

**BRACKLEY TOWN COUNCIL**  
Town Hall, Brackley, Northants, NN13 7AB  
Telephone: (01280) 702441  
[www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)  
[town.clerk@brackleynorthants-tc.gov.uk](mailto:town.clerk@brackleynorthants-tc.gov.uk)

**NOTICE OF A MEETING OF TOWN COUNCIL**

You are hereby summoned to the Meeting of Brackley Town Council, to be held in the Civic Hall, Brackley Town Hall on Monday, **1st October 2018** at 7.05pm.

Dated: 26<sup>th</sup> September 2018



Town Clerk

**MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND**

**AGENDA**

**245/18 APOLOGIES FOR ABSENCE**

**246/18 TOWN MAYOR'S ANNOUNCEMENTS**

**247/18 PUBLIC PARTICIPATION**

The meeting is open for the public to address the Council on matters relevant to its business.

Please state your name and address before asking your question.

**248/18 DECLARATIONS OF INTEREST**

Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Local Government Act 2000, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

**249/18 MINUTES**

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 3<sup>rd</sup> September 2018.

**250/18 COMMITTEE MINUTES**

To receive the following signed Committee minutes:

Planning & General Works 16<sup>th</sup> July and 3<sup>rd</sup> September 2018

Direct Responsibilities & General Purposes 16<sup>th</sup> July 2018

Finance & Policy 16<sup>th</sup> July 2018

**251/18 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES**

To provide an opportunity for Councillors to ask questions relating to received minutes for committees of which they are not members.

**252/18 RECOMMENDATIONS FROM COMMITTEES**

There are no recommendations to be considered at this meeting

**253/18 COUNTY COUNCIL REPRESENTATIVE – if available.**

**254/18 DISTRICT COUNCIL REPRESENTATIVE – if available.**

**255/18 EXTERNAL AUDITORS REPORT**

The External Auditor's report has been received (the first under the new arrangements), and is attached for Members to receive and approve.

It is **RECOMMENDED** that any action necessary be delegated to the Finance & Policy Committee.

**256/18 FINANCE TRAINING**

It had been suggested that training be arranged for the members of the Finance Committee. However, given the changes to the Council which are anticipated over the next few years, it is now proposed that this be made available to all Councillors. NCALC is happy to arrange Whole Council training but requires formal agreement before doing so.

**257/18 TOWN HALL**

The Town Hall was opened to the public for three days during Heritage Open Days, and over 2,500 people visited.

Although some events and bookings are taking place, the builders still have a snagging list, which may take a couple of months to complete. In the meantime, the solicitors are working on the lease for the lower floor, and the management agreement for the upper floor holiday let has been agreed. It is likely that 'The Loft' will be advertised on the Mulberry Cottages website towards the middle of October.

**258/18 ITEMS FOR DISCUSSION OR INFORMATION**

The agreed workshop to plan for the next five years will take place on Monday 29<sup>th</sup> October at 7.00pm in The Civic Hall.

The Town Clerk will be on Annual Leave from 9<sup>th</sup> -24<sup>th</sup> October. All matters will be dealt with by the Deputy Town Clerk in her absence.

**259/18 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.

**260/18 OFFICE ACCOMMODATION**

Update on progress

**261/18 STAFFING**

Update on changes and implications

## BRACKLEY TOWN COUNCIL

Minutes of the meeting of Brackley Town Council, held in the Community Hall, 37 High Street, Brackley on Monday, 3<sup>rd</sup> September 2018 at 7.05pm.

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

Officers: Town Clerk (L Carter), Deputy Clerk (A Moses)

### 188/18 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllr Broomfield, Butler, Ross and Stimpson

### 189/18 TOWN MAYOR'S ANNOUNCEMENTS

#### July

Thursday 5<sup>th</sup> – Community Bingo in aid of Mayor's Charity  
Saturday 7<sup>th</sup> – Jubilee Choir Concert, St. Peter's Church  
Tuesday 10<sup>th</sup> – Brackley book signing, Old Hall Bookshop  
Thursday 12<sup>th</sup> & Friday 13<sup>th</sup> – One Act Plays in aid of Mayor's Charity  
Friday 13<sup>th</sup> – Croughton All Primary School awards ceremony  
Saturday 14<sup>th</sup> – Brackley Library Summer Reading Challenge  
Friday 20<sup>th</sup> – Change of Command Ceremony, RAF Croughton  
Saturday 21<sup>st</sup> – Brackley Beer Festival  
Thursday 26<sup>th</sup> – BEA Annual BBQ  
Sunday 29<sup>th</sup> – Presidents Day, Brackley Cricket Club

#### August

Wednesday 1<sup>st</sup> – SNC Civic Dinner celebrating Brackley Town Football Club  
Sunday 12<sup>th</sup> – Brackley Festival of Motorcycling  
Saturday 18<sup>th</sup> – Brackley WI, placing of tree plaque at St. James Lake  
Sunday 19<sup>th</sup> – Classic Vehicles in the Park in aid of Mayor's Charity  
Sunday 19<sup>th</sup> – Dogs for Good Picnic in the Park, St. James' Lake  
Saturday 25<sup>th</sup> – Shop opening, Caroline Cares  
Thursday 30<sup>th</sup> – BEA Meeting

Each Monday – meeting with Town Clerk

Each Wednesday – Saints Community Project, Brackley Town Football Club

Brackley Festival of Motorcycling has donated £2500 toward the purchase of defibrillators for the town.

### 190/18 PUBLIC PARTICIPATION

None

### 191/18 DECLARATIONS OF INTEREST

Cllr Baker – 203/18

### 192/18 MINUTES

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

Receive and approve the minutes of the Meeting of Council on Monday 2<sup>nd</sup> July 2018.

**193/18 COMMITTEE MINUTES**

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

Receive the following signed Committee minutes:

Planning & General Works 18<sup>th</sup> June and 2<sup>nd</sup> July 2018

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

Receive the following signed Committee minutes:

Direct Responsibilities & General Purposes 18<sup>th</sup> June 2018

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

Receive the following signed Committee minutes:

Finance & Policy 18<sup>th</sup> June 2018

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

Receive the following signed Committee minutes:

Staffing Committee 3<sup>rd</sup> July 2018

**194/18 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES**

None

**195/18 RECOMMENDATIONS FROM COMMITTEES**

None

**196/18 COUNTY COUNCIL REPRESENTATIVE.**

Cllr Baker - NCC the cabinet are working very hard to reduce the debt as much as possible. New CEO, on a short term contract, has a track record in doing this, and has been with NCC for three weeks. The finance and the democratic services functions have been brought back in-house, and more services will be reviewed. She has been negotiating with Ian Boll about taking over the Piazza (Market Square).

**197/18 DISTRICT COUNCIL REPRESENTATIVE.**

Cllr E Wiltshire – Tesco's recycling has now been closed, discussed at SNC Brackley people can use Ardley. Residents encouraged to let Cllr E Wiltshire if they have any problems.

Cllr Bagot-Webb – SNC focused over the last month looking at the proposal for the unitary. Though SNC is not in favour of this, it was important that SNC submitted a response so that they have an invitation to the discussions moving forward. Several things to do now – 'divorce' from Cherwell, and a structure required to run from October 2018 until May 2019 with a shadow authority until May 2020. Residents need to see a continuation of services going forward.

Cllr Rawlinson – SNC reluctantly voted to accept the proposal to go to two unitaries. Corby did not vote in favour, but have passed a motion to work together with the other authorities. Elections due in 2019 will be held 2020 and are likely to effect the Town and Parish elections also due for 2019.

### **198/18 CAPITAL RECEIPTS**

The Town Clerk explained that in the region of £342,000 had been received as a capital receipt. When the Public Works Loans Board (PWLB) was taken out it was agreed that, should the council receive any windfall or significant CIL receipts, it would pay back the PWLB – current balance of £223,000 (Minutes 356/15 and 367/15 refer). It was also suggested that £60,000 should be used towards the Town Hall Project contribution from the Town Council to supplement the £440,000 that was held in reserves at the start of the project.

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

The capital receipt of £342,000 should be used to pay down the Public Works Loan Board balance for the Old Fire Station. £60,000 should also be transferred to the reserve for the Town Hall. The remainder to be held in a Capital Reserve.

### **199/18 WORKSHOP TO PLAN THE NEXT FIVE YEARS**

The Staffing Committee and the Futures Working Party have been discussing the need for a forward plan for the Council and suggested that a whole Council workshop is arranged to determine the contents of that plan.

Councillors agreed to this suggestion and the Town Clerk was asked to circulate dates to all councillors – this will be a Monday evening.

### **200/18 REQUEST FOR INFORMATION FROM SAINSBURY'S**

With the current growth of the town and the developments on the Apex Site. The Town Clerk was asked to write to Sainsbury's to ask for information in relation to their future plans for their site, so that residents could be kept informed.

### **201/18 ITEMS FOR DISCUSSION OR INFORMATION**

Councillors were informed that the key to the Town Hall was finally handed over at 5.15 today.

### **202/18 EXCLUSION OF PRESS AND PUBLIC**

On the proposition of Cllr P Wiltshire 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.

### **203/18 OFFICE ACCOMMODATION**

The report relating to potential office accommodation was discussed.

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

Authorise the Town Clerk to continue negotiations with a view to improving the terms if possible and to enter into a lease for the proposed premises with the following clarification/negotiation points:

- 1) 10 year lease would be preferable

- 2) Rent review with a break point at say 4 and 7 years
- 3) Not a full repairing lease - internal repairs of demised area only
- 4) Air conditioning to be fully functioning
- 5) Initial rent free period due to investment in internal works

**204/18 LAND AT BUCKINGHAM ROAD**

The report relating to the land at Buckingham Road was discussed.

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

Authorise the Town Clerk to negotiate with the local company for the sale of the small piece of land at Buckingham Road, with negotiations based on Valuation Report.

Meeting Closed: 20.01

Date:

Chairman:

## PLANNING AND GENERAL WORKS COMMITTEE

Minute of the Planning and General Works Committee to be held on Monday 16<sup>th</sup> July 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr D Thompson  
Cllr Bagot-Webb, Barrie, Butler, Morrell, Stimpson, E Wiltshire and P Wiltshire

Also Present: Cllr Baker, Cartmell and Tiller Waldron

Officers: Deputy Clerk (A Moses)

### 157/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield and Ross, Sharps

### 158/18 DECLARATION OF INTEREST

Cllr P Wiltshire has knowledge of one of the applications – Rose Drive

Cllr E Wiltshire has knowledge of one of the applications – Rose Drive

### 159/18 PUBLIC PARTICIPATION

None

### 160/18 MINUTES

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

Receive and approve the minutes of the previous meeting held on 2<sup>nd</sup> July 2018.

### 161/18 MEMBERS' REPORTS – SNOW FRIENDS

Cllr E Wiltshire explained to the Committee the "Snow Friends" system which is run in other areas. It is run purely by volunteers – their main role is to clear snow around the local area (excluding roads) and report issues e.g. skidding vehicles etc.

Members agreed this was a good idea and that BTC should explore if there is any interest from residents to help run the scheme in Brackley. The office is asked to issue an item through social media asking for interested residents to come forward. The response from residents would determine if the scheme would be viable.

### 162/18 PLANNING APPLICATIONS

The Committee considered the planning applications outlined on the schedule. The comments made will be submitted to the Local Planning Authority.

### 163/18 AUGUST ARRANGEMENTS

Members are reminded that, as there were no meetings planned in August, planning applications would be considered by the Chair and Vice Chair of Planning and the Clerk with authority delegated to her to comment on all non-controversial applications.

### 164/18 GRIT BINS

Cllr Baker updated members of the situation of NCC and the current grit bins in Brackley. There are currently 38 bins, seven will be scheduled for removal by NCC. The seven are as listed: -

- Pavilions Way near 2<sup>nd</sup> chicane
- Pavilions Way near 3<sup>rd</sup> chicane
- Dales Close (Valley Road)
- Magpie Lane
- Market Place

- Old Town near back of St Peters Church
- Avenue Bernard o/s no 20

Cllr Cartmell asked for clarification on the Pavilions Way locations. Cllr Baker reported that there are only two which were both going to be unsupported by NCC.

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

Brackley Town Council would take on the seven grit bins identified by NCC and would manage and maintain them.

**165/18 TOP STATION – LISTED BUILDING**

A local resident has requested that the Council apply for listed building status for the former ATS building.

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

Contact the owners of ATS and see if they are willing to support an application to list the building.

**166/18 MATTERS FOR INFORMATION OR DISCUSSION**

None

Meeting closed 19.42

Dated:

3/9/18.

Signed:





Application Number	Location	Proposal	Town Council Comments
S/2018/1450/FUL	5 Prices Way	Part two storey, part single storey rear extension. Conversion of garage to living accommodation	No objections
S/2018/1451/FUL	9 Terrington Close	Single storey rear extension	No objections
S/2018/1463/FUL	3 Rose Drive	Single storey rear extension providing wheelchair access	No objections
S/2018/1467/FUL	116 Halse Road	Two storey part single storey rear extension, new brick porch and existing chimney removed and roof made good	No objections
S/2018/1483/TPO	9 Thomas Crewe Close	Raise crown of one yew tree by approx. 3m	No objections
S/2018/1519/FUL	Former Hawkins Salmon Site Mill Lane	Application to vary condition 2 (drawings) S/2015/2758/FUL (Demolition of existing buildings and redevelopment comprising of 7 dwellings with associated landscaping and parking) to alter floorplans, elevations, increase floor space and alter site plan).	No objections
S/2018/1486/FUL	12 Maple Close	Single storey rear extension and garage extension	No objections
<b>FOR INFORMATION ONLY</b>			
S/2018/1439/TCA	Hunters Gate, Manor Road	Crown reduce two sycamore trees by 3-4m. Remove two other sycamore trees	Noted
S/2018/1543/TCA	Firstport Managers Office College House, High Street	51 – Yew – Reduce stem with brown rot by approx. 4 metres in height. (Tree previously naturally braced, brace has now died off) 57 – Lime – Remove epicormics growth basal and stem. 60 – Robinia – Fell.	Noted

## Planning and General Works Committee

Minutes of the Planning and General Works Committee held on Monday 3<sup>rd</sup> September 2018, in the Old Fire Station Community Room, 37 High Street, Brackley immediately following the meeting of Full Council.

Present: Chair Cllr Thompson, Cllr Bagot-Webb, Barrie, Morrell, Sharps, E Wiltshire and P Wiltshire

Also Present: Cllrs Baker, Cartmell, Tiller and Waldron

Officers: Town Clerk (L Carter) Deputy Clerk (A Moses)

### 205/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Broomfield, Butler, Ross and Stimpson

### 206/18 DECLARATION OF INTEREST

None

### 207/18 PUBLIC PARTICIPATION

None

### 208/18 MINUTES

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

Receive and approve the minutes of the previous meeting held on 16<sup>th</sup> July 2018.

### 209/18 CONFIRM AUGUST DECISIONS

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

Confirm the comments made by the Town Clerk and Chair of Committee in relation to the applications received between meetings.

### 210/18 PLANNING APPLICATIONS

The Committee considered the planning applications outlined on the schedule. The comments made would be submitted to the Local Planning Authority.

### 211/18 MATTERS FOR INFORMATION OR DISCUSSION

The Council had received all the paperwork for the grit bins today and will be photographing all the bins to provide to NCC with the completed paperwork.

Cllr Cartmell mentioned that residents at Poppyfields Way have asked if there may be any post boxes on the estate. The Clerk stated that this had been discussed at the Developers meeting and would be followed up.

The Clerk reported that BTC staff are starting to take up some of the tasks that NCC no longer has the money to do, but is keeping a record of those works.

Cllr Cartmell wanted it recorded that the BTC staff have been working to improve the Piazza ahead of the opening of the Town Hall and that they had done a good job.

Meeting Closed: 20.26

Date: 17 Sep 18

  
Chairman:

Application Number	Location	Proposal	Town Council Comments
S/2018/1841/FUL	16 Blenheim Croft	Single storey rear extension and demolition of internal walls to create an open plan living area. Replace front window with smaller obscure glazing	No objections
S/2018/1842/MAF	Land of Northampton Road & Turweston Road	Variation of condition 2 (plans) of planning permission S/2017/1913/MAF (62 bedroom care home) to provide four additional bedrooms in place of four seating areas	No objections
S/2018/1905/FUL	50 Juno Crescent	Rear conservatory	No objections



## DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the Direct Responsibilities and General Purposes Committee to be held on Monday 16<sup>th</sup> July 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Baker, Cllr Barrie, Cartmell, Morrell, Stimpson Thompson, Tiller, Waldron and E Wiltshire

Also Present: Cllr Butler, P Wiltshire

Officers: Deputy Clerk (A Moses)

**167/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Broomfield, Sharps

**168/18 DECLARATION OF INTEREST**

None

**169/18 PUBLIC PARTICIPATION**

None

**170/18 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 18<sup>th</sup> June 2018.

**171/18 MEMBERS REPORTS**

None

**172/18 UPDATE ON DOG WASTE CONTRACT**

The contract tender was discussed with costs.

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

That the Dog Waste Collection contract be placed with the Milton Keynes Garden Machinery Ltd for a three year contract with immediate effect.

**173/18 SKATE PARK**

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

Approve the commissioning of a geological survey of the proposed site and an updated noise survey in order to facilitate the Tender process. It is anticipated that the surveys will be in the region of £7,000.00 with the funds coming from the Skate Park earmarked reserves. Officers will come back to the Committee if costs are significantly higher.

**174/18 MATTERS FOR DISCUSSION OR INFORMATION**

None

Meeting closed: 20.04

Date: 17/9/2018

Chair:



## FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee to be held on Monday 16<sup>th</sup> July 2018 in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Cartmell  
Cllr Baker, Bagot-Webb, Butler, Morrell, Stimpson, Tiller, Waldron and P Wiltshire

Also Present: Cllr Barrie, Thompson, E Wiltshire

Officers: Deputy Clerk (A Moses)

**175/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Ross

**176/18 DECLARATIONS OF INTEREST**

249 – M Morrell

259 – M Morrell

**177/18 PUBLIC PARTICIPATION**

None

**178/18 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on 18<sup>th</sup> June 2018.

**179/18 MEMBERS REPORTS**

None

**180/18 FINANCE REPORTS**

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

Receive for approval the List of Accounts 4 in the sum of £361,376.83

Cllr Tiller agreed to carry out the July payment audit.

**181/18 SNAST SUBSCRIPTION**

The subscription for SNAST (South Northants Area Support Team) is to be cancelled until a new Neighbourhood Watch Scheme is established in Brackley.

**182/18 CAPITAL RECEIPTS**

Members noted that the funds regarding the access to the development at Field View has been received.

**183/18 ACCOUNT UPDATE**

Members noted that the NS&I had now been closed and a new account opened to receive future Capital receipts/S106 monies/CIL.



**184/18 ARRANGEMENTS FOR AUGUST PAYMENTS**

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

That the Chair and Vice Chair of Finance would sign for all payments in August, to enable payments to be carried out. The August list would be approved at the September meeting.

**185/18 REQUEST FOR DD FOR UTILITIES**

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

Approve a Direct Debit payment for this supply to avoid unnecessary administration charges.

**186/18 RESPONSE TO LGR CONSULTATION**

Members received the report regarding the Local Government Reform consultation and the Councils response.

On the proposition of Mayor Cllr Morrell it was **RESOLVED** to:

1. Respond to the LGR consultation supporting the establishment of three unitary authorities.
2. Notify all residents of its response, via the Council website, and encourage them to respond to the questionnaire

**187/18 MATTERS FOR DISCUSSION OR INFORMATION**

Town Fund – Chair of Finance and Clerk to have a discussion regarding the Town Fund and looking into applying for BTC projects.

Meeting Closed: 20.35

Dated:

17 Sep 18

Signed:



# Authorise Payments - July 2018

## Month No 4

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
<b>Payments Made Between Meetings</b>							
19/06/2018		213	Linda Carter	£ 41.40		£ 41.40	Travel Expenses
19/06/2018		214	Sally Munday-Webb	£ 90.90		£ 90.90	HLF - Sally Munday-Webb - Travel
19/06/2018	1.1428	215	MMA Mats	£ 420.95	£ 84.19	£ 505.14	Unit 2 - Welfare Unit Build
20/06/2018		216	MEC Healing	£ 12,000.00		£ 12,000.00	Tudor Park - Path Way - First payment of three
20/06/2018		217	Richard Horth	£ 3,000.00		£ 3,000.00	June Rent for 9 Market Place
20/06/2018		218	Heartstart Brackley	£ 402.00		£ 402.00	OFS - De-Fib Box
28/06/2018		219	GA & J Pearce	£ 250.00		£ 250.00	ERB Refund
29/06/2018		220	Woodberry	£ 662.70	£ 132.54	£ 795.24	St James Lake - Memorial Bench for Angela Neale
28/06/2018		221	Brackley Jubilee Choir	£ 10.00		£ 10.00	Re-Payment of Room Hire
18/06/2018		222	Silverback Law	£ 285.80		£ 285.80	ARB Payment
03/05/2018	AS421	223	Auditing Solutions Ltd	£ 420.00	£ 84.00	£ 504.00	Internal Audit 03/05/2018
29/06/2018		224	Neopost	£ 100.00		£ 100.00	Post Top Up
18/06/2018		225	Alison Moses - Expenses	£ 4.20		£ 4.20	Stationary
04/07/2018		226	Linda Carter	£ 9.99	£ 2.00	£ 11.99	Batteries for Office
04/07/2018		227	Chris Hindson	£ 19.87		£ 19.87	PPE - Gloves
02/07/2018		228	MEC Healing	£ 12,000.00		£ 12,000.00	Tudor Park - Path Way - Second Payment of Three
03/07/2018		229	Brian Sharp	£ 44.10		£ 44.10	Travel Expenses
27/03/2018	1.188	230	Iron Forged Designs	£ 15,200.00		£ 15,200.00	Poppyfield Sculpture with Benches - second payment
04/07/2018		231	Chris Hindson	£ 15.96		£ 15.96	Unit 2 - Welfare Unit Build
<b>Online payments</b>							
25/05/2018	151670	232	TBS Hygiene	£ 976.00	£ 195.20	£ 1,171.20	Dog Waste Bins - 04/05/18 - 25/05/18
07/02/2018	2090	233	Greatfield Plants	£ 195.00	£ 39.00	£ 234.00	Summer Planting Scheme
29/05/2018	2122	234	Greatfield Plants	£ 2,003.55	£ 400.71	£ 2,404.26	Summer Planting Scheme
08/06/2018	089523	235	E-on	£ 83.37	£ 16.67	£ 100.04	Street Lighting Maintenance for Quarter April - June
11/06/2018	2132	236	Greatfield Plants	£ 50.00		£ 50.00	HLF - Baa Baa Brackley
18/06/2018		237	The Old Fire Station Café	£ 24.00		£ 24.00	11/06/18 - Parish's together meeting
18/06/2018	359105	238	George Browns	£ 92.15	£ 18.42	£ 110.57	Vehicle Consumables
18/06/2018	35532	239	RoSPA Play Safety	£ 927.00	£ 185.40	£ 1,112.40	Annual Inspection of Play Equipment
19/06/2018	124160	240	RT Machinery	£ 27.75	£ 5.55	£ 33.30	Unit 2 - Welfare Unit Build
18/06/2018	3530AGC150	241	Travis Perkins	£ 56.74	£ 11.35	£ 68.09	Unit 2 - Welfare Unit Build
13/06/2018	3530AGC028	242	Travis Perkins	£ 33.79	£ 6.76	£ 40.55	Unit 2 - Welfare Unit Build
31/05/2018	65858	243	Southern Agricultural Services	£ 367.36	£ 73.47	£ 440.83	Service & Check on Kawasaki Mule
28/06/2018	7027	244	Haverstock	£ 3,000.00	£ 600.00	£ 3,600.00	HLF - Prof fees
10/06/2018		245	Robert Bowerman	£ 62.42		£ 62.42	June Parking Permit - 3 spaces
19/06/2018	3530AGC226	246	Travis Perkins	£ 23.05	£ 4.61	£ 27.66	Unit 2 - Welfare Unit Build
26/06/2018	180619	247	NIC - Window Cleaning	£ 90.00		£ 90.00	June - Window Cleaning
11/07/2018	4009408	248	SNC - Rent Buckingham Wy	£ 60.94		£ 60.94	Rent for OPZ
26/06/2018		249	Mark Morrell	£ 81.70		£ 81.70	Expenses
30/06/2018	6630156942	250	Lyreco UK	£ 74.37	£ 14.87	£ 89.24	Stationary
26/06/2018	415618159	251	Denmans Electrical Wholesalers	£ 391.83	£ 78.36	£ 470.19	Unit 2 - Welfare Unit Build
26/06/2018	415618160	252	Denmans Electrical Wholesalers	£ 55.17	£ 11.03	£ 66.20	Unit 2 - Welfare Unit Build
26/06/2018	415618161	253	Denmans Electrical Wholesalers	£ 96.31	£ 19.26	£ 115.57	Unit 2 - Welfare Unit Build
02/07/2018	3039303	254	Fuel Genie	£ 185.49	£ 37.09	£ 222.58	June - Fuel
02/07/2018	154JK	255	Jen Kavanagh	£ 300.00		£ 300.00	HLF Consultant Support Interpretation
29/06/2018	151763	256	TBS Hygiene	£ 1,224.00	£ 244.80	£ 1,468.80	Dog Waste Bins 01/06/18 - 29/06/18
30/06/2018	0394	257	Ingham Pinmock Associates	£ 2,000.00	£ 400.00	£ 2,400.00	Town Hall Prof.Services
03/07/2018	8353	258	Healthmatic	£ 494.17	£ 98.83	£ 593.00	OFS - Cleaning Services - Public Toilets
04/07/2018		259	Mark Morrell	£ 83.25	£	£ 83.25	Expenses

**Authorise Payments - July 2018**

		Month No 4							
05/07/2018	W16/1479	Woodberry	£	892.40	£	178.48	£	1,070.88	Jennys Pond - Bench Set
30/06/2018	129462	Hydramax	£	255.41	£	51.09	£	306.50	Consumables
02/07/2018	H15F9E1678	E-On	£	207.15	£	10.36	£	217.51	Electricity - Market Place
05/07/2018	38956	Global Mobile Communications	£	18.75	£	3.75	£	22.50	Dewalt screen protectors
30/06/2018	85428	Paragon Tool Hire	£	240.00	£	48.00	£	288.00	Security Fencing for Compound
30/06/2018	85427	Paragon Tool Hire	£	22.00	£	4.40	£	26.40	Rigid Suction Hose
09/07/2018	32645593	WPS	£	302.60	£		£	302.60	Aviva Insurance - Extended Town Hall works insurance
11/07/2018	10847	Microshade Business Consultants	£	374.74	£	74.95	£	449.69	June - Citrix Hosting Fee
25/09/2017	101	Birchwood Business Consultants	£	660.00	£		£	660.00	Skatepark Management Plan
09/07/2018	21449	Borras	£	221,806.11	£	44,361.22	£	266,167.33	HLF - Borras
10/07/2018	32677199	WPS	£	1,586.38	£		£	1,586.38	Fleet Insurance
10/07/2018	51-82	JMS First Aid Training	£	400.00	£		£	400.00	First Aid Course 25-27th July - Attendee C.Hindson & M Banner
25/07/2018		Salaries	£	17,124.95	£	-	£	17,124.95	Salary
25/07/2018		Tax & NI	£	4,917.35	£	-	£	4,917.35	Tax & NI
25/07/2018		Pension	£	6,890.43	£	-	£	6,890.43	Pension
15/06/2018	0000336857	Direct Debits	£	60.00	£	12.00	£	72.00	Month 3 - Payroll Costs
29/06/2018	172124683/18	SGW Payroll Ltd	£	69.45	£	3.47	£	72.92	Unit 1 Top Station
		Total Gas & Power	£	313,865.00	£	47,511.83	£	361,376.83	



### Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Brackley Town Council NH0026

#### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

#### 2 External auditor report 2017/18

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.:

- Box 10 of the current year column is incorrect- the figure should be £221,193. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2018/19 for the exercise of public rights, since the period for the exercise of public rights was less than 30 consecutive working days in length. As a result, the smaller authority must answer 'No' to Assertion 4 of the Annual Governance Statement for 2018/19 and ensure that it makes proper provision for the exercise of public rights during 2019/20.

#### 3 External auditor certificate 2017/18

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

22/09/2018

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

## Section 2 – Accounting Statements 2017/18 for

### Brackley Town Council

	Year ending:		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,001,862	666,663	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	548,000	599,572	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	437,004	1,423,253	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	259,424	312,054	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	19,644	19,644	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	1,041,135	1,888,537	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	666,663	469,253	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	625,086	394,426	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,686,989	2,682,877	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	235,753	228,513	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets N.B The figures in the accounting statements above do not include any Trust transactions

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

*Moses*

Date

04/06/18

I confirm that these Accounting Statements were approved by this authority on this date:

04/06/18

and recorded as minute reference:

78/18

Signed by Chairman of the meeting where approval of the Accounting Statements is given

*M. Wall*

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

### Brackley Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge</i>
3. We took all reasonable steps to assure ourselves (that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
			<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

78/18

04/06/18

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)  
Authority web address

[www.brackleynorthants-tc.gov.uk](http://www.brackleynorthants-tc.gov.uk)