

**NOTICE OF A MEETING OF TOWN COUNCIL**

You are hereby summoned to the Meeting of Brackley Town Council, to be held in the Community Hall, 37 High Street, Brackley on Monday, **5 February 2018** at 7.05pm.

Dated: 31 January 2018



Town Clerk

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

**AGENDA**

**457/17 APOLOGIES FOR ABSENCE**

**458/17 TOWN MAYOR'S ANNOUNCEMENTS**

**459/17 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.

**460/17 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.

**461/17 MINUTES**

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 8 January 2018.

**462/17 COMMITTEE MINUTES**

To receive the following signed Committee minutes:

Planning & General Works 18 December 2017 and 8 January 2018

Direct Responsibilities & General Purposes 18 December 2017

Finance & Policy 18 December 2017

Staffing Committee 5 December 2017

**463/17 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.

**464/17 RECOMMENDATIONS FROM COMMITTEES**

**465/17 COUNTY COUNCIL REPRESENTATIVE – if available.**

**466/17 DISTRICT COUNCIL REPRESENTATIVE – if available.**

**467/17 ELECTION OF TOWN MAYOR ELECT FOR 2018/19**

To elect, by secret ballot, the Town Mayor Elect for 2018/19 in accordance with the procedure adopted on 7 September 1976

**468/17 ELECTION OF DEPUTY TOWN MAYOR ELECT FOR 2018/19**

To elect, by secret ballot, the Deputy Town Mayor Elect for 2018/19 in accordance with the procedure adopted on 7 September 1976

**469/17 FINANCIAL RISK ASSESSMENT**

Members are asked to receive, and approve, the Financial Risk Assessment prepared by the Town Clerk.

**470/17 EFFECTIVENESS OF INTERNAL AUDIT**

Members are asked to receive, and approve, the prepared paper on the Effectiveness of Internal Audit prepared by the RFO.

**471/17 ITEMS FOR DISCUSSION OR INFORMATION**

## BRACKLEY TOWN COUNCIL

Minutes of the meeting of Brackley Town Council, to be held in the Community Hall, 37 High Street, Brackley on Monday, 8 January 2018.

Present: Town Mayor – Councillor Don Thompson  
Cllrs Bagot-Webb, Baker, Barrie, Butler, Cartmell, Morrell, Ross, Sharps, Stimpson, Tiller, Waldron, E Wiltshire, & P Wiltshire

### 393/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Broomfield

### 394/17 TOWN MAYOR'S ANNOUNCEMENTS

#### December 2017

- Wednesday 6<sup>th</sup> – Saints Community Project
- Thursday 7<sup>th</sup> – Community Bingo
- Saturday 9<sup>th</sup> – Waynflete Infants School Christmas Bazaar
- Wednesday 13<sup>th</sup> – Saints Community Project
- Thursday 14<sup>th</sup> – Magdalen College School certificate presentation
- Sunday 17<sup>th</sup> – Community Carols
- Wednesday 20<sup>th</sup> – Brackley Mind Coffee Morning
- Wednesday 20<sup>th</sup> – Bridgewater House
- Sunday 24<sup>th</sup> – visits to Godwin Court, Brackley Fields Nursing Home & Diana House
- Tuesday 26<sup>th</sup> – Brackley Morris
- Friday 29<sup>th</sup> – Funeral of Alderman & ex-Councillor Brian (Tom) Sheppard

#### January 2018

- Saturday 6<sup>th</sup> – Winter Open House, Col & Mrs Oliver

#### Future events

- Thursday 1<sup>st</sup> Feb – Community Bingo
- Friday 9<sup>th</sup> – RAF Croughton Winter Reception
- Tuesday 13<sup>th</sup> – Brackley Pancake Race (Cllr Fiona Baker)
- Thursday 1<sup>st</sup> March – Community Bingo
- Saturday 10<sup>th</sup> – Town Mayor's Charity Ceilidh (WI Hall, Manor Road)
- Monday 26<sup>th</sup> – Annual Town Meeting (Magdalen College School, Waynflete Hall)
- Saturday 31<sup>st</sup> – Easter Egg Hunt & Easter Bonnet Competition (Cllr Fiona Baker)
- Sunday 15<sup>th</sup> April – Civic Service, 3pm a St. Peter's Church

### 395/17 PUBLIC PARTICIPATION

A resident notified the Council that there would be a peaceful protest at the Library on Friday and on Saturday there will be a Meet the Author' event.

Thanks to the Town Council for the work that is being carried out with regard the library, although it is a County Council responsibility.

### 396/17 DECLARATIONS OF INTEREST

Cllr Sharps declared a pecuniary interest in relation to Brackley Library.

### **397/17 PRESENTATION OF LIBRARY PETITION**

The Brackley Library Supporters Group presented a petition to the Town Council against the possible closure of Brackley Library. Brackley Town Council **AGREED** to the request that County Councillor Fiona Baker presents their petition to Northamptonshire County Council on behalf of the town.

### **398/17 MINUTES**

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

Receive and approve the minutes of the Meeting of Council on Monday 4<sup>th</sup> December 2017.

### **399/17 COMMITTEE MINUTES**

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

Receive the following signed Committee minutes:

Planning & General Works 20<sup>th</sup> November 2017 and 4<sup>th</sup> December 2017  
Direct Responsibilities & General Purposes 20<sup>th</sup> November 2017  
Finance & Policy 20<sup>th</sup> November 2017  
Staffing Committee 7<sup>th</sup> November 2017

### **400/17 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES**

None

### **401/17 RECOMMENDATIONS FROM COMMITTEES**

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

Approve the **RECOMMENDATION** from the Finance and Policy Committee of the draft budget for 2018/19 of £707,697 with an increase in the precept requirement of 4.28% to £658,728.00.

The Town Clerk would submit the Precept Request to South Northamptonshire Council for the agreed sum.

### **402/17 COUNTY COUNCIL REPRESENTATIVE**

Cllr Baker stated that there had been no official meetings since Christmas, but that she had had a busy time. 90% of her time today involved fighting for the Brackley Library. Cllr Baker presented letters from the children at Helmdon School (via Cllr Ross), she had also handed in a letter regarding the Library to each of the Cabinet members. The decision will be made by Cabinet on Tuesday 16<sup>th</sup> January following the closure of the consultation. She stressed the need to get the numbers of the consultation responses increased as it is the most important document.

### **403/17 DISTRICT COUNCIL REPRESENTATIVE**

Cllr Bagot-Webb reported Mrs Sue Smith (ex CEO SNC) was awarded the MBE for services to local government, the Clerk was asked to send a letter of congratulations to Mrs Smith from Brackley Town Council.

He also reported that Mercedes Petronas AMG F1 had put in a planning application which was approved without discussion following his intervention on behalf of the town.

#### **404/17 EXTERNAL AUDITORS REPORT**

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

Receive and note the report and pass it to the Finance and Policy Committee for action on the points raised.

#### **405/17 DAY OF REMEMBRANCE 2018**

As part of the Day of Remembrance on 11<sup>th</sup> November 2018, a series of national events are being planned. We are already planning to light a beacon in Brackley Park in the early evening, but another event is the playing of 'Battle's O'er, by lone pipers at War Memorials throughout the country, at 6.00am on Sunday morning.

Members were asked if they wish staff to arrange for such an event to take place at the Brackley War Memorial, and all members **AGREED** to this course of action.

#### **406/17 ITEMS FOR DISCUSSION OR INFORMATION**

Cllr Sharps – currently organising the relaunch of the Neighbourhood Watch scheme, any Councillors interested in being involved please email Cllr Sharps.

Cllr Barrie reported that Brackley had again won the Royal British Legion Northamptonshire award for its War Memorial.

Clerk reported that:

- the Pre Application for the youth building had been re-submitted
- 2 applications for works to trees in the conservation areas had been submitted
- Land transfer at the Old Glebe and Sawmills are imminent.
- Phase 2 Biodiversity payment from Radstone along with a biodiversity payment for the Foxhills development had been received.

Meeting Closed: 19.35

Date:

Chairman:

## PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the **Planning and General Works Committee** held on Monday 18 December 2017, in the Old Fire Station Community Room, 37 High Street, Brackley at 7.00pm

**Present:** Chair Cllr E Wiltshire, Cllrs Bagot-Webb, Barrie, Ross, Sharps, Thompson, P Wiltshire

**Also Present:** Cllr Baker, Cartmell, Tiller

**Officers:** Town Clerk (L Carter) and RFO (A Moses)

### **365/17 APOLOGIES FOR ABSENCE**

Apologies were received and approved from Cllrs Butler and Cllr Stimpson

### **366/17 DECLARATION OF INTEREST**

None

### **367/17 PUBLIC PARTICIPATION**

None

### **368/17 MINUTES**

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

Receive and approve the minutes of the previous meeting held on 4<sup>th</sup> December 2017.

### **369/17 MEMBERS' REPORTS**

None

### **370/17 PLANNING APPLICATIONS**

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

### **371/17 MATTERS FOR INFORMATION OR DISCUSSION**

Cllr E Wiltshire spoke about "Ice Angels" volunteers offer to grit and salt pathways etc.

Cllr Morrell mentioned that Cherwell have snow watch, residents who hold grit at their homes and use this for public areas.

This will come forward as a future agenda item.

Meeting Closed 19.13

Chairman



Date 8/1/18

PLANNING AND GENERAL WORKS COMMITTEE

Brackley Town Council

Planning Applications  
18th December 2017

Application Number	Location	Proposal	Town Council Comments
S/2017/2790/FUL	4 Flora Thompson Drive	Proposed porch. Single Storey front, side & rear extensions	Overdevelopment of the site, projects forward beyond the building line.
S/2017/2861/FUL	30 Jutland Drive	First Floor Side/Rear Extension	Overdevelopment of the site, overpowering the neighbours.
S/2017/2850/FUL	65 Martial Daire Boulevard	Single storey side extension	No objections
S/2017/2871/FUL	29 Roman Way	Two storey side extension	Visual splay issues proximity to footpath
S/2017/2909/FUL	28 Heron Drive	Single storey rear extension	No objections

2017

## PLANNING AND GENERAL WORKS COMMITTEE

The minutes of the Planning and General Works Committee to be held on Monday 8th January 2018, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr E Wiltshire, Cllrs Bagot-Webb, Barrie, Morrell, Ross, Sharps, Stimpson, Thompson, P Wiltshire

Also Present: Cllrs Cartmell, Tiller, Waldron

Officers: Town Clerk (L Carter) and RFO (A Moses)

### **407/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Broomfield

### **408/17 DECLARATION OF INTEREST**

Cllr Ross – Planning Application for 64a Banbury Road

### **409/17 PUBLIC PARTICIPATION**

Resident from Banbury Road expressed concerns on the overdevelopment and road conditions for 64a Banbury Road

### **410/17 MINUTES**

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

Receive and approve the minutes of the previous meeting held on 18<sup>th</sup> December 2017.

### **411/17 MEMBERS' REPORTS**

None

### **412/17 PLANNING APPLICATIONS**

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

### **413/17 LICENSING APPLICATION**

Councillors had queries over the Christmas opening times, the Clerk to compare the opening hours of local hotels and report back.

### **414/17 MATTERS FOR INFORMATION OR DISCUSSION**

Cllr Thompson – reported that our Street Warden was doing a good job and had managed to get a vehicle removed.

Cllr E Wiltshire – parking issues at Blenheim Croft obstructing the road, police have been notified. The Clerk would mention this to Borrás in relation to contractors' vehicles.

Cllr Bagot-Webb – 17 Tudor Way - the residents have been issued with a letter to remove the fence in 14 days.

Cllr Sharps – person in town asking for money stating he is homeless. Is there a Bye-Law preventing drinking in Burgess Square? Clerk to check with SNC.

Meeting closed: 20.10

Date: <sup>22nd</sup> January 2018

Chairman: 



Application Number	Location	Proposal	Town Council Comments
S/2017/2895/FUL	11 Egerton Close	Two storey side extension	No objections
S/2017/2961/FUL	3d Banbury Road	Replacement windows from wooden to UPVC. Replace fascia & soffits	No objections but query the Conservation Area requirements
S/2017/2956/FUL	The Shires, 64 Banbury Road	Three new dwellings to replace existing dwelling	Traffic issues will be exacerbated by additional traffic, a bus route, and extra entrance. Overdevelopment of the site. SNC Councillors to call in the application.
S/2017/2971/FUL	Winchester House School, 44 High Street	Demolition on existing extension to hall and proposed new extension to hall	No objections
S/2017/2972/LBC	Winchester House School	Demolition on existing extension to hall and proposed new extension to hall	No objections
<b>For Information only</b>			
S/2017/3019/TCA	Halls Lane House, Halls Lane	T1 – Cotoneaster fell T2 – Silver Birch crown lift to 4 metres	Noted

## DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the **Direct Responsibilities and General Purposes Committee** held on Monday 18<sup>th</sup> December 2017, in the Old Fire Station Community Room, 37 High Street, Brackley.

**Present:** Chair Cllr Sharps, Cllrs Baker, Barrie, Cartmell, Morrell, Thompson, Tiller, E Wiltshire

**Also Present:** Cllr Bagot-Webb and Cllr P Wiltshire

**Officers:** Town Clerk (L Carter) and RFO (A Moses)

**372/17 APOLOGIES FOR ABSENCE**

Cllr Broomfield, Stimpson, Waldron

**373/17 DECLARATION OF INTEREST**

Cllr Baker – Item 378/17 Glebe Drive

**374/17 PUBLIC PARTICIPATION**

None

**375/17 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 20<sup>th</sup> November 2017.

**376/17 MEMBERS REPORTS**

None

**377/17 MERCEDES**

Following a request from Building Consultants acting on behalf of Mercedes Petronas AMG F1 to 'cut into' the embankment adjacent to the Pocket Park, Councillors felt that a formal proposal would clarify any future liability for the stability of the embankment

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

Ask Mercedes Petronas AMG F1 to write to BTC with a request which the council could then agree formally.

**378/17 GRIT BIN**

Following a request from a local resident for an additional grit bin,

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

Defer this item until Councillors have information from the Street Warden regarding current locations, and that this item be reconsidered next month. The resident would be informed of this decision.

**379/17 TUDOR WAY PARK**

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

Request that the Finance and Policy Committee releases £26,000 from the Open Spaces Reserve in order that footpath works at Tudor Way Park may be completed, and to authorise the Open Spaces Working Party to proceed with the works.



**380/17      MATTERS FOR DISCUSSION OR INFORMATION**

Cllr Sharps reported that she has had a meeting with the Neighbourhood Watch Scheme and is looking forward to this progressing.

Meeting Closed 19.38

Chair



Date *Ed Jones 2018*

## FINANCE AND POLICY COMMITTEE

Minutes of the **Finance and Policy Committee** held on Monday 18<sup>th</sup> December 2017 in in the Old Fire Station Community Room, 37 High Street, Brackley.

**Present:** Chair Cllr Cartmell, Bagot-Webb, Baker, Morrell, Ross, Tiller, and P Wiltshire

**Also Present:** Cllr Sharps, E Wiltshire and Barrie

**Officers:** Town Clerk (L Carter) and RFO (A Moses)

### **381/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Broomfield, Butler, Waldron

### **382/17 DECLARATIONS OF INTEREST**

Cllr Morrell 17/542  
Cllr Tiller 17/533

### **383/17 PUBLIC PARTICIPATION**

A resident wanted to say thank you to the Brackley Town Council for its support to the Library Supports Group.

A resident asked if Cllr Baker would hand in the impact assessment that the Library Supporters Group have created. Cllr Baker agreed.

### **384/17 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 20<sup>th</sup> November 2017.

### **385/17 MEMBERS REPORTS**

None received

### **386/17 FINANCE REPORTS**

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

Receive and approve the List of Accounts 9 in the sum of £254,241.87

Appoint a Councillor for December payments audit – Cllr Ross

Noted the bank reconciliation for October 2017 £451,754.03

### **387/17 DRAFT BUDGET FOR 2018/19**

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

Approve the draft budget for 2018/19 showing total expenditure of £693,163.00 with an increase in the precept requirement of 4.28% and to **RECOMMEND** it to Council for its approval.

### **388/17 GRANTS**

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

Approve the proposal to provide short term 'guaranteed' grants for the larger charities, and revises the application process and paperwork for smaller community grants.

**389/17 FOOD BANK TRUSTEES**

Brackley Food Bank is seeking new trustees, and Councillors were asked if they wished to be considered as a Town Council nominee for such a position.

Cllr R Barrie asked like to be considered as a trustee for the Brackley Food Bank. The Clerk would ask the Food Bank to provide Cllr Barrie details with all the responsibilities of being a trustee.

Members **AGREED** to put Cllr Barrie's name forward as a Trustee for the Brackley Food Bank.

**390/17 REQUEST FROM DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE TO RELEASE FUNDS FROM RESERVES.**

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

Release £26,000 from the Open Spaces Reserve (currently standing at £36,237) in order that the pathway works may be completed at Tudor Way Park.

**391/17 INTERIM REPORT ON LIBRARY FEASIBILITY STUDY**

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

Cllr Baker would progress Option 2 (re-categorising Brackley Library as a Large library), and that Mike Carter will continue to progress Option 4 (BTC to set up a new "not for profit" organisation) and Option 3 (BTC to manage the library with infrastructure support from NCC) from the interim report on the library feasibility study.

Mr Carter would report back to the Finance and Policy Committee at its meeting on 22<sup>nd</sup> January 2018.

**392/17 MATTERS FOR DISCUSSION OR INFORMATION**

Office would be closing for the Christmas Break at 1pm on Friday 22<sup>nd</sup> December and will re-opening 2<sup>nd</sup> January 2018. The phones would be manned between 10.00am and 4.00pm on 27<sup>th</sup> – 29<sup>th</sup> December.

Meeting Closed 20.45

Chair



Date

22/1/18

**Authorise Payments - December 2017  
Month No 9**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
					Salary/Tax & NI/Pension			
22/12/2017		SAL/DEC/01	Salaries		£	-	£ 15,639.50	Salary
22/12/2017		SAL/DEC/02	Tax & NI		£	-	£ 5,361.95	Tax & NI
22/12/2017		SAL/DEC/03	Pension		£	-	£ 6,740.09	Pension
<b>Online payments</b>								
17/11/2017	71980	17/497	Cemetery Development Services		£	2,250.00	£ 450.00	Topographical and drone survey
15/11/2017	8060213357	17/498	Anglian Water		£	187.54	£	TH - Water
06/11/2017	815631	17/499	Germ Tool Hire		£	480.75	£ 89.85	Lighting Towers - Fireworks
20/11/2017		17/500	Brian Sharp - Expenses		£	34.38	£	Expenses
23/11/2017	4006788	17/501	SNC		£	180.00	£	Premises Licence
20/11/2017	2017082987	17/502	Neopost		£	58.00	£ 11.60	Frinking machine - rental
22/11/2017	9643	17/503	Cotswold Security Systems Ltd		£	127.80	£ 25.56	Alarm service - 9 Market Place
20/11/2017	BTH04	17/504	Alexander Dalton		£	2,500.00	£	Site Inspections - Town Hall
20/11/2017	3530 afu923	17/505	Travis Perkins		£	80.19	£ 16.04	electrical items
20/11/2017	3530afu921	17/506	Travis Perkins		£	25.00	£ 5.00	Sand
27/11/2017		17/507	Stephanie Campbell		£	4.19	£	Expenses
30/11/2017	9777	17/508	A H Contracts		£	594.00	£ 118.80	Dog waste collection
08/11/2017	4006632	17/509	SNC		£	250.00	£ 50.00	Waste bins - Fireworks
23/11/2017	197146	17/510	Linnell Bros		£	71.65	£ 14.33	Posts/ratchet straps/linemark paint
22/11/2017	129137	17/511	RVS Group		£	258.73	£ 51.75	Photocopier hire
01/12/2017	SM18471	17/512	Rialtas Business Solutions		£	184.00	£ 36.80	Cleaning products
24/11/2017	152847	17/513	Hazchem Safety		£	11.75	£ 2.35	Product
21/11/2017	C1286033	17/514	SRBE Plant Hire		£	112.00	£ 22.40	Pedestrian Barriers - Remembrance Day
28/11/2017	7065	17/515	Badger Hill Training & Assessment Centre		£	1,000.00	£	Ground staff training
29/11/2017	6858	17/516	Haverstock		£	5,000.00	£ 1,000.00	HLF
01/12/2017	102	17/517	Mike Carter Consultancy Services		£	2,296.50	£	Library Feasibility Study
31/12/2017	6630148120	17/518	Lyreco		£	104.12	£ 20.82	Stationery
01/12/2017	SLS_MAG143	17/519	SLS School Lettings Solutions		£	400.00	£	Field hire - Fireworks
27/11/2017	810847	17/520	NALC		£	630.00	£ 126.00	Larger Concl Conference - L Carter
30/11/2017	122746	17/521	Hydramex Ltd		£	342.28	£ 68.46	Vehicle consumables
01/12/2017	7141803	17/522	Northamptonshire County Council		£	82.20	£	HLF - Archive tour
11/12/2017	7910	17/523	Healthmatic		£	494.17	£ 98.83	Public toilet cleaning - OFS
06/12/2017	10284	17/524	Microshade Business Consultants		£	338.25	£ 67.65	internet hosting
05/12/2017	142JK	17/526	Jen Kavanagh (Ref SMW)		£	933.35	£	HLF - mini displays support
17/11/2017		17/527	Chris Hindson		£	81.20	£	expenses - travel
05/12/2017		17/528	First For Wellbeing		£	31.50	£ 35.00	HLF - mini displays support
06/12/2017		17/529	Brian Sharp - Expenses		£	95.25	£	Expenses - Travel
05/12/2017		17/530	Matthew Banner - Expenses		£	49.95	£	expenses - travel
30/11/2017	H15320E32A	17/531	E-on		£	24.60	£ 1.23	unit - Electricity
06/12/2017	160834954/17	17/532	Total Gas & Power		£	264.96	£ 13.25	TH - Electricity
15/11/2017	414994356	17/533	Bernie Tiller Expenses		£	10.73	£ 2.14	electrical items
16/11/2017	1834	17/534	NACO		£	125.00	£	Training - A Moses
07/12/2017	2	17/535	The Old Fire Station		£	140.00	£	HLF - Photography course
08/12/2017	21153	17/536	Borras		£	121,250.48	£ 24,250.10	HLF
12/12/2017		17/537	Stephanie Campbell		£	4.00	£	Mayors Allowance
30/11/2017	197687	17/538	Linnell Bros		£	179.74	£ 35.94	Fencing
30/11/2017	197688	17/539	Linnell Bros		£	86.70	£ 17.34	Fencing

**Authorise Payments - December 2017**  
**Month No 9**

01/12/2017	2759939	17/540	Fuelgenie	£	291.04	£	58.21	£	349.25	Fuel - November
13/12/2017	0	17/541	C Waldron	£	45.79	£	-	£	45.79	War memorial expenses
13/12/2017	0	17/542	M Morrell	£	11.70	£	-	£	11.70	expenses - travel
09/12/2017	161466740/17	17/543	Total Gas & Power	£	167.22	£	54.42	£	221.64	Gas - OFS
12/12/2017	18	17/544	Forgotten Heritage	£	2,507.00	£	-	£	2,507.00	HFL - photography
12/12/2017	4499	17/545	Harlequin	£	890.00	£	-	£	890.00	Town Talk - Printing
12/12/2017	183	17/546	GreenPark Groundcare	£	34,395.00	£	6,879.00	£	41,274.00	Biodiversity - Pocket park
28/11/2017	C1286992	17/547	SRBE Plant Hire	£	120.00	£	24.00	£	144.00	
28/11/2017	C1286306	17/548	SRBE Plant Hire	£	876.00	£	146.00	£	936.00	Toilets - Fireworks
13/12/2017	15923	17/549	The Wildlife Trust	£	10,000.00	£	2,000.00	£	12,000.00	Green Wheel - SLA

**£ 190,793.46    £ 35,792.87    £ 254,241.87**

22/1/18

**BRACKLEY TOWN COUNCIL**

**STAFFING COMMITTEE**

Minutes of a Meeting of the Staffing Committee held at 1.00pm on Tuesday 5<sup>th</sup> December 2017, in the Community Room 37 High Street, Brackley.

Present: Councillors: Thompson, Cartmell, Sharps and Morrell

Officers: Linda Carter and Alison Moses.

**359/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr E Wiltshire

**360/17 DECLARATION OF INTEREST**

None

**361/17 MINUTES**

It was **AGREED** to receive and approve the minutes of the meeting held on 7<sup>th</sup> November 2017

**362/17 FUTURE RECRUITMENT/ STAFFING**

The Clerk advised that the post of Venues Marketing Co-ordinator had been put on hold as instructed. Members discussed revisions to some job descriptions to reflect future needs.

**363/17 EXCLUSION OF PRESS AND PUBLIC**

It was proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press was 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.

**364/17 CONSIDERATION OF INDIVIDUAL STAFF MEMBERS/ROLES & PERFORMANCE**

Members were updated on the results of the Staff appraisals and **AGREED** that in view of the need to revise some job descriptions, all office based staff would be asked to complete time/task sheets for four weeks in January, with the results being reported back to the next meeting.

Meeting closed at 13.55pm

Chairman:

Date:







# LCRS 5. Risks report

## Financial Management

### Brackley Town Council

#### Assessment for year 2017 To 2018

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
302	Administration/ Legal	Failure to comply with HMRC Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Payroll provider (SGW) checked by the Finance Officer Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Medium	2	
303	Administration/ Legal	Failure to comply with HMRC (VAT) Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMRC Notice 749. Seek further guidance from HMRC where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis.	Quarterly	Low	High	3	
0	Administration/ Legal	Failure to maintain record of council assets.	Reconcile claims to cashbook. Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded.	Annually	Low	Medium	2	
347	Financial	Poor Financial Management	Carry our periodical inventory checks. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Annually	Low	Medium	2	



# LCRS 5. Risks report

## Financial Management

### Brackley Town Council

#### Assessment for year 2017 To 2018

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Your  
action  
required  
(> 3)

Likelihood  
of  
occurrence

Impact  
on  
Council

Risk  
Value

Review  
timing

Control

3/6/ Financial Failure to set a precept within sound budgeting arrangements

Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable.

3/6/ Financial Loss of money through theft/misappropriation.

4/1 Financial Failure to keep proper financial records

3/6/ Financial

4/1 Financial

3/6/ Financial

3

High

Low

Monthly

Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.

Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.

Define responsibility through appointment of Proper Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council

3

High

Low

Monthly



# LCRS 5. Risks report

## Financial Management

### Brackley Town Council

#### Assessment for year 2017 To 2018

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value
304	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the accounts system.</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council.</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to Grants Panel.</p> <p>Ensure that all approvals are properly recorded in council minutes.</p> <p>Ensure that no alternative statutory authority is available.</p> <p>Determine responsibility for control of expenditure.</p> <p>All payments to be supported by an invoice/voucher.</p> <p>All detail to be checked and payment entered into RBS Omega accounts system.</p> <p>All payments to be approved by council and recorded in minutes.</p> <p>All cheques/ vouchers to be signed by at least two authorized members.</p> <p>Signatories to check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p> <p>Ensure that appropriate insurance cover/policy is in force.</p>	Quarterly	Low	Low	1
0	Financial	Failure to maintain an effective payments system.	<p>Ensure that no alternative statutory authority is available.</p> <p>Determine responsibility for control of expenditure.</p> <p>All payments to be supported by an invoice/voucher.</p> <p>All detail to be checked and payment entered into RBS Omega accounts system.</p> <p>All payments to be approved by council and recorded in minutes.</p> <p>All cheques/ vouchers to be signed by at least two authorized members.</p> <p>Signatories to check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p> <p>Ensure that appropriate insurance cover/policy is in force.</p>	Monthly	Low	High	3
305	Financial	Risk to third party as a consequence of providing a service	<p>Ensure that appropriate insurance cover/policy is in force.</p>	Annually	Low	High	3

Completed by: *N. Carter*

Date: 30/1/18

Position: Town Clerk

Average score: 2.5

11

No of risks scored



**Brackley Town Council**  
**EFFECTIVENESS OF INTERNAL AUDIT 2017-2018**

<b>INTERNAL CONTROL</b>	<b>SUGGESTED TESTING</b>	<b>TOWN COUNCIL CONTROLS</b>
<b>Proper bookkeeping</b>	Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balanced?	The Council uses a software program called RBS Omega which is specifically designed for Local Councils.  Control over these aspects is part of the program. Yes
<b>Standing Orders and Financial Regulations adopted and applied</b>	Has the council formally adopted standing orders and financial regulations?	Yes
<b>Payments controls</b>	Has a Responsible Financial Officer been appointed with specific duties?  Have items or services above the de minimus amount been competitively purchased?  Are payments in the cashbook supported by invoices, authorised and minuted?	Yes  Yes exceptions have been made with suspension of Financial Regulations for appropriate reasons.  A schedule of expenditure is presented to each Finance and Policy meeting. Invoices are available at the meeting for inspection and signature by two Councillors.
	Has VAT on payments been identified, recorded and reclaimed?  Is s137 expenditure separately recorded and within statutory limits?	Yes – a list is produced by Omega and reclaimed every 3 months.  The Council has adopted the General Power of Competence so this is no longer a legal requirement

<b>INTERNAL CONTROL</b>	<b>SUGGESTED TESTING</b>	<b>TOWN COUNCIL CONTROLS</b>
<p><b>Risk management arrangements</b></p>	<p>Does a review of the minutes identify any unusual financial activity?</p> <p>Do minutes record the Council carrying out an annual risk assessment?</p> <p>Is insurance cover appropriate and adequate?</p> <p>Are internal financial controls documented and regularly reviewed?</p>	<p>To be reviewed by Internal Auditor at final accounts. Nothing identified in last year's audit</p> <p>Yes. This was carried out in April 2017</p> <p>Yes, currently in 1st year of 5 year plan with WPS (Aviva), following a full review of cover undertaken by Town Clerk at renewal. Any changes to cover WPS are notified immediately.</p> <p>The Council carries out internal monitoring on a regular basis by a nominated Councillor. This is undertaken periodically throughout the year, a summary is reported back to the Finance and Policy Committee. There is also a monthly spot check of payments, undertaken by a member of the Finance &amp; Policy Committee</p>
<p><b>Budgetary Controls</b></p>	<p>Has the council prepared an annual budget in support of its precept?</p> <p>Are there any significant unexplained variances from budget?</p>	<p>Yes</p> <p>Reasons for any such variances are provided in a covering report.</p>
<p><b>Income Controls</b></p>	<p>Is income properly recorded and promptly banked?</p> <p>Does the precept recorded agree to the Council Tax authority's notification?</p> <p>Are security controls over cash adequate and effective?</p>	<p>Yes</p> <p>Yes</p> <p>Yes - To be reviewed by Internal Auditor at final accounts.</p>

<b>INTERNAL CONTROL</b>	<b>SUGGESTED TESTING</b>	<b>TOWN COUNCIL CONTROLS</b>
<p><b>Payroll Controls</b></p>	<p>Do all employees have contracts of employment with clear terms and conditions?</p> <p>Do salaries paid agree with those approved by the council?</p> <p>Are other payments to employees reasonable and approved by the council?</p> <p>Have PAYE/NI been properly operated by the council as an employer?</p>	<p>Yes</p> <p>Yes - To be reviewed by Internal Auditor at final accounts.</p> <p>NOTE: Council use independent Payroll provider to handle all employment liabilities – these and salary payments are made in accordance with the Payroll providers instructions.</p> <p>Yes – all other payments are presented to council for approval.</p> <p>Yes</p>
<p><b>Assets controls</b></p>	<p>Does the council maintain a register of all material assets owned or in its care?</p> <p>Are the assets and Investments registers up to date?</p> <p>Do asset insurance valuations agree with those in the asset register?</p>	<p>Yes</p> <p>Yes - To be reviewed by Internal Auditor at final accounts.</p> <p>Those assets needing replacement are insured at replacement value.</p>

INTERNAL CONTROL	SUGGESTED TESTING	TOWN COUNCIL CONTROLS
<p><b>Bank Reconciliation</b></p>	<p>Is a bank reconciliation carried out regularly and in a timely fashion?</p> <p>Are there any unexplained balancing entries in any reconciliation?</p> <p>Is the value of investments held summarised on the reconciliation?</p>	<p>Yes – Bank Reconciliation is carried out monthly and is reviewed by Internal Auditor at final accounts.</p> <p>No - Omega system requires a match between bank balances and transactions made.</p> <p>Yes</p>
<p><b>Year-end procedures</b></p>	<p>Are year end accounts prepared on the correct accounting basis (Receipts and Payments or Income and Expenditure)?</p> <p>Do accounts agree with the cashbook?</p>	<p>Yes</p> <p>Review undertaken by the Internal Auditor as part of the review of the accounts for the year.</p>