

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

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 17 August 2020**, following on from Direct Responsibilities via Zoom. Meeting ID 998 1186 7707. Passcode 762169. Dial in 0330 088 5830 or click here <https://zoom.us/j/99811867707?pwd=Z0hScjFqSzZoMWdwRU1QZzhTSkkyZz09>

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.

12 August 2020



Town Clerk

AGENDA

Members of the press and public are invited to attend

151/20 Apologies for absence

Members are asked to receive and approve apologies.

152/20 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.

153/20 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.

154/20 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 20 July 2020.

155/20 Finance reports

To receive for approval:

- 1) List of Accounts for August in the sum of £66,273.09
- 2) Reconciliation Sheet for July 2020

156/20 Agenda request – volunteer police – Cllr Thompson - attached

To consider the use of some form of public volunteer program to help record and report Crime without risk of taking on the perpetrators merely to record and report..

Members instruction is requested.

157/20 Agenda request – Fireworks – Cllr Thompson – attached

To Consider the Councils view on the use of private Fire Works, to make a policy to support those who may be affected by the sudden release of fireworks and pets in the area. Formulating local rules for setting off fireworks. Even if it is just asking people to be considerate.

Members instruction is requested.

158/20 Agenda request – BBC Radio Northampton – the Mayor, Cllr Cartmell - attached

For BTC to agree to write to BBC Radio Northampton, to invite them to a meeting to discuss the very poor / patchy reception of FM transmission here in the Brackley area. Also you cannot receive BBC Radio Northampton via Digital media in this area. We are not the furthest south location in Northamptonshire and cannot satisfactorily receive our own County BBC Radio station.

Members instruction is requested.

159/20 Review and approve the following policies - attached

RECOMMENDATION: that the following policy is approved and adopted

Capability Procedure

160/20 Working Party minutes

No Working Parties have been held during this period.

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

Communications
Venues

161/20 Matters for discussion or information

Minutes of the **Finance and Policy Committee** held on **Monday 20 July 2020**, via Zoom, meeting ID 547 754 4440.

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

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

105/20 Election of Chairman

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

To elect Cllr Paul Wiltshire Chairman of the committee for the ensuing year.

106/20 Election of Vice Chairman

Two nominations were received, Cllr Waldron and Cllr Sharps.

Cllr Sharps was proposed by Cllr Stimpson and seconded by Cllr Ross.

Cllr Waldron was proposed by Cllr Baker and seconded by Cllr Bagot-Webb.

After the voting, Cllr Waldron was elected as Vice Chairman of Finance and Policy Committee for the ensuing year.

107/20 Apologies for absence

None

108/20 Declarations of interest

Item 91 of the accounts – Cllr Cartmell

109/20 Public participation

None

110/20 Approval of minutes

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

receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 15 June 2020.

111/20 Finance reports

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

receive for approval:

- 1) List of Accounts for June in the sum of £66,273.09
- 2) List of Accounts for July in the sum of £81,833.71
- 3) Reconciliation Sheet for June 2020
- 4) Budget Monitoring 1st quarter.

112/20 Covid-19 Finance Report

Members noted the contents of the report
Another report will be compiled for the next quarter.

113/20 Review and approve the following policies - attached

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

the following policies be approved and adopted

Social Media – no changes

Dealing with Press/Media – no changes

GDPR Privacy Notice – no changes

114/20 Agenda Item Request Form

On the proposition of Cllr Ross, it was **RESOLVED** to

Make the amendment of 5 working days' notice.

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

Approve and adopt the request form with the above amendment.

Cllr Stimpson left the meeting at 20:28

115/20 Chinese Lantern/Balloon Releases

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

To make the amendment below and then adopt the policy:

the policy prohibiting balloon and lantern releases on BTC owned land and property and as far as possible actively discourage at events endorsed or supported by the Council including those on non-council land and throughout Brackley.

Cllr Ross left the meeting at 20:32

116/20 Committees and Working Parties

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

To approve and adopt recommendation 1 contained in the report.

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

Approve and adopt recommendation 2 contained in the report.

The Clerk will email all councillors to ask about volunteers for membership of the task and finish group to re-structure the committees

At the next full council, all working parties will be suspended.

117/20 Matters for discussion or information

None

Meeting closed at: 20:46

Signed:

Dated:

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
16/07/2020	0000394242	DDAUG01	SGW	SGW	66.00	13.20	79.20	4025	101	66.00	Payroll Month 4
17/07/2020	080288	181	JANSA	JAN99001	205.00	41.00	246.00	4250	251	205.00	Quarterly Lift Maintenance TH
17/07/2020	182	182	SNAST	SNAST	20.00	0.00	20.00	4080	151	20.00	Annual Subscription 2020
15/07/2020	7542706	183	WAVE	WAV99001	49.51	0.00	49.51	4216	401	49.51	Water Cemetery Apr - Jul
17/07/2020	141195761	184	AMAZON	AMA99001	6.07	1.22	7.29	4200	201	6.07	Led Bulb Rear Reversing Beeper
11/07/2020	143768411	185	AMAZON	AMA99001	7.07	1.42	8.49	4200	201	7.07	Back-up Beeber/Reverse Alarm
16/07/2020	259134272	186	AMAZON	AMA99001	14.70	2.94	17.64	4085	201	14.70	First Aid Eyewash/Plasters
20/07/2020	31994007	187	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
07/07/2020	215912570/20	188	TGP	TOT99001	135.82	6.79	142.61	4214	701	135.82	Electric EH June
06/07/2020	215835812/20	189	TGP	TOT99001	298.16	14.91	313.07	4214	251	298.16	Electric TH June
03/07/2020	215688720/20	DDAUG02	TGP	TOT99001	103.80	5.19	108.99	4212	251	103.80	Gas TH June
30/06/2020	215512885/20	DDAUG03	TGP	TOT99001	124.55	6.23	130.78	4214	301	124.55	Electric Market Place Feb-Apr
08/07/2020	216046286/20	DDAUG04	TGP	TOT99001	522.43	104.48	626.91	4214	261	522.43	Electric OFS Apr-Jun
30/06/2020	215568457/20	190	TGP	TOT99001	76.91	3.84	80.75	4214	201	76.91	Electric Unit Apr-Jun
11/07/2020	216821555/20	191	TGP	TOT99001	59.69	2.98	62.67	4214	201	59.69	Electric Unit Jun-Jul
06/08/2020	20200014	195	URZANMYNE	URZ99001	225.00	0.00	225.00	4550	601	225.00	Marketings Illustration TH/EH
06/08/2020	IN0079666	196	TUDOR	TUD99001	113.00	22.60	135.60	4085	151	113.00	Litter Bin - Egerton Field
06/08/2020	10160	197	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning OFS Toilets
01/08/2020	10273742	198	ALTERNATIVE	ALT99001	50.11	10.02	60.13	4100	251	50.11	Alarms TH
11/08/2020	13402	199	MICROSHADE	MIC99001	563.39	112.68	676.07	4060	151	563.39	Citrix hosting fee
11/08/2020	200	200	BAGFORCE LTD	BAG99001	121.10	24.22	145.32	4250	351	121.10	Concrete - St James Lake
11/08/2020	201	201	BAGFORCE LTD	BAG99001	64.55	12.91	77.46	4250	351	64.55	Concrete/Cement
05/08/2020	501221154	202	WPS	WPS99001	844.85	0.00	844.85	4085	201	844.85	Insurance for Tractor
05/08/2020	40768	203	GLOBAL MOBILE COMMUN	GLO99001	639.60	0.00	639.60	4100	201	639.60	new Mobile Phones
03/08/2020	M017 F4	204	BT	BRI99001	47.00	9.40	56.40	4100	281	47.00	20 High Street - Broadband
28/07/2020	M023 IQ	205	BT	BRI99001	101.06	20.21	121.27	4100	251	101.06	Broadband TH
04/08/2020	603122214	DDAUG06	GAS	BRI99003	162.54	8.12	170.66	4214	281	162.54	Electric 20 High Street
03/08/2020	IN0079004	206	TUDOR	TUD99001	96.86	19.37	116.23	4385	351	96.86	Dog Bin - Prices Egerton Field

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
03/08/2020	Q024 G0	DDAUG06	BT	BRI99001	511.90	102.38	614.28	4100	261	511.90	Broadband - OFS
03/08/2020	185182	207	GREEN MAGIC	GRE99002	174.00	34.80	208.80	4085	151	174.00	3 x hand sanitiser stands
03/08/2020	247880	208	MILTON	MIL99001	1,693.60	338.72	2,032.32	4385	351	1,693.60	Dog Waste Collection
03/08/2020	4448604	209	FUEL GENIE	FUEL	188.36	37.68	226.04	4225	201	188.36	fuel - July
22/07/2020	210	210	STAFF	STAFF	9.12	0.00	9.12	4095	151	9.12	A.Gee - 1st class stamps
23/07/2020	236619	211	LINNELL	LIN	124.71	24.94	149.65	4250	351	124.71	Gate - St James Lake
30/06/2020	78809	212	SOUTHAM AGRICULTURAL	SOU99001	23.62	4.72	28.34	4200	201	23.62	Gas Strut for Mule
21/07/2020	262224	213	HAZCHEM	HAZ	64.50	0.00	64.50	4085	151	64.50	Boxes of gloves
22/07/2020	136226641	214	AMAZON	AMA99001	8.73	1.76	10.49	4251	201	8.73	wheelbarrow Foam Grips
22/07/2020	173222721	215	AMAZON	AMA99001	18.13	3.62	21.75	4385	351	18.13	Litter Pickers
24/07/2020	1086027698	216	SCREWFIX	SCR99001	10.83	2.16	12.99	4251	201	10.83	Angel brackets Pkt 25
16/07/2020	3530 AGZ545	217	TRAVIS	TPT	51.73	10.35	62.08	4250	351	51.73	Postcrete - St James Lake
16/07/2020	268972583	218	AMAZON	AMA99001	23.29	4.66	27.95	4270	701	11.64	4 Weights Hand sanitisers
								4270	251	11.65	4 Weights Hand sanitisers
24/07/2020	135393941	219	AMAZON	AMA99001	34.93	6.99	41.92	4060	151	34.93	3 plastic display boards
31/07/2020	153342	220	HYDRAMAX	HYD001	87.70	17.54	105.24	4251	201	87.70	tools
31/07/2020	6520210313	221	LYRECO	LUL	52.98	10.60	63.58	4060	151	52.98	stationary
16/07/2020	131	222	HUNN	HUN99001	95.00	0.00	95.00	4265	270	95.00	Cleaning The Loft
31/07/2020	133	223	HUNN	HUN99001	20.00	0.00	20.00	4265	270	20.00	Cleaning Products The Loft
14/07/2020	8490	224	M-TRAC	M-TRAC	1,200.93	240.19	1,441.12	4200	201	1,200.93	Service - Mule
30/07/2020	67922030	DDAUG07	O2	O299001	99.60	19.92	119.52	4100	151	99.60	Mobile Phones-Grounds
21/05/2020	2020032470	226	QUADIENT FINANCE	QUA99001	59.45	11.89	71.34	4250	351	59.45	Maintenance - Franking Machine
29/07/2020	295443	228	GARDEN HIRE	GHS99001	-36.17	-7.23	-43.40	4200	201	-36.17	Gearbox
22/07/2020	1562868	229	VALUE PRODUCTS	VAL99001	23.25	4.65	27.90	4600	351	23.25	Sign Poppyfields S106
03/08/2020	68133485	DDAUG08	O2	O299001	35.52	7.10	42.62	4100	151	35.52	Mobile Phones - Grounds
22/07/2020	230	230	SNC	SNC	46.00	0.00	46.00	4275	151	46.00	Licence Transfer Fee
15/07/2020	7014095	231	CHERWELL	CHE99001	17,483.24	3,496.65	20,979.89	4400	351	17,483.24	Grass Cutting Apr-June
07/08/2020	232	232	STAFF	STAFF	92.25	0.00	92.25	4075	151	92.25	Travel Exp - Mark Stopps
10/07/2020	314874828	DDAUG09	LLOYDS	LB	9.10	0.00	9.10	4040	151	9.10	Bank Service Charge

Purchase Ledger for Month No 5

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
25/08/2020	233	233	BRACKLEY	BTC	21,336.40	0.00	21,336.40	4000	101	10,536.45	Salary Office
25/08/2020	234	234	NCC	NCC001	7,818.09	0.00	7,818.09	4002	101	10,799.95	Salary Grounds
25/08/2020	235	235	HMRC	HMRC	7,053.59	0.00	7,053.59	4015	101	4,564.17	pension office
05/08/2020	8513	236	M-TRAC	M-TRAC	90.00	18.00	108.00	4030	101	3,253.92	pension grounds
30/07/2020	227	227	NEOPOST	NEO001	100.00	0.00	100.00	4010	101	3,950.37	Tax & NI Office
22/07/2020	267038244	237	AMAZON	AMA99001	11.54	2.31	13.85	4020	101	3,103.22	Tax & NI Grounds
22/07/2020	266413848	238	AMAZON	AMA99001	7.83	1.57	9.40	4250	351	90.00	Hire Mini Digger-St James Lake
10/08/2020	291543806	239	AMAZON	AMA99001	18.13	3.62	21.75	4095	151	100.00	postage
09/08/2020	290889564	240	AMAZON	AMA99001	9.64	1.93	11.57	4265	201	11.54	Cleaning Brush for Unit
09/08/2020	175675531	241	AMAZON	AMA99001	6.32	1.26	7.58	4270	201	7.83	USB Flash Drive - Unit
09/08/2020	290889632	242	AMAZON	AMA99001	13.32	2.66	15.98	4060	151	18.13	Keyboard & Mouse - 20 High st
09/08/2020	243	243	AMAZON	AMA99001	6.83	1.36	8.19	4100	201	9.64	Phone Charger for Unit
02/08/2020	132068011	244	AMAZON	AMA99001	1.41	0.28	1.69	4100	201	6.32	Fast Charger Cable - Unit
01/08/2020	101649101	245	AMAZON	AMA99001	14.57	2.91	17.48	4270	251	4.99	Colour Cellophane Sheets - TH
11/08/2020	237504	246	LINNELL	LIN	26.92	5.38	32.30	4270	201	8.33	Double Sided Carpet Tape - Uni
							4200	201		6.83	Carpet Cleaner Brush
							4200	201		1.41	Tractor Fuse
							4250	351		14.57	Dummy Camera Rose Open Space
							4250	351		26.92	Timber Rails - St James Lake

TOTAL INVOICES 63,945.82 4,960.33 68,906.15

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

TOTALS 63,945.82 4,960.33 68,906.15

Date: 06/08/2020

Breckley Town Council

Page 1

Time: 11:07

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

User: AG

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

06/08/2020

Brackley Town Council

11:33

Balance Sheet as at 31/07/2020

31st March 2019

30th April 2020

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

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

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

BRACKLEY TOWN COUNCIL AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEM REQUEST FORMS MUST BE SUBMITTED TO THE CLERK, WITH ANY NECESSARY BACKGROUND DOCUMENTS, A MINIMUM OF 5 WORKING DAYS BEFORE THE DATE OF THE MEETING.

Cllr name:	D Thompson	Date:24th July 2020
Best contact:	Email * Council email	

Which meeting/committee do you wish your agenda item to be placed on? (please tick one box)

Full Council	Staffing	Direct Responsibilities
Finance and Policy	Planning	

JUSTIFICATION OF WANTING AN AGENDA ITEM ADDED – Is the Chairman of the Council/Committee aware of this item?

In light of the recent spate of vandalism and the lack of money from Central Gov to fund Police forces correctly. Chair copied in.

AGENDA ITEM – insert wording to appear on the agenda. Remember to make it clear what you are asking Councillors to decide.

“to consider....” “to note....” “to review....” “to agree....”

To consider the use of some form of public volunteer program to help record and report Crime without risk of taking on the perpetrators merely to record and report.

BACKGROUND INFORMATION – insert as much information as possible so that Councillors have the detail that they need in order to make an informed decision.

We have in the past had such a scheme where volunteers went out to patrol “Hot Spots” I believe this faded out some years ago! However it would be worth resurrection with ways to retain those who volunteer. Whichever way we may wish to do this their presence signified by Hi Vis jackets may well deter ASB and other misdemeanors! If we could Build a small volunteer team (Emphasis on Team) with a worthwhile identity and link to our local police! It would take some of the pressure off of our local team, assist in helping prevent ASB and other crimes. Enclosed Police Volunteer Doc.

BACKGROUND DOCUMENTS – List names of any documents or supporting information to be attached. All documents must be submitted 5 working days before the meeting.

BRACKLEY TOWN COUNCIL AGENDA ITEM REQUEST FORM

Screen shot

Police Support Volunteers

Could you spare a few hours a week to assist your local police force supporting officers and staff? You could be involved in manning police station front counters, general administrative work, offer professional skills, such as social media and marketing or working with those directly affected by crime in their area. Whatever your role Police Support Volunteers make a significant impact on the constabularies and the communities they serve.



The Role

The roles performed by PSVs vary hugely within and between police forces. They can work within all departments, subject to relevant vetting, and can assist with a wide variety of tasks.

Some PSVs respond to advertised vacancies to fill a requirement of the force, while others proactively approach their local constabulary to offer their help through the donation of their time, skills and expertise.

Roles can be created based on the skills and time the individuals have to give, and all volunteers are supported and developed by dedicated volunteering teams. Training is provided and long-term career pathways are available, in roles which are rewarded and recognised.

Just some of the duties carried out by PSVs include:

- Manning police station front counters
- General administrative work
- Role playing for officer and staff training
- Skilled, professional work in areas such as social media and marketing
- Vehicle maintenance
- Criminal investigation support
- Updating victims and witnesses
- CCTV monitoring

And much, much more.

There is no minimum hour requirement, but volunteer teams work with PSVs to ensure the role gives the maximum impact, and hours are discussed during the application process.

COSTS – insert details of any known costs associated with the decision that you are asking the Council to make.

For Investigation ie: Hi Vis Vests, radio/phone, note books, Body Cam's?? for the protection of volunteers as well as record of possible events. Do the police charge for training? Probable use one of a Town Facility? Vetting?

BRACKLEY TOWN COUNCIL AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEM REQUEST FORMS MUST BE SUBMITTED TO THE CLERK, WITH ANY NECESSARY BACKGROUND DOCUMENTS, A MINIMUM OF 5 WORKING DAYS BEFORE THE DATE OF THE MEETING.

Cllr name:	D Thompson	Date: 24 th July 2020
Best contact:	Email * Council email	

Which meeting/committee do you wish your agenda item to be placed on? (please tick one box)

Full Council	Staffing	Direct Responsibilities
Finance and Policy	Planning	

JUSTIFICATION OF WANTING AN AGENDA ITEM ADDED – Is the Chairman of the Council/Committee aware of this item?

Received a complaint by 2 residents out walking their dogs when the sudden release of fireworks caused their dogs some distress.

AGENDA ITEM – insert wording to appear on the agenda. Remember to make it clear what you are asking Councillors to decide.

“to consider....” “to note....” “to review....” “to agree....”

To Consider the Councils view on the use of private Fire Works, to make a policy to support those who may be affected by the sudden release of fireworks and pets in the area. Formulating local rules for setting off fireworks. Even if it is just asking people to be considerate.

BACKGROUND INFORMATION – insert as much information as possible so that Councillors have the detail that they need in order to make an informed decision.

There are no laws governing the use of fireworks apart from time. After 11 pm fireworks are not permitted with the exception of Chinese New Year, our New Year, Guy Fawkes Night and I believe the festival of Diwali.

BACKGROUND DOCUMENTS – List names of any documents or supporting information to be attached. All documents must be submitted 5 working days before the meeting.

BRACKLEY TOWN COUNCIL AGENDA ITEM REQUEST FORM

Government Guide

You cannot buy 'adult' fireworks if you're under 18, and it's against the law for anyone to set off fireworks between 11pm and 7am, except on certain occasions.

Related content

[Contact the police](#)

Adult fireworks are category 2 and 3 fireworks - they do not include things like party poppers.

! Category 4 fireworks can only be used by professionals.

The law says you must not set off or throw fireworks (including sparklers) in the street or other public places.

You must not set off fireworks between 11pm and 7am, except for:

- Bonfire Night, when the cut off is midnight
- New Year's Eve, Diwali and Chinese New Year, when the cut off is 1am

Check with [your council](#) to find out about any local rules for setting off fireworks.

Get information about firework safety from [The Royal Society for the Prevention of Accidents](#) and the [Health and Safety Executive](#).

Buying fireworks

You can only buy fireworks (including sparklers) from registered sellers for private use on these dates:

- 15 October to 10 November
- 26 to 31 December
- 3 days before Diwali and Chinese New Year

At other times you can only buy fireworks from licensed shops.

! You can be fined up to £5,000 and imprisoned for up to 6 months for selling or using fireworks illegally. You could also get an on-the-spot fine of £90.

COSTS – insert details of any known costs associated with the decision that you are asking the Council to make.

Not known at this stage

BRACKLEY TOWN COUNCIL AGENDA ITEM REQUEST FORM

PLEASE NOTE THAT AGENDA ITEM REQUEST FORMS MUST BE SUBMITTED TO THE CLERK, WITH ANY NECESSARY BACKGROUND DOCUMENTS, A MINIMUM OF 5 WORKING DAYS BEFORE THE DATE OF THE MEETING.

Cllr name:	Chris Cartmell	Date: 7 / 8 / 20
Best contact:	Email * Either phone*	*delete as required

Which meeting/committee do you wish your agenda item to be placed on? (please tick one box)

Full Council	Staffing	Direct Responsibilities
XX Finance and Policy XX	Planning	

JUSTIFICATION OF WANTING AN AGENDA ITEM ADDED – Is the Chairman of the Council/Committee aware of this item?

To try and improve the local counties Radio reception in this area.
He will, when he gets a copy of this form

AGENDA ITEM – insert wording to appear on the agenda. Remember to make it clear what you are asking Councillors to decide.

“to consider...” “to note...” “to review...” “to agree...”

For BTC to agree to write to BBC Radio Northampton, to invite them to a meeting to discuss the very poor / patchy reception of FM transmission here in the Brackley area. Also you cannot receive BBC Radio Northampton via Digital media in this area.
We are not the furthest south location in Northamptonshire and cannot satisfactorily receive our own County BBC Radio station.

BACKGROUND INFORMATION – insert as much information as possible so that Councillors have the detail that they need in order to make an informed decision.

Having tested BBC Radio Northampton reception at various locations in the Town, the VHF / FM reception is poor and the Digital reception is none existent. You can quite clearly receive BBC Radio Oxford and BBC 3 Counties Radio (Beds / Herts & Bucks). When you try to receive a Radio signal for Digital via TV, you get BBC Radio Gloucestershire.

BACKGROUND DOCUMENTS – List names of any documents or supporting information to be attached. All documents must be submitted 5 working days before the meeting.

NONE

COSTS – insert details of any known costs associated with the decision that you are asking the Council to make.

NONE – Save Officers time to write the letter and arrange a meeting



BRACKLEY TOWN COUNCIL

Capability Policy – Managing under-performance

Adopted: 17 August 2020

DRAFT

1 Scope and purpose of this policy and procedure

- 1.1 This policy applies to all council staff who have successfully completed their probation period and established guidelines for managers and staff in relation to the management of under-performance.
- 1.2 This policy is designed to ensure that cases of under-performance are dealt with similarly and fairly, with the prime objective of improving an individual's performance to the required level.
- 1.3 The council has a responsibility for setting realistic and measurable standards of performance, for explaining these standards carefully to members of staff and for supporting staff to achieve the standards set.
- 1.4 All new members of staff will have their job explained to them on arrival at the council, will be given a copy of, or referred to, any written guidance that exists in relation to their area of work and will be given appropriate training and support to become familiar with it. Staff must also be made aware of the standards expected of them and where expectations change and evolve over time, managers have a responsibility to inform staff of these changes.
- 1.5 All members of staff have a contractual responsibility to perform their duties to an acceptable standard and they should be given all reasonable support and encouragement to do so.
- 1.6 For the purpose of this policy an individual's capability to do their job is assessed by reference to their skills, qualifications aptitude, health or any other physical or mental quality.

2 Informal Stage 1

Stage 1

- 2.1 when there is evidence that an individual is not performing at an acceptable level, the manager/line manager should investigate the circumstances without delay and endeavor to ascertain the reasons for the unsatisfactory performance. If, following this examination the manager considers that the individual's performance is deficient in some material respect, an informal discussion with the member of staff will be arranged. At this meeting the manager will:

1. make clear the areas in which the individual's performance is below expectations (explaining the grounds/evidence of this view) with the aim of identifying any problems or reasons for the under-performance, which could be resolved. Solutions to the problem could include additional training, providing a mentor, coaching or some other kind of on-going support to the individual.
 2. Give the individual the opportunity to explain their under-performance and to raise any concerns they may have about the job or the support and guidance they have been given to do it.
 3. Bear in mind the provisions of the Disability Discrimination Act, in particular the obligation to make reasonable adjustments when dealing with disabled members of staff.
 4. Ensure that the member of staff is aware of the level of performance/productivity required in relation to each element of the duties about which there is a concern.
 5. Set a reasonable time frame within which improvement is expected and arrange a further meeting at the end of this time to review the situation. When establishing "reasonable timescales" for improvement, managers must consider the complexity of the tasks involved in relation to the qualifications and experience of the individual.
- 2.2 the content and outcome of this meeting will be confirmed by the manager in writing to the individual, including the type of improvement required, any additional support or training that will be provided, any other agreed actions and the timescale for improvement and review.
- 2.3 When discussing under-performance managers must be specific about their concerns and must demonstrate evidence and/or give examples to support their assertions.

3 Formal Stages

Stage 2

- 3.1 if there is continued unsatisfactory performance or where a first instance of unsatisfactory performance is sufficiently serious to warrant formal action (e.g. where health & safety is at risk or significant costs or other liabilities are involved) the member of staff should be invited to a formal interview to discuss the matter. At this meeting the individual will have

the opportunity to explain their unsatisfactory performance. At this interview the member of staff will be reminded of the earlier informal discussions (where these have happened) and the steps taken to support an improvement in their performance. They will be told as precisely as possible, the reasons for the manager's continued concerns about their performance. If, having heard any explanations offered by the member of staff, the manager remains concerned, a FORMAL CAUTION will be given for unsatisfactory performance. This will be confirmed in writing to the individual.

- 3.2 This caution will be placed on the individual's HR file and will be disregarded after a period of 12 months.
- 3.3 At this interview further consideration should be given to any additional training or support that could reasonably be provided to the member of staff to enable them to reach the required standard of performance. A reasonable time period will be set within which improvement is expected and a further meeting arranged at the end of this time to review the situation.

4. Stage 3

- 4.1 if there has been insufficient improvement in performance within the timescale following the formal caution a further formal interview will be held with the individual. At this interview the manager will review the history of the case, including the steps that have been taken to support the individual to achieve the required level of performance. If, having heard the explanation offered by the member of staff, the manager remains concerned a FINAL CAUTION will be issued for unsatisfactory performance. This will be confirmed in writing. The member of staff will be informed that their job will be at risk if satisfactory performance levels cannot be achieved and subsequently maintained.
- 4.2 this caution will be placed on the individual's HR file and will be disregarded after a period of 12 months.
- 4.3 Further consideration should be given to any additional training or support that could reasonably be provided to the member of staff to enable them to reach the required standard of performance. A review period will be set within which improvement is expected and a further meeting arranged at the end of this time to review the situation.

5 Stage 4

If there has been insufficient improvement in performance within the timescale following the final caution, a further formal interview with the member of staff will be held. At this interview the manager will review

the history of the case, including the steps that have been taken to support the individual to achieve the required level of performance. The individual's explanation will be heard and considered. A decision will then be taken to either dismiss the member of staff on the grounds of capability or to extend the final caution to allow further time for improvement and maintenance of any improvement. The manager will confirm this decision and the reasons for it in writing to the individual. The option of allowing further time for improvement may only be considered if there is evidence to persuade the manager that further time is likely to lead to the required improvement in performance. The Staff Committee must be consulted prior to any meeting that may lead to dismissal.

6. Ill-health/Poor Attendance

- 6.1 An individual's capability to carry out their role to the expected standard may be affected by their health and their attendance record. Managers must bear in mind the provisions of the Disability Discrimination Act, in particular the obligation to make reasonable adjustments when dealing with disabled members of staff.
- 6.2 The procedure for managing long-term periods of sickness absence (four weeks or more) is set out in full in the Sickness Absence Policy.
- 6.3 The early stages for managing repeated short-term absence is also set out in the council's Sickness Absence Policy. Where the second Sickness Absence Review meeting does not however produce the required improvement in attendance, the situation will then be managed through this policy. A formal meeting will be held at which any explanations offered by the individual will be discussed. A FINAL CAUTION may be given for unsatisfactory attendance, if the manager/supervisor remains concerned and this will be confirmed in writing. The member of staff will be informed that their job will be at risk if satisfactory attendance levels are not achieved and maintained.

7. Notification & Representation

- 7.1 A member of staff will receive 7 working days advanced notice in writing of any formal interview arranged under this policy (unless the employee agrees to less in writing). At all such interviews the member of staff has the right to be accompanied by a work colleague or trade union representative. Where witnesses are to be called by the manager or the individual, prior notice of this should be given.

- 7.2 Where an individual's representative is unable to attend the meeting at the notified time, the meeting will be postponed and rescheduled to an alternative time within 5 working days.

8 Right of Appeal

- 8.1 an individual has the right to appeal against any formal action taken against them in line with this policy and must do so by writing, within 7 working days of the date of receipt of written confirmation of the action taken against them, stating their grounds for appeal.
- 8.2 the appeal will be heard by three members of the council not previously involved in the case. The panel should reflect a varied profile in terms of race, sex, disability, religion and sexuality wherever possible. The appeal hearing will take into account any new evidence that either party may present and consider its relevance to the sanction imposed.
- 8.3 Where an appeal is upheld, reference to the caution or dismissal will be disregarded. Alternatively, the outcome of the appeal hearing may be to impose a lesser penalty e.g. a final caution instead of dismissal, or to shorten the period of which the caution was originally issued. The outcome of the appeal will be set out in a letter to the employee from the Clerk.
- 8.4 If an employee is successful in appealing against summary dismissal, they will be paid in line with their contract of employment in respect of the period from dismissal to reinstatement, as if the dismissal had never taken place.

Lateness is normally managed through the Disciplinary Procedure.