

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 Bagot-Webb, Butler, Cartmell, Judd, Nash, Sharps, Thompson, Tiller, Weaver, P Wiltshire and Young

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 21 June 2021**, following on from Direct Responsibilities at Egerton Hall.

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

16 June 2021



Town Clerk

AGENDA

Members of the press and public are invited to attend

93/21 Apologies for absence

Members are asked to receive and approve apologies.

94/21 Declarations of interest

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

95/21 Public participation

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

96/21 Approval of minutes

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 17 May 2021.

97/21 Finance reports

To receive for approval:

- a) List of Accounts for May in the sum of £581 47.50
- b) Reconciliation Sheet for May 2021
- c) Balance Sheet for May 2021

98/21 Review and approve the following policy - attached

RECOMMENDATION: that the following policy is approved and adopted

Tree Policy – no changes

99/21 Flying the Union Flag

There are designated days when the Union Flag must be flown on UK government buildings by command of Her Majesty the Queen. However, UK government buildings are encouraged to fly the Union Flag all year around.

Is this something that we wish to do? Members' instruction requested.

100/21 Matters for discussion or information

Minutes of the **Finance and Policy Committee** held on **Monday 17 May 2021**, following on from Direct Responsibilities at Egerton Hall.

Present: Cllrs Bagot-Webb, Baker, Barrie, Butler, Cartmell, Judd, Kew, Nash, Sharps, Thompson, Tiller, Weaver, E Wiltshire, P Wiltshire and Young.

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

31/21 Election of Chair

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

That Cllr P Wiltshire is elected as Chair of the Finance and Policy Committee.

32/21 Election of Vice-Chair

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

That Cllr Nash is elected as Vice-Chair of the Finance and Policy Committee.

33/21 Apologies for absence

None.

34/21 Declarations of interest

None.

35/21 Public participation

None.

36/21 Approval of minutes

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

receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 26 April 2021.

37/21 Finance reports

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

To receive for approval:

- a) List of Accounts for April in the sum of £67,205.34
- b) Reconciliation Sheet for April 2021
- c) Balance Sheet for April 2021

38/21 Matters for discussion or information

None.

Meeting closed at: 20:32

Signed:

Dated:

Purchase Ledger for Month No 2

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		
05/05/2021	10808	35	HEALTH	HEA99001	1,030.00	206.00	1,236.00	4265	301	1,030.00	Cleaning Town Centre Toilets		
04/05/2021	9978385782	DDMAY01	GAS	BRI99003	139.41	6.97	146.38	4214	281	139.41	Electric 20 High St, April		
05/05/2021	236034639/21	DDMAY02	TGP	TOT99001	689.55	137.91	827.46	4212	251	689.55	Gas TH April		
05/05/2021	236102070/21	DDMAY03	TGP	TOT99001	1,425.39	285.07	1,710.46	4212	701	1,425.39	Gasa EH Jan - Apr		
15/04/2021	181507217	36	AMAZON	AMA99001	46.12	9.23	55.35	4200	201	46.12	Heavy duty Wheel Clamp Trailer		
16/04/2021	125023541	37	AMAZON	AMA99001	8.29	1.66	9.95	4350	351	8.29	Feed & Weed Bar		
18/04/2021	185664826	38	AMAZON	AMA99001	36.57	7.32	43.89	4087	201	36.57	1st aid kits for venues		
29/04/2021	20217	39	AMAZON	AMA99001	51.48	10.30	61.78	4060	151	51.48	2 x Webcams		
10/04/2021	141159111	40	AMAZON	AMA99001	14.08	2.82	16.90	4270	701	14.08	Ashbin EH		
10/04/2021	173136134	41	AMAZON	AMA99001	11.98	2.40	14.38	4270	201	11.98	AA Batteries & Marker Pens		
05/04/2021	1029575275	42	AMAZON	AMA99001	25.90	5.18	31.08	4355	351	25.90	Town Park Play Security Hex Bi		
04/05/2021	10787	43	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning Public toilets OFS		
04/05/2021	5668440	44	FUEL GENIE	FUEL	470.94	94.17	565.11	4225	201	470.94	Fuel April		
30/04/2021	9686	45	ALPINE	ALP99001	272.00	54.40	326.40	4265	281	136.00	Cleaning 20 High St		
								4265	251	136.00	Cleaning TH		
04/05/2021	46	46	INDEED	IND99001	157.18	0.00	157.18	4110	151	157.18	Recruitment Advertising		
03/05/2021	Q027 SB	DDMAY04	BT	BRI99001	117.52	23.50	141.02	4100	261	117.52	Broadband OFS Feb'21 - July'21		
03/05/2021	M026 GB	47	BT	BRI99001	72.20	14.44	86.64	4100	281	72.20	Broadband 20 High Street - May		
30/04/2021	307839	48	HAZCHEM	HAZ	107.86	21.57	129.43	4087	201	107.86	2 x Safety boots		
30/04/2021	162540	49	HYDRAMEX	HYD001	276.80	55.36	332.16	4200	201	14.55	Lighis Mule & Tractor/consumab		
								4251	201	262.25	Lighis Mule & Tractor/consumab		
03/05/2021	1444	50	YOUNGS	YOU99001	125.08	25.02	150.10	4265	270	125.08	Laundry The Loft		
03/05/2021	5151	51	HUNN	HUN99001	306.53	0.00	306.53	4265	270	306.53	Cleaning The Loft		
30/04/2021	28784	52	RBS	RBS	560.00	112.00	672.00	4080	151	560.00	year End Closedown Support		
22/04/2021	154101	53	F N PILE	FNPILE	29.16	5.83	34.99	4251	201	29.16	Blades for Chainsaw		
30/04/2021	0000414285	DDMAY05	SGW	SGW	64.00	12.80	76.80	4025	101	64.00	Payroll Month 1		
30/04/2021	89405042	DDMAY06	O2	O299001	137.49	27.50	164.99	4100	201	137.49	Mobile Phones Grounds Team Apr		
15/04/2021	181437880	54	AMAZON	AMA99001	27.84	5.57	33.41	4200	201	27.84	hitch Lock for Trailer		

Brackley Town Council
PURCHASE DAYBOOK

12/05/2021
10:16

Order by Invoices Entered

Purchase Ledger for Month No 2

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	
19/04/2021	181437880A	55	AMAZON	AMA99001	-27.84	-5.57	-33.41	4200	201	-27.84	Hitch Lock for Trailer Return
28/04/2021	M032 JY	56	BT	BRI99001	96.25	19.25	115.50	4100	251	96.25	Broadband Town Hall April 21
24/02/2021	307404	57	SPRATT ENDICOTT	SPR99001	396.00	78.00	474.00	4055	151	396.00	Legal Fees Johnson Avenue
19/04/2021	088769	58	JANSA	JAN99001	205.00	41.00	246.00	4250	251	205.00	Lift Maintenance - TH
02/02/2021	0000117518	59	SMITH	SMI99001	234.00	46.80	280.80	4250	251	234.00	Service Town Hall Clock
09/04/2021	8700	60	M-TRAC	M-TRAC	246.00	49.20	295.20	4200	201	246.00	Service McCormick Tractor
12/04/2021	8706	61	M-TRAC	M-TRAC	100.00	20.00	120.00	4250	351	100.00	Hire Cultivator St James Lake
16/04/2021	1604001	62	AGU	AGU	395.00	79.00	474.00	4395	351	395.00	Tree Works Octavian/Hadrians
21/04/2021	416949	63	GARDEN HIRE	GHS99001	34.71	6.94	41.65	4251	201	34.71	Chainsaw spares
15/04/2021	338748501A	64	WAVE	WAV99001	-84.27	0.00	-84.27	4216	401	-84.27	Water Cemetery Jan-Apr
06/05/2021	U002185023	DDMAY07	PENINSULA BUSINESS	PEN99001	155.93	29.45	185.38	4085	151	155.93	Provision of HR Service Apr 21
01/05/2021	10821991	65	ALTERNATIVE	ALT99001	50.12	10.02	60.14	4100	251	50.12	Town Hall - Alarm Lines
11/05/2021	14453	66	MICROSHADE	MIC99001	571.40	114.28	685.68	4060	151	571.40	Citrix Hosting Fee
08/05/2021	236682264/21	DDMAY08	TGP	TOT99001	38.14	1.91	40.05	4214	201	38.14	Electric Unit 2 April
08/05/2021	236682242/21	DDMAY09	TGP	TOT99001	46.96	2.35	49.31	4214	301	46.96	Electric Mrkt Place April
08/05/2021	236682275/21	DDMAY10	TGP	TOT99001	329.77	65.96	395.73	4214	701	329.77	Electric EH April
08/05/2021	236682231/21	DDMAY11	TGP	TOT99001	253.55	50.71	304.26	4214	261	253.55	Electric OFS April
08/05/2021	236682253/21	DDMAY12	TGP	TOT99001	15.79	0.79	16.58	4214	201	15.79	Electric Unit 1 April
09/05/2021	68254618	67	PHS	PHS	16.20	3.24	19.44	4265	281	16.20	Washroom20High St June21Jun'22
09/05/2021	68254617	68	PHS	PHS	100.35	20.07	120.42	4265	251	100.35	Washroom TH June'21-June'22
09/05/2021	68254616	69	PHS	PHS	181.29	36.26	217.55	4265	701	181.29	Washroom RH June'21 - June'22
07/05/2021	236410575/21	DDMAY13	TGP	TOT99001	325.70	65.14	390.84	4214	251	325.70	Electric TH April
07/05/2021	70	70	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search
07/05/2021	71	71	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search
10/05/2021	72	72	HM LAND REGISTRY	HML99001	6.00	0.00	6.00	4315	151	6.00	Land Registry Search
10/05/2021	73	73	HM LAND REGISTRY	HML99001	3.00	0.00	3.00	4315	151	3.00	Land Registry Search
10/05/2021	74	74	HM LAND REGISTRY	HML99001	3.00	0.00	3.00	4315	151	3.00	Land Registry Search
12/04/2021	6818	75	MCM	MCM99001	385.00	77.00	462.00	4250	701	385.00	Alarm Maintenance EH
04/05/2021	SQ261169-1	76	KOMPAN	KOM99001	38.00	7.60	45.60	4250	351	38.00	Play Equip.Spares Poppyfields

Purchase Ledger for Month No 2

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
07/05/2021	IN0125196	77	TUDOR	TUD99001	139.15	27.83	166.98	4087	201	139.15	Ear Defenders/Gloves/Strimmer
10/05/2021	78	78	NEOPOST	NEO001	100.00	0.00	100.00	4095	151	100.00	Frinking Top Up
10/05/2021	A7578486435	79	SCREWFIX	SCR99001	8.74	1.75	10.49	4250	351	8.74	LED Ligh Bulb The Glebe
11/05/2021	1000139525	80	DIRECT365	DIR99001	134.09	26.82	160.91	4250	701	134.09	4 x Soap Dispensers EH
12/04/2021	338701928	DDMAY14	LLOYDS	LB	7.85	0.00	7.85	4040	151	7.85	Bank Charges
06/05/2021	8905881	82	WAVE	WAV99001	90.38	0.00	90.38	4216	251	90.38	Water TH Feb-May'21
06/05/2021	83	83	DVLA	DVLA9901	275.00	0.00	275.00	4200	201	275.00	Tax VU65 XDG
10/05/2021	49520795	84	MITSUBISHI MOTORS	MIT99001	364.72	61.97	426.69	4200	201	364.72	Service & Mot VU65 XDG
11/05/2021	0000351199	81	DORMA	DOR99001	1,125.00	225.00	1,350.00	4250	251	1,125.00	Maint.TH sliding Glass Doors
11/05/2021	86	86	NCC	NCC001	9,949.31	0.00	9,949.31	4015	101	6,489.89	Pension Office
11/05/2021	87	87	HMRC	HMRC	9,701.22	0.00	9,701.22	4030	101	3,459.42	Pension Ground
10/05/2021	309057	88	HAZCHEM	HAZ	131.07	26.21	157.28	4251	201	6,759.76	Tax & NI Office
11/05/2021	IN0125765	89	TUDOR	TUD99001	13.95	2.79	16.74	4251	201	2,941.46	Tax & NI Grounds
12/05/2021	WEX4120631	90	WORKTOP EXPRESS	WOR99001	163.75	32.75	196.50	4255	281	131.07	Refuse & Compactor Sacks
12/05/2021	85	85	BRACKLEY	BTC	31,726.15	0.00	31,726.15	6000	281	13.95	Service Kit Hand held sprayers
								321		163.75	Oak Worktop 20 High Street
								4000	101	-163.75	Oak Worktop 20 High Street
								4002	101	163.75	Oak Worktop 20 High Street
										22,059.23	Salary Office
										9,666.92	Salary Grounds

TOTAL INVOICES 64,754.97 2,450.37 67,205.34

VAT ANALYSISCODE F @ 5.00% 240.30 12.02 252.32
 VAT ANALYSISCODE S @ 20.00% 12,261.32 2,438.35 14,699.67
 VAT ANALYSISCODE Z @ 0.00% 52,253.35 0.00 52,253.35

TOTALS 64,754.97 2,450.37 67,205.34

64,754.97

Purchase Ledger for Month No 3

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	
03/05/2021	208135035	91	AMAZON	AMA99001	11.98	0.00	11.98	4200	201	11.98	Licence Holders
03/05/2021	208135035C	92	AMAZON	AMA99001	-11.98	0.00	-11.98	4200	201	-11.98	Licence Holders
14/04/2021	42269112	93	INDEED	IND99001	500.04	0.00	500.04	4110	151	500.04	Advertising April 2021
01/04/2021	MEM234329	94	SLCC	SLCC	289.00	0.00	289.00	4080	151	289.00	Full Membership - K Hale
01/04/2021	BTC2102	95	MEISTER	MEI99001	3,000.00	0.00	3,000.00	4218	201	3,000.00	Rent Unit 2 Apr-June
12/05/2021	3191	96	2COMMUE	2COMM	35.00	7.00	42.00	4120	151	35.00	1 New email account
12/05/2021	23733277/21	DDJUN01	TGP	TOT99001	1,504.18	300.83	1,805.01	4212	261	1,504.18	Gas OFS
11/05/2021	250364	97	LINNELL	LIN	62.51	12.50	75.01	4350	351	62.51	stakes for signs&tree planting
11/05/2021	29809	98	INFINITE	INF99001	217.70	43.54	261.24	4060	151	217.70	Stationary
13/05/2021	IN0126327	99	TUDOR	TUD99001	173.85	34.77	208.62	4350	351	173.85	Weedkiller & Tree Ties
14/05/2021	42400096739	100	WNC	WNC99001	1,144.00	0.00	1,144.00	4385	351	1,144.00	Refuse Collection June-Sept
09/05/2021	8917094	101	WAVE	WAV99001	64.45	0.00	64.45	4216	201	64.45	Water Unit 1 Feb-May 21
07/05/2021	71426	102	P B HARRISON	HARR99002	245.83	49.17	295.00	4525	501	245.83	Supply/Engrave Past Mayor Meda
14/05/2021	29819	103	INFINITE	INF99001	28.99	5.80	34.79	4060	151	28.99	Stationary
14/05/2021	104	104	STAFF	STAFF	94.05	0.00	94.05	4075	151	94.05	Travel - Mark Stopps
17/05/2021	A7000	105	AS LTD	ASL	445.00	89.00	534.00	4050	151	445.00	Year End Audit 2020-21
17/05/2021	507017345	106	WPS	WPS99001	67.33	0.00	67.33	4086	301	67.33	Added Town toilets to policy
17/05/2021	507017762	107	WPS	WPS99001	28.00	0.00	28.00	4086	201	28.00	Hire mini Digger 2 days April
19/05/2021	1061919	108	ZIP HEATERS	ZIP99001	36.64	7.33	43.97	4250	261	36.64	Tap Top Water Kettle OFS
17/05/2021	109	109	THE FLOWERPOT	FLO99001	110.00	0.00	110.00	4500	501	110.00	Flowers Mayor Making
14/05/2021	424000100544	110	WNC	WNC99001	70.00	0.00	70.00	4275	351	70.00	Premises Licence Town Park
18/05/2021	U002201732	DDJUN02	PENINSULA BUSINESS	PEN99001	21.60	0.00	21.60	4085	151	21.60	Provision of HR Services
19/05/2021	60654	DDJUN03	PENINSULA BUSINESS	PEN99001	795.00	159.00	954.00	4085	151	795.00	Face to Face Meetings
20/05/2021	1163907715	111	SCREWFIX	SCR99001	21.32	4.26	25.58	4255	281	21.32	cable tester/instertion tool
								321		-21.32	cable tester/instertion tool
								6000	281	21.32	cable tester/instertion tool
19/05/2021	920001568	112	BPPULSE	BPP99001	250.00	50.00	300.00	4250	701	250.00	Ann.Maint.Elec Charge EH
20/05/2021	64158	113	EHAND DRYERS	EHA	70.00	14.00	84.00	4270	261	70.00	2xHand Dryers OFS

Purchase Ledger for Month No 3

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
20/05/2021	0000416091	DDJUN04	SGW	SGW	64.00	12.80	76.80	4025	101	64.00	Payroll Month 2
20/05/2021	0000416299	DDJUN05	SGW	SGW	25.00	5.00	30.00	4025	101	25.00	Payroll Re-run Month 2
31/03/2021	41748058	114	INDEED	IND99001	252.97	0.00	252.97	4110	151	252.97	Advert March 2021
21/05/2021	1164470280	115	SCREWFIX	SCR99001	142.96	28.59	171.55	4255	281	142.96	Trunking/Saw/tape
								321		-142.96	Trunking/Saw/tape
14/05/2021	6001 AMM415	116	TRAVIS	TPT	377.39	75.47	452.86	4255	281	377.39	Unibond/timber/dec.chalk
								321		-377.39	Unibond/timber/dec.chalk
21/05/2021	2105002	117	AGU	AGU	4,990.00	998.00	5,988.00	4395	351	377.39	Unibond/timber/dec.chalk
21/05/2021	842045	118	MILTON	MIL99001	1,718.00	343.60	2,061.60	4385	351	4,990.00	Tree Works Town Park
21/05/2021	2021030269	119	QUADIENT FINANCE	QUA99001	60.94	12.19	73.13	4095	151	1,718.00	Dog Waste Collection May
25/05/2021	120	120	STAFF	STAFF	15.30	0.00	15.30	4265	270	60.94	Franching MachineMaint June-Sep
20/05/2021	87113707	121	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	15.30	2 x Welcome Packs The Loft
26/05/2021	1165712857	123	SCREWFIX	SCR99001	64.47	12.89	77.36	4255	281	11.99	Zoom Meetings
								321		64.47	Tools for office refitt 20 Hi
								6000	281	-64.47	Tools for office refitt 20 Hi
03/06/2021	23831631/21	DDJUN06	TGP	TOT99001	490.87	98.17	589.04	4212	251	64.47	Tools for office refitt 20 Hi
11/06/2021	14578	124	MICROSHADE	MIC99001	571.40	114.28	685.68	4060	151	490.87	Gas TH May 2021
03/06/2021	2357	125	T S ELECTRICAL	TSE99001	1,175.00	235.00	1,410.00	4250	701	571.40	Citrix Hosting Fee June
10/05/2021	341273813	DDJUN07	LLOYDS	LB	7.00	0.00	7.00	4040	151	1,175.00	Install Oustide Elec Soc.EH
03/06/2021	987465962	DDJUN08	GAS	BRI99003	154.59	7.72	162.31	4214	281	7.00	Bank Charges
02/06/2021	0206003	126	AGU	AGU	1,060.00	212.00	1,272.00	4395	351	154.59	Electric 20 High Street May
01/06/2021	1167095847	127	SCREWFIX	SCR99001	65.79	13.14	78.93	4255	281	1,060.00	Tree Works Town Park
								321		65.79	Oil & Brushes for 20 High Stre
								6000	281	-65.79	Oil & Brushes for 20 High Stre
02/06/2021	128	128	INDEED	IND99001	192.00	0.00	192.00	4110	151	65.79	Oil & Brushes for 20 High Stre
31/05/2021	0703	129	ALPINE	ALP99001	1,122.00	224.40	1,346.40	4265	281	192.00	Caretaker Recruitment Advertis
								4265	251	170.00	Cleaning 20 High Street
										306.00	Cleaning Town Hall

Purchase Ledger for Month No 3

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	
02/06/2021	305899	130	GEORGE	GEO99002	4,500.00	900.00	5,400.00	4265	701	476.00	Cleaning Egerton Hall
								4265	261	170.00	Cleaning OFS
30/05/2021	2593	131	COMPLETE	COM99001	805.00	161.00	966.00	4200	201	4,500.00	Purchase of New Mower
26/05/2021	210507	132	NIC	NIC99001	490.00	0.00	490.00	322		-4,500.00	Purchase of New Mower
								6000	201	4,500.00	Purchase of New Mower
								4395	351	805.00	SprayGiant Hogweed
								4265	261	60.00	Window cleaning OFS'
								4265	701	100.00	Window cleaning EH
								4265	251	320.00	Window cleaning TH
30/05/2021	91497024	DDJUN09	O2	O299001	137.89	27.58	165.47	4265	281	10.00	Window Cleaning 20 High Street
27/05/2021	21714	133	AMBIVENT	AMB99001	100.00	20.00	120.00	4100	201	137.89	Mobile Phones-Grounds Team May
01/06/2021	134	134	STAFF	STAFF	23.90	0.00	23.90	4250	251	100.00	Controls Maintenance Cover TH
28/05/2021	M033 ND	135	BT	BRI99001	118.15	23.63	141.78	4100	251	23.90	Mobile Phone covers
01/06/2021	136	136	PERSONAL LICENCE	PER99001	120.00	0.00	120.00	4275	201	118.15	Broadband TH Feb-May 2021
10/05/2021	303812417	137	WNC	WNC99001	5,892.00	0.00	5,892.00	4210	281	120.00	Personal Licen Level2 M Stopps
10/05/2021	303812417A	138	WNC	WNC99001	1,625.42	0.00	1,625.42	4210	281	5,892.00	Rates 20 High St 2019-2020
07/06/2021	21735	139	AMBIVENT	AMB99001	192.00	38.40	230.40	4250	701	1,625.42	Rates 20 High Street 2018-1019
01/06/2021	10914914	141	ALTERNATIVE	ALT99001	50.11	10.02	60.13	4100	281	192.00	Leak to Boiler EH
27/05/2021	21160213	142	AMAZON	AMA99001	10.53	2.11	12.64	4251	201	50.11	Town Hall - Alarm Lines
26/05/2021	142343611	143	AMAZON	AMA99001	7.47	1.50	8.97	4255	281	10.53	Car Fuses-stock for unit
										7.47	Connectors for Internet office
								321		-7.47	Connectors for Internet office
06/06/2021	U002244871	DDJUN10	PENINSULA BUSINESS	PEN99001	155.93	29.45	185.38	4085	151	7.47	Connectors for Internet office
05/06/2021	238481050/21	DDJUN11	TGP	TOT99001	17.32	0.87	18.19	4214	201	155.93	HR Services
05/06/2021	238481040/21	DDJUN12	TGP	TOT99001	477.90	96.58	573.48	4214	251	17.32	Electric Unit 1 May 21
05/06/2021	238481072/21	DDJUN13	TGP	TOT99001	226.94	45.39	272.33	4214	261	477.90	Electric TH May 21
05/06/2021	238481039/21	DDJUN14	TGP	TOT99001	414.29	82.86	497.15	4214	701	226.94	Electric OFS May 21
05/06/2021	238481061/21	DDJUN15	TGP	TOT99001	44.68	2.23	46.91	4214	301	414.29	Electric EH May 21
										44.68	Electric Mrkt Place May 21

Purchase Ledger for Month No 3

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
05/06/2021	238481028/21	DDJUN16	TGP	TOT99001	139.92	7.00	146.92	4212	261	139.92	Gas OFS May 21
26/05/2021	BR0000109773	144	TYRE	TYR99001	435.00	87.00	522.00	4200	201	435.00	Tyres for Mule
10/05/2021	145	145	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	Hire 2 x Parking Spaces
10/04/2021	146	146	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	Hire 2 x Parking Space
01/06/2021	5802278	147	FUEL GENIE	FUEL	293.69	58.73	352.42	4225	201	293.69	Fuel May
03/06/2021	6125962	148	IRONMONGERY	IRO99002	22.83	4.57	27.40	4255	281	22.83	Kickplate for Reception Desk
								321		-22.83	Kickplate for Reception Desk
27/05/2021	OP/117516	149	SUTTCLIFFE	SUT	148.44	29.69	178.13	4250	351	22.83	Kickplate for Reception Desk
07/06/2021	67636	150	CORKSTORE	COR99001	67.27	0.00	67.27	4255	281	148.44	Replacement Parts Zip Wire Prk
										67.27	Cork Board for Reception
07/06/2021	151	151	XL DISPLAY	XLD99001	237.00	47.40	284.40	4255	281	-67.27	Cork Board for Reception
										67.27	Cork Board for Reception
31/05/2021	305811	152	GEORGE	GEO99002	70.08	14.02	84.10	4087	201	237.00	3 x Office Desk Screen
31/05/2021	305810	153	GEORGE	GEO99002	301.34	60.27	361.61	4251	201	-237.00	3 x Office Desk Screen
31/05/2021	163474	154	HYDRAMAX	HYD001	130.65	26.13	156.78	4087	201	237.00	3 x Office Desk Screen
										70.08	PPE Equipment
										301.34	Tool Trackers
										78.15	PPE Equipment
										37.10	Adjust.Wrench & Bush
										15.40	Decor Reception 20 High Street
										-15.40	Decor Reception 20 High Street
09/05/2021	156	154	HUNN	HUN99001	225.00	0.00	225.00	4265	270	15.40	Decor Reception 20 High Street
25/05/2021	004/22/0054738	DDJUN17	PEAC	PEA99001	373.33	74.67	448.00	4060	151	-15.40	Decor Reception 20 High Street
26/05/2021	607177	155	AMAZON	AMA99001	24.96	4.99	29.95	4200	201	15.40	Decor Reception 20 High Street
03/06/2021	10884	156	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	225.00	Cleaning The Loft
03/06/2021	M027 KV	157	BT	BRI99001	72.20	14.44	86.64	4100	281	373.33	Photocopier Lease June-Sept
03/06/2021	10885	158	HEALTH	HEA99001	1,030.00	206.00	1,236.00	4265	301	24.96	Car Shampoo
07/06/2021	239105762/21	DDJUN18	TGP	TOT99001	36.23	1.81	38.04	4214	201	494.17	Cleaning Toilets OFS
										72.20	Broadband 20 High St
										1,030.00	Cleaning Town Centre Toilets
										36.23	Electric Unit 2 May 21

Purchase Ledger for Month No 3

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	
08/06/2021	79514	159	BOURTON	BOU99002	110.00	22.00	132.00	4250	301	110.00	Unblock Toilets Town Centre
26/05/2021	1165712849	122	SCREWFIX	SCR99001	21.20	4.24	25.44	4255	281	21.20	2 x cutting blades - 20 High S
09/06/2021	160	160	NEOPOST	NEO001	100.00	0.00	100.00	321		-21.20	2 x cutting blades - 20 High S
07/06/2021	140	140	STAFF	STAFF	45.00	0.00	45.00	6000	281	21.20	2 x cutting blades - 20 High S
09/06/2021	842050	161	MILTON	MIL99001	1,718.00	343.60	2,061.60	4095	151	100.00	Postage Topup
08/06/2021	260260982	162	AMAZON	AMA99001	16.66	3.33	19.99	4500	501	45.00	Glass Trophy Cllr Stimpson
08/06/2021	260412714	163	AMAZON	AMA99001	166.64	33.34	199.98	4385	351	1,718.00	Dog Waste Collection June
09/06/2021	261640890	164	AMAZON	AMA99001	17.60	3.52	21.12	4060	151	16.66	Wireless Keyboard & Mouse
02/06/2021	3530 AHJ307	165	TRAVIS	TPT	64.80	12.96	77.76	4060	151	166.64	2 x PC Monitors
02/06/2021	3530 AHJ306	166	TRAVIS	TPT	17.98	3.60	21.58	4250	401	17.60	261640890/164/Amazon UK
10/06/2021	1255912/414880	167	WICKSTEED	WICK	43.66	8.73	52.39	4255	281	64.80	Postcrete for Cemetery
04/06/2021	3530 AHJ427	168	TRAVIS	TPT	10.99	2.20	13.19	4255	281	17.98	Planned Timber for Office Refit
04/06/2021	3530 AHJ346	169	TRAVIS	TPT	52.48	10.50	62.98	321		-17.98	Planned Timber for Office Refit
14/06/2021	424000166944	170	WNC	WNC99001	156.00	0.00	156.00	6000	281	17.98	Planned Timber for Office Refit
10/06/2021	314532	170	HAZCHEM	HAZ	186.20	37.24	223.44	4355	351	43.66	Swing seat spares Falcon Way
14/06/2021	3245	172	2COMMUE	2COMM	150.00	30.00	180.00	4255	281	10.99	Sealant & Tape 20 High sT
12/06/2021	34UG009-0004	173	PARISH ONLINE	PAR	225.00	45.00	270.00	321		-10.99	Sealant & Tape 20 High sT
15/06/2021	303801343	174	WNC	WNC99001	1,751.22	0.00	1,751.22	6000	281	10.99	Sealant & Tape 20 High sT
15/06/2021	303812417B	175	WNC	WNC99001	1,528.33	0.00	1,528.33	4255	281	52.48	Floor Tread & Sand Roll 20 Hi
11/06/2021	264524694	176	AMAZON	AMA99001	16.73	3.34	20.07	321		-52.48	Floor Tread & Sand Roll 20 Hi
03/06/2021	88888949961	177	WAVE	WAV99001	3,253.26	302.41	3,555.67	6000	281	52.48	Floor Tread & Sand Roll 20 Hi
								4385	351	156.00	Litter Collection Unit 1
								4087	201	186.20	PPE
								4120	151	150.00	Website Training
								4080	151	225.00	Parish Online Year Subscriptio
								4210	701	1,751.22	Rates EH July'21 - Apr'22
								4210	281	1,528.33	Rates 20 High Street
								4090	151	16.73	Batteries Office & Unit
								4216	701	1,054.37	Water EH from April 2019

Purchase Ledger for Month No 3

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	
11/06/2021	IEN2021023060941178		ADOBE	ADO99001	708.00	141.60	849.60	4216	261	2,198.89	Water OFS from April 2019	
								4060	151	708.00	Office Software	
TOTAL INVOICES								51,790.87	6,356.63	58,147.50	51,790.87	
			VAT ANALYSISCODE F @ 5.00%		392.74	19.63	412.37					
			VAT ANALYSISCODE S @ 20.00%		33,434.93	6,337.00	39,771.93					
			VAT ANALYSISCODE Z @ 0.00%		17,963.20	0.00	17,963.20					
TOTALS								51,790.87	6,356.63	58,147.50		

**Bank Reconciliation Statement as at 31/05/2021
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	31/05/2021	20	535,951.53
Treasurers Account - 26055660	31/05/2021	2	3,100.00
Capital Account - 25225068	31/05/2021	16	68,295.10
Deposit Account - 00228866	31/05/2021	27	1,382,406.25
			<u>1,989,752.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,989,752.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,989,752.88
		Balance per Cash Book is :-	1,989,752.88
		Difference is :-	0.00

02/06/2021

Brackley Town Council

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Balance Sheet as at 31/05/2021

31st March 2020

31st March 2021

31st March 2020		31st March 2021	
Current Assets			
399	Debtors	2,474	
15,873	VAT Control A/c	23,494	
4,090	Prepayments	0	
1,682,603	Current Bank Accounts	1,989,753	
0	Creditors	11,432	
<u>1,702,965</u>		<u>2,027,153</u>	
1,702,965	Total Assets	2,027,153	
Current Liabilities			
30,643	Creditors	0	
4,861	Accruals	0	
1,514	Receipt in Advance	0	
<u>37,018</u>		<u>0</u>	
1,665,947	Total Assets Less Current Liabilities	2,027,153	
Represented By			
253,672	General Reserves	615,042	
106,595	EMR - Town Hall	106,595	
94,400	EMR - Capital Projects	94,236	
31,482	EMR - Open Spaces	31,482	
57,971	EMR -Skate Park	57,971	
4,050	EMR - Town Centre	4,050	
4,900	EMR - Cemetery	4,900	
14,323	EMR - Radstone BioDiversity	14,323	
44,189	EMR - CIL	44,189	
14,000	EMR-Youth	14,000	
10,000	EMR-Vehicle Costs	10,000	
140,000	EMR - WNC Toilets	140,000	
848,592	EMR-Radstone Central Park	848,592	
300	EMR-Public Art	300	
40,758	EMR-The Glebe	40,758	
715	EMR-Egerton Hall	715	
<u>1,665,947</u>		<u>2,027,153</u>	



Brackley Town Council

Tree Policy

1. Policy Statement

- 1.1 Brackley Town Council (BTC) is responsible for some of the trees across the town and surrounds. These trees provide a valuable amenity and enhance the look of the town, its parks and surrounding areas. The Town Council has a duty to inspect these trees and ensure it meets all its legal obligations which include maintaining public safety and knowing the location and condition of the trees for which it is responsible.

2. Inspection programme

- 2.1 Brackley Town Council will carry out inspections of all individual trees that it is responsible for as part of a rolling five year inspection programme. These inspections will be carried out in order to establish the condition of the individual trees and to identify any urgent remedial treatments required and to help structure a planned maintenance regime. The management of trees will be in line with professional recommendations as identified in the tree survey.

3. Type of Maintenance

- 3.1 The Town Council carries out two types of tree maintenance each year, reactive maintenance and planned maintenance. Reactive maintenance is carried out in response to reports of problems with trees. The Town Council will respond to urgent reports within 48 hours.

Tree maintenance will only be carried out if necessary and in line with the following criteria:

Safety	Significant risk to the public Dead trees located near properties or roads
Tree Health	Work which will prolong life and encourage the development of a good tree structure
Nuisance	Dangerous, diseased, damaging property or to comply with the Highways Act 1980 S.154

Tree maintenance will not be carried out where the problem relates to:

Natural Characteristics	Shade, Leaf, blossom, pollen or seed distribution Television reception View
Overhanging vegetation	which is not causing damage or a risk to health & safety

4. Criteria

Right to light – where trees within an urban environment are blocking light into a property there is no legal “right to light”. The tree owner is not by law obliged or required to carry out work to the tree for the benefit of levels of light. This is the position adopted by the Town Council.

Television and Satellite Reception – The council will not prune or remove trees due to poor TV or satellite reception. In most cases relocating the aerial or satellite dish or having a booster to improve the reception can significantly improve the situation. *Only in exceptional circumstances, and with the provision of a written report from an aerial engineer who has tried relocation or a booster, will pruning be carried out upon payment by the applicant of the sum quoted to the council.*

5. Felling and Pruning of trees

- 5.1 Trees are an important part of the environment and provide enjoyment, visual attractiveness and important wildlife habitats. The Town Council will not fell or prune any tree without good reason. The Town Council will avoid felling trees unless it is absolutely necessary and each case will be carefully judged on its merit.
- 5.2 The Town Council will carry out surveys to check for nesting of birds and the presence of bats or bat roosts prior to any tree management or maintenance work, It is unlikely that any felling or work would be carried out, unless in exceptional circumstances, between the end of March and the beginning of September.

Felling may be considered where a tree is:

- Dead, dying or diseased
- A danger to public safety
- Causing an obstruction to a public highway, right of way or access to footpath
- A major contributor to serious structural damage to buildings or infrastructure
- Clearly of a size and species inappropriate to their situation

Any proposals for the removal of trees will take full account of all of the relevant legislation.

Pruning can weaken the structure of trees and should be avoided unless absolutely necessary. The Town Council may undertake pruning of trees where:

- Tree branches cause an obstruction by growing low over a public highway, public right of way, footpath or access to a property and over gardens or open spaces where the public has access.
- A tree may be contributing to structural damage to adjacent buildings
- A tree restricts repairs and maintenance to property or infrastructure
- Trees are growing close to and likely to obstruct/interfere with street lighting, CCTV and other equipment.
- Trees require pruning to shape or train them during their early growing years
- Dead or diseased material is being removed in order to make the tree safe or to shape and balance the crown.

In all other cases trees will be left to grow naturally and their condition monitored as part of the inspection programme.