.43	4214	251	337.03	Electric TH
03/09/2020	219604335/20	DDSEPT06	TGP	TOT99001	119.98	6.00	125.98	4212	251	119.98	Gas TH
04/09/2020	1095725823	289	SCREWFIX	SCR99001	21.01	4.20	25.21	4250	201	21.01	Pipe brackets and sealant for
25/08/2020	421002281248	290	NCC	NCC001	1,015.00	0.00	1,015.00	4085	151	1,015.00	Path Closure behind Town Park
04/09/2020	4018375	291	SNC	SNC	1,144.00	0.00	1,144.00	4385	351	1,144.00	Bin Collection
04/09/2020	4018375A	292	SNC	SNC	916.50	0.00	916.50	4385	351	916.50	Bin Litter Collection
10/08/2020	317584311	DDSEPT07	LLOYDS	LB	9.10	0.00	9.10	4040	151	9.10	Service Charge
25/08/2020	004/210122477	294	PEAC	PEA99001	323.33	64.67	388.00	4060	151	323.33	Photocopier Lease Rental 24/06
01/07/2020	2003	295	MEISTER	MEI99001	2,832.64	0.00	2,832.64	4218	201	2,832.64	Unit 2 Rent
27/08/2020	M024 ML	296	BT	BRI99001	101.52	20.30	121.82	4100	251	101.52	Broadband TH

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		
03/09/2020	M018 JR	297	BT	BRI99001	47.00	9.40	56.40	4100	281	47.00	Broadband 20 High St		
01/09/2020	10338809	298	ALTERNATIVE	ALT99001	50.10	10.02	60.12	4100	251	50.10	TH Alarms		
02/09/2020	IN0083736	299	TUDOR	TUD99001	127.34	25.47	152.81	4251	201	127.34	Tools		
03/09/2020	10223	300	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning OFS Toilets		
11/09/2020	13509	301	MICROSHADE	MIC99001	563.39	112.68	676.07	4060	151	563.39	Citrix Hosting Fee		
03/09/2020	460565964	DDSEPT08	GAS	BRI99003	35.10	1.75	36.85	4214	281	35.10	Electric 20 High Street		
05/08/2020	3530AHA042	302	TRAVIS	TPT	40.08	8.02	48.10	4250	351	40.08	8 x Bags cement- The Lake		
08/09/2020	58651	303	SAVILLS	SAV	3,121.00	0.00	3,121.00	4375	351	3,121.00	Land Rent St James Lake		
07/09/2020	304	304	STAFF	STAFF	58.50	0.00	58.50	4315	151	58.50	Planning Application Fee		
08/09/2020	280A	280	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search		
08/09/2020	238681	305	LINNELL	LIN	1,480.10	296.02	1,776.12	4350	351	1,480.10	Fencing Wordsworth Close		
25/09/2020	306	306	JESSETT	HOW99001	3,375.00	0.00	3,375.00	4218	281	3,375.00	Rent 20 High Street		
01/09/2020	1090450800669	307	SNC	SNC	7,984.00	0.00	7,984.00	4210	251	7,984.00	Rates Town Hall		
10/09/2020	308	308	STAFF	STAFF	18.24	0.00	18.24	4095	151	18.24	2 x packs 12 1st class stamps		
08/09/2020	331021666	309	AMAZON	AMA99001	4.32	0.86	5.18	4200	201	4.32	Log Book for tractor		
08/09/2020	126668101	310	AMAZON	AMA99001	13.96	2.79	16.75	4085	201	13.96	First Aid Kit for Tractor		
11/09/2020	247887	311	MILTON	MIL99001	1,409.86	281.97	1,691.83	4385	351	1,409.86	Dog Waste Collection Sept		
10/09/2020	220653295/20	312	TGP	TOT99001	55.75	5.79	61.54	4214	201	55.75	Electric Unit 2		
11/09/2020	313	313	STAFF	STAFF	80.10	0.00	80.10	4075	151	80.10	Fuel - M Stopps		
14/09/2020	314	314	NEOPOST	NEO001	100.00	0.00	100.00	4095	151	100.00	Postage Top Up		
25/09/2020	315	315	BRACKLEY	BTC	24,052.36	0.00	24,052.36	4000	101	12,010.49	Salary		
								4002	101	12,041.87	Salary		
25/09/2020	316	316	NCC	NCC001	9,151.54	0.00	9,151.54	4030	101	3,815.14	Pension - Ground		
25/09/2020	317	317	HMRC	HMRC	8,932.65	0.00	8,932.65	4015	101	5,336.40	Pension - Office		
								4020	101	3,985.13	Tax & NI-Ground		
								4010	101	4,947.52	Tax & NI-Office		
										130,987.66			
										11,605.10	142,592.76		
										TOTAL INVOICES 130,987.66			

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		
								A/C	Centre	Amount
			VAT ANALYSISCODE	F @ 5.00%	877.08	46.85	923.93			
			VAT ANALYSISCODE	S @ 20.00%	57,791.44	11,558.25	69,349.69			
			VAT ANALYSISCODE	Z @ 0.00%	72,319.14	0.00	72,319.14			
TOTALS							130,987.66	11,605.10	142,592.76	

03/09/2020

Brackley Town Council

11:08

Balance Sheet as at 31/08/2020

31st March 2019

30th April 2020

Current Assets			
2,053	Debtors	3,344	
26,798	VAT Control A/c	37,502	
1,366,409	Current Bank Accounts	1,313,144	
0	Creditors	49,084	
<u>1,395,260</u>			<u>1,403,074</u>
1,395,260	Total Assets		1,403,074
Current Liabilities			
50,033	Creditors	0	
<u>50,033</u>			<u>0</u>
1,345,227	Total Assets Less Current Liabilities		1,403,074
Represented By			
1,170,473	General Reserves		1,228,320
174,754	Earmarked Reserves		174,754
<u>1,345,227</u>			<u>1,403,074</u>

The above statement represents fairly the financial position of the authority as at 31/08/2020 and reflects its Income and Expenditure during the year.

Signed : _____ Date : _____
Chairman

Signed : _____ Date : _____
Responsible
Financial
Officer

**BRACKLEY TOWN COUNCIL
Finance and Policy**

Monday 21 September 2020

PURPOSE OF REPORT: Proposal to out-source typesetting/design of Town Talk

RECOMMENDATION: Authorise costs associated to out-source typesetting and design services for Town Talk to Pinsah Design commencing with the next issue (November/December 2020)

MAIN ISSUES AND CONSIDERATIONS:

Town Talk is currently produced approximately 4 times per year and distributed to all residential properties free of charge. Once submissions for inclusion are received, they are edited and each page designed by the Deputy Clerk for proof reading by BTC staff and relevant Councillors prior to submission to the print contractor.

It has long been the remit to ensure Town Talk becomes an important voice for both BTC and the Community – a publication to be eagerly received by local residents. In turn, Town Talk must be a professional publication, which people want to read; be informed about local issues, council actions and events, community news and local advice and information. In addition, it is important to maintain continuity in terms of design and structure.

For some time, the typesetting and design role has been undertaken by the Deputy Clerk mainly due to experience in the field, lack of funding for proposed Communications Role and purchasing of appropriate software and training.

The tasks of calling for articles, collating, editing, often writing articles, collating suitable images, designing for submission to printers can take up to 3 working days, typesetting and design element alone usually takes 2 days - This equates to approximately £700.

FINANCIAL IMPLICATIONS:

Three quotations have been received for typesetting services. Quotations are based on the following:

- 16- page publication
- Submission of all material (text and images) by BTC
- Complete typesetting/design service, to BTC design specifications
- 4 x proof stages
- Final submission to print contractors

Agenda Item: 207/20

Aubergine	Previously designed Town Hall Restoration website	£75.00 + VAT per page
PNB Mobile	Town App designer/annual maintenance	£75.00 + VAT per page
Pinsah Design	https://pinsah.co.uk/our-work/	£25.00 + VAT per page

Current costings previously approved:		Approx costs – 2020/2021
Oxuniprint	£720.00 + VAT per edition	£2880.00
D2D	£64200 + VAT per edition	£2568.00
	TOTAL	£5448.00 (based on 4 editions)

Total budget for Town Talk 2020/2021 - £5,000.00

Note: Distribution costs relating to Covid-19 newsletter £535.00 already spent from 2020/2021 budget.

It is expected that 3 editions of Town Talk will be produced during this current financial year, with actual costs of £4086.00. Additional costs relating to typesetting/design would incur between £1200.00 and £4800.00. Therefore, each edition could cost between £1762 and £2564

Budget for Financial year 2021/2022 will require an increase of between £2500.00 and £5,500.00 depending on additional costs be approved.

STAFFING IMPLICATIONS:

Collation of articles and proof reading will still need to be undertaking.

AUTHOR

Stephanie Cambell

**BRACKLEY TOWN COUNCIL
Finance and Policy**

Monday 21 September

PURPOSE OF REPORT: To propose the Hallmaster software as a better option to manage the bookings of our venues

RECOMMENDATION: To agree to purchase the Hallmaster software at an initial cost of £661 + VAT and the ongoing license cost of £531 annually

MAIN ISSUES AND CONSIDERATIONS:

Currently the way hirers book venues is a labour-heavy and time-consuming process. As our current booking system does not have a user interface, it means that hirers fill in a manual booking form which is emailed or handed into the office. These details are then manually input into our booking system. Any changes are then made by the staff member. Any documentation like risk assessments, booking forms and insurance evidence is all handled individually, manually input or scanned in.

Potential hirers cannot see a calendar view, meaning that the venues and events coordinator often has lengthy email or phone conversations with a hirer before a suitable time or date can be found.

We have over 30 regular users a week, plus many one-off hirers. Each of these are emailing or discussing changes, new bookings, cancelling certain dates, invoices etc on a very regular basis.

The Hall master system is specifically made for companies, councils and organisations who manage venues. Each hirer can have their own log in area where they can see their own upcoming bookings, they can upload documents like risk assessments, they can see their invoices and book new sessions online. Potential hirers can also see the venues calendar so they can see when the venues are busy or available.

There will still be a human element to this new system, so that all bookings are checked and approved before they go live.

FINANCIAL IMPLICATIONS:

Year 1

one-off setup fee: £130

discounted licence per venue: £177

Total for 3 venues (includes multiple rooms and facilities to hire per venue) £661.00

Year 2+

No - setup fee

discounted licence per venue: £177

Total for 3 venues (includes multiple rooms and facilities to hire per venue) £531.00

All prices are subject to VAT @ 20% and include

- daily backup of your account and the whole system
- telephone and email support for all Administrators including setting up and advice on the day-to-day use of the system
- updates and upgrades to the system

STAFFING IMPLICATIONS:

Staff time to set up and maintain

AUTHOR

Sally Munday-Webb

Venues and Events Coordinator.