

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
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To: Cllrs Baker, Bagot-Webb, Cartmell, Nash, 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 26 April 2021**, following on from Direct Responsibilities via Zoom following the Direct Responsibilities Meeting.

To Join Zoom Meeting
<https://zoom.us/j/97575814157?pwd=MVlidkNTZHhrR3NHbHpYMFRRQ083dz09>
Meeting ID: 975 7581 4157 Passcode: 484295
Dial by your location +44 208 080 6591 United Kingdom

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.

21 April 2021



Deputy Town Clerk

AGENDA

Members of the press and public are invited to attend

527/20 Apologies for absence

Members are asked to receive and approve apologies.

528/20 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.

529/20 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.

530/20 Ratification of Full Council Meeting Resolutions – Monday 12 April

Members are asked to receive and approve the resolutions made on Monday 12 April – minutes attached.

531/20 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 15 March 2021.

Please note, this is a public meeting and you may be filmed, recorded and published.
Copies of all council papers are available to download at: www.brackleynorthants-tc.gov.uk

532/20 Finance reports

To receive for approval:

- a) List of Accounts for March/April in the sum of £123,476.90
- b) Reconciliation Sheet for March 2021
- c) Balance Sheet for March 2021

533/20 Recommendations from the Grants Panel Working Party

The minutes of the meeting of the Grants Panel Working Party on 15 March 2021 are attached.

The minutes contain the following **RECOMMENDATION** to the committee

- 1) To agree that Grants are allocated, as shown on the attached summary sheet to a total of £7,450.

A further meeting will take place on Monday 26 April 2021 and members are asked to approve the **RECOMMENDATION** from the committee which will be emailed to the members of this committee on this date.

534/20 To Approve Procedure for Mayor Making - attached

Members are asked to consider the procedure for Mayor Making and allocated responsibilities accordingly.

535/20 Matters for discussion or information

Minutes of Brackley Town Council, held on **Monday 12 April 2012**. Meeting at 7.00pm via Zoom.

Present: Cllr Cartmell – Mayor
Cllrs Bagot-Webb, Baker, Barrie, Butler, Nash, Sharps, Thompson, Tiller,
Waldron, E Wiltshire and P Wiltshire.

Officers: Deputy Town Clerk (K Hale) and Operations Manager (M Stopps)

The members observed a minute silence for HRH Prince Philip Duke of Edinburgh and the Mayor expressed the Council's sympathy to Her Majesty The Queen and the entire royal family.

488/20 Apologies for absence

Apologies were received and accepted from Cllrs Kew, Ross and Stimpson.

489/20 Town Mayor's announcements

- 20 March Chairman of SNC (Cllr Bagot-Webb) and the Mayor met with Gwen Rhys, Census co-ordinator at the Town Hall to help publicise "Census Day"
- 23 March Presentation of a cartoon picture of the town centre celebrations of the Brawn GP Team winning both the driver and constructors championship in 2009 from Cllr Tony Bagot-Webb, Chairman of SNC.
- 23 March As Trustee of Brackley Community Hospital 2020, the Mayor attended a cheque presentation to Caryl Billingham by the current and former Chairs of SNC from their joint fundraising over the past two years.
- 24 March Handing over the keys for the Town Centre toilets from Cllr Rebecca Breese from SNC as these have now been transferred to Brackley Town Council together with a considerable grant to refurbish the building.
- 11 April Attend St Peter's Church as the Arch-Deacon of Northampton, Richard Ormston was taking the service.
- 12 April Memorial service at St Peter's Church for the Duke of Edinburgh.

490/20 Public participation

None

491/20 Declarations of interest

None

492/20 Approval of minutes

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

accept and approve the minutes of the meeting of Council on Monday 1 March 2021

493/20 Committee minutes

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

receive the following approved Committee minutes:

Planning & General Works 15 February and 01 March 2021
Direct Responsibilities & General Purposes 15 February 2021
Finance & Policy 15 February 2021

494/20 Questions for chairmen relating to received minutes

None

495/20 County Council representative

Cllr Baker – busy with task and finish groups for services. Council meetings will be held at Angel Square or the Guildhall. Still carrying on with local planning committees at present.

Cllr Cartmell thanked Cllr Baker for all her support over the last 6 years and wished her well in the future.

496/20 District Council representative

Report attached.

Cllr Cartmell thanked Cllr Rawlinson for his support and wished him well in the future.

497/20 Proposed Meeting Timetable 2021/22

Members agreed the meeting timetabled.

498/20 Review and approve the following protocol - attached

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

Adopt the protocol – *Relationship of Councillors and Officers 2021* with the amendment discussed.

499/20 Service Level Agreement for Grass Cutting

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

Agree that the Mayor sign the above agreement to indicate the change of SNC to Cherwell.

500/20 Newt Report

This was noted by members.

501/20 Matters for discussion or information

None.

Cllrs Baker and Thompson left the meeting at 20:07

502/20 Exclusion of Press and Public

On the proposition of Cllr Thompson, it was **RESOLVED** 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.

503/20 Land North of Banbury Road (West Brackley)

Members deferred making a decision on this until 7 June 2021 which will be the first available meeting of the new council.

504/20 Land South of Banbury Road

On the proposition of Cllr P Wiltshire, it was **RESOLVED** not to proceed with the offer.

505/20 Field View Strip of Land

On the proposition of Cllr E Wiltshire, it was **RESOLVED** not to proceed with the offer.

506/20 Update on Old Fire Station

Members agreed with the recommendations in the report.

Meeting closed at 20:21

Signed:

Dated:

12 April 2021

Mr Mayor, Councillors

Since the last Town Council Meeting, SNC is no more and I am now a West Northamptonshire Councillor. SNC has become part of the new WNC. The sun has still risen and I hope that no one has noticed.

I am sure you are all aware that I resigned as the portfolio holder for finance and governance at SNC in March and withdrew from the Conservative whip and thought you would like an explanation.

In February, the Shadow Council had to agree the Constitution for the new Unitary Authority. At that stage the party edict was to agree the Constitution without amendment. In fact, as the meeting ran out of time the matter was held over till 10th March when the meeting reconvened.

Having read the Constitution, there were a number of points I was concerned about and tabled 6 amendments with the support of Cllr Billingham. There were 2 I felt, were of major importance. The first of these related to meetings that exceeded the time limit and would have enabled the administration to force through a vote on remaining business without any debate – in fact a filibuster's charter. Fortunately, the Shadow Executive agreed to this amendment the day before the meeting and it was passed. They also agreed two of my other amendments on making information available to Councillors.

My second major concern was that the Constitution now says that it is only the administration party that can remove the Leader of the Council. Unless there is no overall majority the other parties cannot table a vote of no confidence in the Leader of the Council. This could lead to a situation where a cabal of 25% of the Councillors can keep a Leader in power who is not supported by the remaining 75%.

As the party required members to vote against the amendment and it was subsequently lost, I could not continue to support such an undemocratic decision. I felt it was symptomatic of a party that was more interested in the preservation of power than serving its residents. It left me with no choice but to resign the whip and consequently had to resign as portfolio holder.

Having resigned, I'm sure you will be pleased to know that my last acts as portfolio holder were to sign off the agreement the sale of Towcester Town Hall and Brackley toilets to their respective Town Councils.

I have been privileged to serve the people of Brackley over the last 6 years in a senior position in the Council. SNC have recognised that the good working relationship we have achieved between the Town and District Councils has been really beneficial for our residents and I hope that will continue into the future. Thank you for that and I wish you all well.

Peter Rawlinson
WNC Councillor for Brackley East

Minutes of the **Finance and Policy Committee** to be held on **Monday 15 March 2021** via Zoom.

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

Officers: Town Clerk (A Moses), Deputy Town Clerk (K Hale) and Operations Manager (M Stopps)

479/20 Apologies for absence

Apologies were received and accepted from Cllr Stimpson.

Apologies received from Cllr Ross.

480/20 Declarations of interest

None.

481/20 Public participation

None.

482/20 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 15 February 2021.

483/20 Finance reports

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

receive for approval:

- a) List of Accounts for March in the sum of £77,366.39
- b) Reconciliation Sheet for February 2021
- c) Balance Sheet for February 2021

484/20 Covid Venue Price

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

keep prices at 50% reductions until restrictions are lifted on or after 21 June 2021

485/20 Internal Audit Report 2020-21, Interim Report

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

the Internal Audit Report was reviewed and approved.

486/20 Public Convenience – Brackley Town Centre

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

approve the signing of the Deed by the Mayor and Town Clerk in respect of Public Toilets and SNC.

Clarification is needed with regard to the storage cupboard which is currently being used by SNC litter picking team.

The toilets will be added to our insurance schedule.

487/20 Matters for discussion or information

None.

Meeting closed at 20:27

Signed:

Dated:

Purchase Ledger for Month No 11

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	
13/01/2021	607	607	STAFF	STAFF	120.15	0.00	120.15	4075	151	120.15	Travel Expenses - Mark Stopps
13/01/2021	609	609	NEOPOST	NEO001	100.00	0.00	100.00	4096	151	100.00	Postage
14/01/2021	810330815	610	AMAZON	AMA99001	22.50	4.49	26.99	4200	201	22.50	Pressure Gauge Tyre Inflator
15/01/2021	0000406412	DDFEB01	SGW	SGW	64.00	12.80	76.80	4025	101	64.00	Payroll Month 10 - Jan
15/01/2021	8398262	611	WAVE	WAV99001	117.97	0.00	117.97	4216	401	117.97	Water Cemetery Oct-Dec 2020
15/01/2021	0000332623	612	DORMA	DOR99001	235.00	47.00	282.00	4250	251	235.00	Maintenance to Push Pad TH
14/01/2021	1129698238	613	SCREWFIX	SCR99001	11.66	2.33	13.99	4251	201	11.66	Tile Drill Bit
18/01/2021	614	614	NCC	NCC001	1,664.09	0.00	1,664.09	4015	101	1,004.18	Pension January (2ndpart) Offi
								4030	101	659.91	Pension January (2ndpart)Groun
20/01/2021	4019908	615	SNC	SNC	295.00	0.00	295.00	4275	701	295.00	Premises Licence EH
19/01/2021	616	616	JESSETT	HOW99001	338.58	0.00	338.58	4085	281	338.58	1/2 Building Ins, 20 High St
21/01/2021	BK200374	617	SLCC	SLCC	75.00	15.00	90.00	4105	151	75.00	Practitioners Conf.-Alli Moses
20/01/2021	IN0104519	618	TUDOR	TUD99001	11.26	2.25	13.51	4251	201	11.26	Guide Bar Chainsaw
20/01/2021	64089995	619	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
12/11/2020	20065987	620	WPD	WPD99001	629.57	0.00	629.57	4250	351	629.57	Repairs to Cable on Wordswoth
22/01/2021	440254	621	BOSTON SEEDS	BOS99001	425.33	69.66	494.99	4335	301	425.33	Wildflower Seeds
21/01/2021	417947080	622	DENMAN	DEN99001	36.80	7.36	44.16	4250	251	36.80	Acid Battery
20/01/2021	21904	623	ADVANCED NETTING	ADV99001	73.58	14.72	88.30	4085	201	73.58	Yellow/Orange Jacket
15/01/2021	996654	624	RTC SAFETY SURFACES	RTC99001	6,856.00	1,371.20	8,227.20	4355	351	6,856.00	Wet Pour Chaffinch Way Play
24/01/2021	229514268/21	DDFEB02	TGP	TOT99001	60.71	3.03	63.74	4214	301	60.71	Electric Town Centre Dec-Jan
14/12/2020	2504	625	CLEANING HYGIENE SUP	CLE99003	137.95	0.00	137.95	4270	251	137.95	Soap Dish & 2xToilet Roll TH
05/02/2021	626	626	SHANA HETHERINGTON	SHANA	40.00	0.00	40.00	4315	401	40.00	Flowers for Grave
01/02/2021	10660831	627	ALTERNATIVE	ALT99001	50.10	10.02	60.12	4100	251	50.10	Town Hall - Alarm Lines
03/02/2021	229649678/21	DDFEB03	TGP	TOT99001	187.37	9.37	196.74	4212	251	187.37	Gas TH - 31/12 - 31/01/21
03/02/2021	229604413/21	DDFEB04	TGP	TOT99001	1,814.07	362.82	2,176.89	4212	701	1,814.07	Gas EH - 31/10/20-31/01/21
11/02/2021	14079	628	MICROSHADE	MIC99001	556.40	111.28	667.68	4060	151	556.40	Citrix Hosting Fee
01/02/2021	5265490	629	FUEL GENIE	FUEL	476.05	95.19	571.24	4225	201	476.05	Fuel - January 2021
01/02/2021	1120	630	GM UTILITIES LTD	GMUTILITY	6,564.90	1,312.98	7,877.88	4250	351	6,564.90	Works Swift Way Footpath

Purchase Ledger for Month No 11

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
								AVC	Centre	Amount	
01/02/2021	370117	631	GARDEN HIRE	GHS99001	45.07	9.02	54.09	4251	201	45.07	Tools Parts
29/01/2021	2781	632	NGB	BEA99001	300.00	60.00	360.00	4250	251	300.00	Replace Broken window TH
01/02/2021	0640	633	ALPINE	ALP99001	384.00	76.80	460.80	4265	251	128.00	Cleaning TH
										128.00	Cleaning EH
28/01/2021	M029 SC	634	BT	BRI99001	100.30	20.06	120.36	4100	251	128.00	Cleaning 20 High St
18/01/2021	136194	635	RT MAC	RTMA0001	48.02	9.60	57.62	4251	201	100.30	Broadband TH
27/01/2021	1133041248	636	SCREWFIX	SCR99001	16.66	3.33	19.99	4251	201	48.02	Pole Spare Parts
29/01/2021	269527	637	BEETEE	BEE99001	79.57	15.91	95.48	4250	281	16.66	Grinding Disc
27/01/2021	085991	638	JANSA	JAN99001	205.00	41.00	246.00	4250	251	79.57	Annul.Maint Alarm 20 High St
09/01/2021	Q022 3T	639	BT	BRI99001	678.21	135.64	813.85	4100	281	205.00	Lift Maint.TH Feb-May 2021
03/01/2021	M022 0Q	640	BT	BRI99001	47.00	9.40	56.40	4100	281	678.21	Cloud Package/Broadband 20 Hig
10/01/2021	641	641	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	47.00	Broadband 20 High St
28/01/2021	825322445	642	AMAZON	AMA99001	12.99	2.60	15.59	4200	201	41.66	2 x parking spaces
27/01/2021	121942851	643	AMAZON	AMA99001	43.49	8.70	52.19	4060	151	12.99	Diesel Filter Protector
31/01/2021	159382	644	HYDRAMEX	HYD001	158.43	31.68	190.11	4200	201	43.49	Toner Cartridge Replacement
30/01/2021	82071865	DDFEB05	O2	O299001	136.40	27.28	163.68	4100	151	158.43	various vehicle Parts
29/01/2021	10553	645	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	136.40	Mobile Phones
03/02/2021	M023 4C	646	BT	BRI99001	47.00	9.40	56.40	4100	281	494.17	Cleaning OFS Toilets
25/02/2021	647	647	BRACKLEY	BTC	20,235.39	0.00	20,235.39	4000	101	47.00	Broadband 20 High Street - Feb
										10,811.65	Salary Feb - Office
25/02/2021	648	648	HMRC	HMRC	6,872.18	0.00	6,872.18	4002	101	9,423.74	Salary Feb - Gounds
25/02/2021	649	649	NCC	NCC001	8,028.88	0.00	8,028.88	4010	101	2,781.94	Tax/NI - Gounds
										4,090.24	Tax/NI - Office
										4,689.69	Pension - Office
05/02/2021	650	650	NATHANJOHN	NAT99001	17.99	0.00	17.99	4200	201	3,339.19	Pension - Gounds
07/02/2021	230128398/21	DDFEB06	TGP	TOT99001	24.44	1.22	25.66	4214	201	17.99	Pair Crank Bolts for Bike
07/02/2021	230128387/21	DDFEB07	TGP	TOT99001	65.88	3.29	69.17	4214	301	24.44	Electric Unit 1 Jan21
07/02/2021	230128376/21	DDFEB08	TGP	TOT99001	381.64	76.32	457.96	4214	261	65.88	Electric Market Place Jan21
										381.64	Electric OFS Jan21

Purchase Ledger for Month No 11

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	Analysis Description
07/02/2021	230226661/21	652	TGP	TOT99001	393.45	78.69	472.14	4214	701	393.45	Electric EH Jan21
07/02/2021	230226650/21	653	TGP	TOT99001	74.53	6.73	81.26	4214	201	74.53	Electric Unit 2 04/01-03/02/21
06/02/2021	229848349/21	651	TGP	TOT99001	389.67	77.94	467.61	4214	251	389.67	Electric TH Jan21
14/01/2021	352255	608	MILTON	MIL99001	1,718.00	343.60	2,061.60	4385	351	1,718.00	Dog Waster Collection Jan21
28/01/2021	103346	654	ENCHANTED	ENC99001	260.00	52.00	312.00	4250	301	260.00	Install Street.Light Falcon Wa
08/02/2021	655	655	NEOPOST	NEO001	100.00	0.00	100.00	4095	151	100.00	Postage Topup
08/02/2021	IN0107756	656	TUDOR	TUD99001	71.95	14.39	86.34	4251	201	71.95	Chainsaw Gloves/Flexi Tub
03/02/2021	Q026 0J	DDFEB09	BT	BRI99001	583.40	116.68	700.08	4100	261	583.40	Broadband OFS Dec-Apr

TOTAL INVOICES 63,031.40 4,784.01 67,815.41

VAT ANALYSISCODE F @ 5.00% 412.93 23.64 436.57
 VAT ANALYSISCODE S @ 20.00% 23,879.06 4,760.37 28,639.43
 VAT ANALYSISCODE Z @ 0.00% 38,739.41 0.00 38,739.41

TOTALS 63,031.40 4,784.01 67,815.41

Purchase Ledger for Month No 12

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	
23/03/2021	9001724	715	FIRE RISK	FRP	495.75	99.15	594.90	4085	201	36.75	Fire Extinguisher Service
22/03/2021	247937	716	LINNELL	LIN	56.87	11.37	68.24	4395	351	56.87	Skates & Guards for Trees
18/03/2021	U002118400	DDMAR16	PENINSULA BUSINESS	PEN99001	18.00	3.60	21.60	4085	151	18.00	Provision of Services
06/03/2021	U002076767	DDMAR17	PENINSULA BUSINESS	PEN99001	154.48	30.90	185.38	4085	151	154.48	Provision of Services
23/03/2021	58063	DDMAR18	PENINSULA BUSINESS	PEN99001	795.00	159.00	954.00	4085	151	795.00	Face to Face meeetings
21/03/2021	129357408	717	AMAZON	AMA99001	5.81	1.16	6.97	4270	201	5.81	Meter Key Box for Unit
21/03/2021	129357413	718	AMAZON	AMA99001	8.32	1.67	9.99	4270	201	8.32	Magnets with storage box
21/03/2021	138459520	719	AMAZON	AMA99001	4.58	0.92	5.50	4270	201	4.58	password log book
19/03/2021	131848041	720	AMAZON	AMA99001	31.58	6.32	37.90	4200	201	31.58	Axle Strands
19/03/2021	125543661A	721	AMAZON	AMA99001	16.66	3.33	19.99	4090	151	16.66	A4 Flush Folders
19/03/2021	134826951	722	AMAZON	AMA99001	9.16	1.83	10.99	4200	201	9.16	Bike Inner Tubes
19/03/2021	136030268	723	AMAZON	AMA99001	107.50	21.50	129.00	4251	201	107.50	Wrench Angular Gauge
23/03/2021	308959	724	SPRATT ENDICOTT	SPR99001	650.00	130.00	780.00	4055	151	650.00	Legal Fees - Johnson Avenue
16/03/2021	1603003	725	AGU	AGU	695.00	139.00	834.00	4395	351	695.00	Treeworks - Town Park
16/03/2021	BR152391	726	SOUTHERN	SOU99002	32.00	6.40	38.40	4350	351	32.00	Hire Winch @ Trees River Walk
10/03/2021	727	727	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	2 x Parking Spaces March
15/03/2021	247586	728	LINNELL	LIN	57.60	11.52	69.12	4395	351	57.60	Uni Poles Stakes for Trees
20/03/2021	842014	729	MILTON	MIL99001	1,718.00	343.60	2,061.60	4385	351	1,718.00	Dog Litter Clearance March
12/03/2021	EQ29526UK	730	EQUESTRIAN	EQU99001	47.48	9.50	56.98	4251	201	47.48	Long Handle Shavings Fork
24/03/2021	311884	731	ROPELOCKER	ROPELOCKER	39.16	7.83	46.99	4200	201	39.16	Quad bike replacemnt winch rope
17/03/2021	732	732	STAFF	STAFF	145.80	0.00	145.80	4075	151	145.80	Travel Expenses
14/03/2021	71	733	DIXON	DHM	156.44	0.00	156.44	4250	261	156.44	Water Temp Valve OFS
20/03/2021	75431476	734	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
19/03/2021	1191	735	NCALC	NCALC	90.00	0.00	90.00	4105	151	90.00	Year End Accs & Audit Training

Purchase Ledger for Month No 12

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		
11/03/2021	7016340	736	CHERWELL	CHE99001	17,489.24	3,497.85	20,987.09	4400	351	17,489.24	Grass Cutting Jan-March		
19/03/2021	0000410535	DDMAR19	SGW	SGW	64.00	12.80	76.80	4025	101	64.00	Payroll Month 12		
26/03/2021	738	738	STAFF	STAFF	12.00	0.00	12.00	4250	351	12.00	6 Drain Pipes for Town Wall		
26/03/2021	6992	739	TOPSOIL	TOP99002	130.00	26.00	156.00	4250	401	130.00	Lawn Mix for Cemetery		
10/02/2021	2100213	740	ZEPHYR	ZEP001	295.00	59.00	354.00	4250	251	295.00	Town Flag Maintenance		
20/03/2021	741	741	COMMUNICORP	COMM	12.00	0.00	12.00	4080	151	12.00	Ann.subs Clerk & Council direc		
28/03/2021	M031 FZ	742	BT	BRI99001	89.78	17.96	107.74	4100	251	89.78	Broadband TH		
26/03/2021	IN0116980	743	TUDOR	TUD99001	143.99	13.48	157.47	4250	401	143.99	Seed Teak Oil & Tools Cemetery		
18/03/2021	137205	744	RT MAC	RTMA0001	132.50	26.50	159.00	4251	201	132.50	Telescopic Tube for Saw		
29/03/2021	20210011	745	URZANMYNE	URZ99001	200.99	0.00	200.99	4110	151	200.99	100 x Wedding folders		
30/03/2021	86999364	DDMAR20	O2	O299001	135.60	27.12	162.72	4100	151	135.60	Mobile Phones		
30/03/2021	8683	747	M-TRAC	M-TRAC	323.75	64.75	388.50	4200	201	323.75	Service & Inspection on Mule		
31/03/2021	0674	748	ALPINE	ALP99001	646.00	129.20	775.20	4265	701	170.00	Cleaning Egerton Hall		
								4265	251	306.00	Cleaning Town Hall		
23/03/2021	137267	749	RT MAC	RTMA0001	25.46	5.09	30.55	4200	201	170.00	Cleaning 20 High Street		
31/03/2021	161557	750	HYDRAMEX	HYD001	46.10	9.22	55.32	4200	201	25.46	spring & Belt for Lawnmower		
								4200	201	33.90	Tyre Sealant		
31/03/2021	715572710	751	GAS	BRI99003	-153.48	-7.67	-161.15	4214	281	12.20	Hooks & Screws for Cemetery		
31/03/2021	715572712	752	GAS	BRI99003	141.84	7.09	148.93	4214	281	-153.48	Credit February Elec Bill		
25/03/2021	174090961	753	AMAZON	AMA99001	13.45	2.69	16.14	4350	351	141.84	Electric 20 High St March		
25/03/2021	754	754	AMAZON	AMA99001	19.16	3.83	22.99	4251	201	13.45	Hinges for Bollards Beech Driv		
25/03/2021	755	755	AMAZON	AMA99001	3.32	0.67	3.99	4200	201	19.16	Winch Line Cable - Tree Fellin		
25/03/2021	100617651	756	AMAZON	AMA99001	19.16	3.83	22.99	4200	201	3.32	Dust Tyre Covers for bike		
31/03/2021	10711	757	HEALTH	HEA99001	1,030.00	206.00	1,236.00	4265	301	19.16	Filter Cleaner- Van & Pickup		
31/03/2021	58697	DDMAR21	PENINSULA BUSINESS	PEN99001	795.00	159.00	954.00	4085	151	1,030.00	Cleannng Town Toilets		
30/03/2021	10709	758	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	795.00	Face to Face service		
22/03/2021	104360	759	E-ON	EON	83.37	16.67	100.04	4214	301	494.17	Cleaning Toilets OFS		
31/03/2021	BR0000108412	760	TYRE	TYR99001	205.00	41.00	246.00	4200	201	83.37	Street Light Jan-Mar		
								4200	201	205.00	2 Tyres for Mule		

Purchase Ledger for Month No 12

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	Analysis Description	
10/03/2021	336014959	DDMAR22	LLOYDS	LB	7.00	0.00	7.00	4040	151	7.00	Service Charge	
02/02/2021	IN0106678	761	TUDOR	TUD99001	87.62	17.52	105.14	4251	201	87.62	Hand Tools & Fire Extinguisher	
TOTAL INVOICES								27,880.86	5,429.43	33,310.29	27,880.86	
VAT ANALYSISCODE F @ 5.00%					-11.64	-0.58	-12.22					
VAT ANALYSISCODE S @ 20.00%					27,226.61	5,430.01	32,656.62					
VAT ANALYSISCODE Z @ 0.00%					665.89	0.00	665.89					
TOTALS								27,880.86	5,429.43	33,310.29		

Inv Date	Invoice Number	Our Ref	Supplier	Goods	VAT	Net	Mem Code	Expense
Apr'21	06/04/2021	DD-APR01	Peninsula	£ 155.00	£ 29.45	£ 184.45	4085/151 - Prof Fees /Ins Health & Safety /HR	Provision of HR Services
	14910	1	Microshade	£ 571.40	£ 114.28	£ 685.68	4080/151 - Office Equipment	Crnk Hosting Fee
	10758469	2	Alternative Communications	£ 50.10	£ 10.02	£ 60.12	4100/201 - Telephone	Mobile Phones - Grounds Team - March
	5534208	3	Fuel Genie	£ 446.57	£ 89.69	£ 536.26	4223/201 - Fuel	Fuel - March
	23871840/21	DD-APR02	Total Gas & Power	£ 334.91	£ 66.99	£ 401.90	4214/251 - Electricity	Electric Town Hall - March
	23371840/21	DD-APR03	Total Gas & Power	£ 824.70	£ 164.93	£ 989.63	4212/251 - Gas TH	Gas Town Hall - March
	M025 CM	4	British Telecom	£ 72.20	£ 14.44	£ 86.64	4100/281 - Telephone	Broadband 20 High Street
	1178	5	MCAIC	£ 3,495.33		£ 3,495.33	4080/151 - Subscriptions	Membership for MCAIC 03/04/2021-31/03/2022
	303468605	6	West Northants Council	£ 7,984.00	£ -	£ 7,984.00	4210/261 - Rates	Rates Town Hall - Apr 2021-22
	30376949X	7	West Northants Council	£ 898.20	£ -	£ 898.20	4210/261 - Rates	Rates O/S - Apr 2021-22
	303782262	8	West Northants Council	£ 3,892.20	£ -	£ 3,892.20	4210/201 - Rates	Rates Unit 1 - Apr 2021-22
	30357080x	9	West Northants Council	£ 3,692.60	£ -	£ 3,692.60	4210/201 - Rates	Rates Unit 2 - Apr 2021-22
	303574115	10	West Northants Council	£ 676.89	£ -	£ 676.89	4210/401 - Rates	Rates Unit 1 - Apr 2021-22
	1122	11	GM Utilities	£ 20,550.00	£ 4,110.00	£ 24,660.00		Water for Picket Park Bridge & Town Park Retaining Wall
	BR133796	12	Southern Plank & Tool Hire	£ 96.90	£ 19.38	£ 116.28	4350/351 - Open Space Equip & Repair	Hire Digger for ditching work at Linear Park & Picket Park bridge
	3039863	13	Hezchem	£ 43.69	£ 8.74	£ 52.43	4251/201 - Tools Purchase	Refuse Sacks & Compactor Sacks
	271871	14	Bee Tee Alarms	£ 80.00	£ 16.00	£ 96.00	4095/151 - Maintenance & Repair	Service & Maintenance Unit 1 & 2
		15	Neopost	£ 100.00	£ -	£ 100.00	4095/151 - Postage	Franking Machine Top Up
	0000413221	DD-APR04	McGinn AI Motorstore	£ 30.98	£ 6.20	£ 37.18	4200/201 - Vehicle Costs & Maintenance	Replacement Lights for Bike
	Q023 74	17	SGW Payroll	£ 64.00	£ 12.80	£ 76.80	4025/101 - Payroll	Year End Payroll
	234034608/21	DD-APR05	British Telecom	£ 757.16	£ 151.43	£ 908.59	4100/281 - Telephone	Cloud Voice Package / Broadband 20 High Street - Feb-June 2021
	234176566/21	DD-APR06	Total Gas & Power	£ 46.55	£ 9.31	£ 55.86	4214/201 - Electric	Electric Market Place March
	234176277/21	DD-APR07	Total Gas & Power	£ 46.65	£ 9.33	£ 55.98	4214/201 - Electric	Electric Unit 2 March 2021
	234034619/21	DD-APR08	Total Gas & Power	£ 367.61	£ 73.52	£ 441.13	4214/701 - Electric	Electric EH March 2021
	234034597/21	DD-APR09	Total Gas & Power	£ 18.14	£ 3.63	£ 21.77	4214/701 - Electric	Electric Unit 1 March 2021
		18	Bloomers of Brackley	£ 341.63	£ 68.32	£ 409.95	4214/261 - Electric	Electric OFS March 2021
	SQ260599-1	19	Kompan	£ 25.00	£ -	£ 25.00		Flowers for HRH Duke of Edinburgh in park
	13/04/2021	20	Salary	£ 23.00	£ 4.60	£ 27.60	4250/351 - Maintenance & Repair	Plastic Cover Fitting - Replacement part - play equipment Poppfields Park
	13/04/2021	21	Pensions	£ 20,244.39	£ -	£ 20,244.39	4000/101 - Salary office	Salary
	13/04/2021	22	Tax & NI	£ 8,028.88	£ -	£ 8,028.88	4015/101 - Pension Office	Pensions
	01/04/2021	23	D2D Distribution	£ 6,855.59	£ -	£ 6,855.59	4020/101 - PAYE/NI Office	Town Talk Distribution
	13/04/2021	24	Brackley Cobblers	£ 775.00	£ 155.00	£ 930.00	4115/151 - Town Talk	Key Cutting Town Toilets
	01/04/2021	25	Data Protection Fee	£ 13.00	£ -	£ 13.00		Data Protection Fee
	14/04/2021	26	Mark Stopps	£ 60.00	£ -	£ 60.00		Travel around Townwin March
	H19484875E	27	E-on	£ 140.40	£ 27.60	£ 168.00	4075/151 - Travel Expenses	Electric Town Lights 01/01/2021 - 31/03/2021
	IND120843	28	Tudor Environmental	£ 255.64	£ 51.13	£ 306.77	4085/151 - Ins/Health & Safety	PPE and cleaning supplies (Covid)
	152	29	Nadine Hunn	£ 147.25	£ 29.45	£ 176.70	4265/270 - Cleaning	Cleaning The Loft December 2020
	4240000937329	30	West Northants Council	£ 50.00	£ -	£ 50.00		OP2 Rent - 11/04/21 - 10/07/2021
	842036	31	Milton Keynes Garden Machinery	£ 60.94	£ -	£ 60.94	4390/351 - Open Space Rent	Dog Waste Collection - April
		32	HM Land Registry	£ 1,718.00	£ 343.60	£ 2,061.60	4385/351 - Misc Exp	HM Land Register View
	0000813561	33	Wicksteed Leisure	£ 6.00	£ -	£ 6.00	4355/351 - Play Equip/Inspect & Security	Fixings and Straps - Repairs to Falcon Way play area
	IND121163	34	Tudor Environmental	£ 184.21	£ 36.84	£ 221.05	4351/201 - Tools Purchase	Spare Parts for Sprayers
	U002165222	DD-APR11	Peninsula	£ 12.05	£ 2.41	£ 14.46	4085/151 - Prof Fees /Ins Health & Safety /HR	Provision of Services
	967676930	DD-APR12	British Gas	£ 18.00	£ 3.60	£ 21.60	4214/281 - Electricity	Electric 20 High Street March 2021
	21/04/2021	DD-APR13	Zoom	£ 145.24	£ 29.05	£ 174.29		Zoom Meetings
	84200013	34	Bee Tee Alarms	£ 11.99	£ 2.40	£ 14.39	4080/151 - Subscriptions	Annual Maintenance Fee O/S - 01/05/21 - 30/04/22
	272177			£ 161.61	£ 32.32	£ 193.93	4250/261 - Maintenance& Repairs	

**Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021	20	296,733.25
Treasurers Account - 26055660	31/03/2021	2	3,100.00
Capital Account - 25225068	31/03/2021	16	1,181,630.24
Deposit Account - 00228866	31/03/2021	27	201,139.39
			1,682,602.88
<u>Unpresented Cheques (Minus)</u>		Amount	
		0.00	
			0.00
			1,682,602.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			1,682,602.88
		Balance per Cash Book is :-	1,682,602.88
		Difference is :-	0.00

12/04/2021

Brackley Town Council

16:29

Balance Sheet as at 31/03/2021

31st March 2020

30th April 2021

Current Assets			
2,053	Debtors	399	
26,798	VAT Control A/c	15,873	
1,366,409	Current Bank Accounts	1,682,603	
0	NS & I Account	185	
<u>1,395,260</u>			<u>1,699,061</u>
1,395,260	Total Assets		1,699,061
Current Liabilities			
50,033	Creditors	30,643	
<u>50,033</u>			<u>30,643</u>
1,345,227	Total Assets Less Current Liabilities		1,668,417
Represented By			
1,170,473	General Reserves		1,467,406
174,754	Earmarked Reserves		201,012
<u>1,345,227</u>			<u>1,668,417</u>

The above statement represents fairly the financial position of the authority as at 31/03/2021 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible
Financial

Date : _____

Brackley Town Council

Grants Panel Working Party

Monday 15th March 2021 13.00pm

Minutes

Present: Cllrs C.Cartmell, D.Thompson, P.Wiltshire, B.Tiller & S.Sharps

Officers : A.Gee & K.Hale

1 Election of Chair - Nominated by Cllr P Wiltshire & 2nd Cllr Thompson
Cllr Tiller was appointed Chair

2 Apologies None Received

3 Declarations of Interest Received from the following
Cllr C Cartmell - Brackley Community Hospital
Cllr B Tiller - Brackley Community Radio

4 To Consider Grant applications received See Attached
Cllr Cartmell left the meeting while panel discussed Brackley Medical Centre Grant
Cllr Tiller left the meeting while the panel discussed Brackley Community Radio

Confirm Grants over longer period Agreed to grant for 2nd year until end of financial year 2021/22
It was **RESOLVED** to **RECOMMEND** to the Finance & Policy Committee that:
Grants are allocated, as shown on the attached summary sheet to the total of £7450.00

Members requested that Magdalen College School & Brackley Junior School are advised to make a grant application to Brackley United Feoffee Charity

5 Any other business
Grant Application Forms to be amended to replace SNC with WNC
Send letter or thanks when received in the office to the panel
Council Website to be updated with date of closure for applications

6 Date of Next Meeting
Members agreed to meet again 16th April to discuss any further grant applications that may have been received.

After this date the grant applications for 2021/22 would be closed

Grant Application Summary Sheet - March 2021

Budget for Grants 2021/2022 is £12000.00

Organisation	Amount Requested	Amount Received year 20/21	Amount Received year 19/20	Comment	Amount Granted	Date
Friends of Magdalen College School	£ 1,200.00	n/a	n/a	to provide 8 picnic benches for sixth form students and possibility for community use events at St.Johns site	Not granted	15/03/2021
Friends of Magdalen College School	£ 5,000.00	n/a	n/a	to update astro pitch for use of school and when rented by community groups and individuals	Not granted	15/03/2021
Brackley Rugby Club	£ 3,528.00	n/a	£1,000.00	To fund replacement scrum machine	£ 1,200.00	15/03/2021
Brackley Community Hospital 2020 Trust	£ 4,500.00	n/a	n/a	to provide equipment for hospital - TV Sets for 17 rooms	£ 1,500.00	15/03/2021
Brackley Community Carnival	£ 2,000.00	n/a	£ 1,000.00	Update Website to aid advertising	£ 1,500.00	15/03/2021
Brackley Junior School	£ 500.00	n/a	n/a	Accelerated Reader Annual Subscription	Not granted	15/03/2021
Brackley Community Radio	£ 1,000.00	n/a	n/a	PRS Online Music Licence	£ 1,000.00	15/03/2021
	£ 17,728.00				£ 5,200.00	

Confirm Grants over longer time period

Organisation	Amount Requested	Amount Received year 20/21	Amount Received year 19/20	Comment	Amount Granted	Power
South Northants Volunteer Bureau (SNVB)	£ 2,250.00	£ 2,250.00	£ 2,250.00	Car Scheme admin payroll costs & Brackley office rent , insurance, office costs etc - requested on a 2 year rolling grant as per previous years	£ 2,250.00	15/03/2021
	£ 2,250.00				£ 7,450.00	

PLEASE USE THIS FOR THE FIRST PART OF THE MEETING

The Members of the Town Council will assemble on Zoom at 6.45pm

The Town Mayor will review the events of his term of office.

AGENDA

Town Mayor to announce all items

xx/21 Apologies for absence

The **Town Mayor** will ask for any apologies for absence to which the **Town Clerk** will reply.

xx/21 Election of Town Mayor

Councillor xxx will thank the Town Mayor for his leadership during the past year and end with the proposition.

'That a hearty vote of thanks be accorded to Councillor Christopher Cartmell for the able and efficient manner in which he performed the duties of Town Mayor for the past year'

Councillor xx will second the proposition.

The **Town Mayor** will ascertain the voting.

Councillor xx will propose

'That Councillor Don Thompson be elected Town Mayor of Brackley for the ensuing year'.

and **Councillor xx** will second the proposition.

The **Town Mayor** will then put the proposition to the Council to ascertain the voting and declare that he be elected.

The Town Mayor shall make the Declaration of Acceptance of Office:

'I **Don Thompson**, having been elected to the office of Town Mayor of the Town of Brackley hereby declare that I take this said office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my judgement and ability.

I undertake to observe the Town Council's adopted Code of Conduct on the performance of my functions in that office'

The Town Mayor will sign the Register, the Town Clerk will watch and sign the Register at a later date and declares that the Town Mayor has signed the Declaration of acceptance of Office.

The **Town Mayor** will then

Deliver his Mayoral address.

Present Past Mayor's Medal to Councillor Anthony Bagot-Webb

xx/21 Election of Deputy Town Mayor

The Town Mayor will propose

'That **Councillor Richard Butler** be elected Deputy Town Mayor for Brackley'

The Town Mayor states that seconding of this proposition is not required as the Town Mayor made the proposal.

The Town Mayor will ascertain the voting and declare:

'That **Councillor Richard Butler** is elected Deputy Town Mayor of Brackley for the ensuing year'

The **Deputy Town Mayor** will then sign the Statutory Declaration of acceptance of Office, the Town Clerk will inform the Members.

xx/21 To Appoint A Town Mayor's Consort

The **Town Mayor** will appoint **Mrs Renee Thompson** to be his Mayoress for the ensuing year. **Mrs Thompson will receive the chain of office.**

xx/21 To Appoint The Deputy Town Mayor's Consort

The **Deputy Town Mayor** will appoint **xxxx** to be his Deputy Mayor's Mayoress for the ensuing year. **xxx will receive the chain of office.**

xx/21 To Record A Vote Of Thanks To All Employees Of The Council

Councillor xx will move.

Councillor xx will second.

The Town Mayor Will Ask for a Vote

xx/21 To Fix the Dates And Times Of Meetings For The Year

Councillor xx will move

'That the dates and times on which the Meetings of the Council and its Committees will be held during the ensuing year to be as in the list circulated unless varied by due notice.

Councillor xx will second

The Town Mayor Will Ask For A Vote

xx/21 To Approve The Minutes Of The Meeting Of The Council Held On Monday xxxxxx 2020

Councillor xx will move.

Councillor xx will second.

The Town Mayor Will Ask For A Vote

**PLEASE NOW MOVE TO THE MAIN AGENDA
FOR THE REST OF THE MEETING**

DRAFT