

BRACKLEY TOWN COUNCIL
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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, 4th February 2019 at 7.05pm.

Dated: 30th January 2019



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

457/18 Apologies for absence

458/18 Town Mayor's announcements

459/18 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.

460/18 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.

461/18 Minutes

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 7th January 2019.

462/18 Committee minutes

To receive the following signed Committee minutes:

Planning & General Works 17th December 2018 and 7th January 2019

Direct Responsibilities & General Purposes 17th December 2018

Finance & Policy 17th December 2018

Staffing Committee 4th December 2018

463/18 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.

464/18 Recommendations from committees

There are no recommendations to be considered at this meeting

465/18 County council representative – if available.

466/18 District council representative – if available.

467/18 Election of Town Mayor Elect for 2019/20

To elect, by secret ballot, the Town Mayor Elect for 2019/20 in accordance with the procedure adopted on 7 September 1976

468/18 Election of Deputy Town Mayor Elect for 2019/20

To elect, by secret ballot, the Deputy Town Mayor Elect for 2019/20 in accordance with the procedure adopted on 7 September 1976

469/18 Financial Risk Assessment

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

470/18 Effectiveness of Internal Audit

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

471/18 Update on Parishes Together Meeting

Cllr Bagot-Webb will update members on the recent Parishes Together meeting, Notes attached.

472/18 Co-option to Casual Vacancy

To consider applications to fill the Casual Vacancy for a Councillor

473/18 Appointment of Deputy Town Clerk

A verbal report from the Town Mayor on the outcome of the appointment process.

474/18 Matters for discussion or information

475/18 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.

476/18 Land Transfer from Grand Union Housing

To consider changes to the land to be transferred (report attached).

477/18 Land at Banbury Road

To consider terms for the Option to Purchase (report attached).

BRACKLEY TOWN COUNCIL

Minutes of the Town Council, held in the Civic Hall, Brackley Town Hall on Monday, 7th January 2018 at 7.05pm.

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

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

399/18 Apologies for absence

None received

400/18 Town Mayor's announcements

The Mayor attended the following events during December

Saturday 1 st	US Embassy Winter Reception	Whatley Hall Hotel, Banbury
Sunday 2 nd	Brackley Library Christmas Fayre	
Tuesday 4 th	Katharine House Hospice Lights of Love Service	St. Peter's Church
Wednesday 5 th	Spratt Endicott Christmas Event	Great Barn, Aynho
Thursday 6 th	Community Bingo	
Thursday 13 th	SNC Chairman's Carols	The Forum
Saturday 15 th	Great Central Big Band performance	Brackley Bowls Club
Tuesday 18 th	Friends of Southfield School Bazaar	
Wednesday 19 th	MIND Christmas Lunch	The Greyhound
Thursday 20 th	Magdalen College School Awards Evening	
Friday 21 st	Diana House Christmas Visit	Manor Road
Friday 21 st	Livability Christingle	St. Peter's Church
Saturday 22 nd	Brackley Hogwatch Fund Raising Event	Brackley Town FC
Sunday 23 rd	Community Carols	
Monday 24 th	Christmas Visits to Nursing/Res Homes Brackley Fields, Halse Road Juniper House, Candleford Close St. Rumbolds, Buckingham Road	
Sunday 30 th	Classic Cars on the Market Place	

The Mayor thanked everyone who had been involved during the Christmas period and thanks to the Waynflete Lodge for their support.

401/18 Public participation

None

402/18 Declarations of interest

None

403/18 Minutes

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

Receive and approve the minutes of the Meeting of Council on Monday 3rd December 2018.

404/18 Committee minutes

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

Receive the following signed Committee minutes:

Planning & General Works 19th November and 3rd December 2018
Direct Responsibilities & General Purposes 19th November 2018
Finance & Policy 19th November 2018
Staffing Committee 6th November 2018

405/18 Questions for chairmen relating to received minutes

None

406/18 Recommendations from committees

None

407/18 Northamptonshire Chief Fire Officer

The Chief Fire Officer, Darren Dovey attended the meeting to talk give an update of the future of the fire and rescue service in the area.

Service update – the Fire & Rescue Service has now transferred out of the County Council and now comes under the Police and Fire Commissioner.

Brackley station is an “on call station” it has no full time fire fighters, and though this works well for evenings and weekends there is an issue of cover during the day time. There would always be cover, but may not come direct from Brackley. Any help with raising the profile of retained fire fighters would be very helpful. CFO Mr Dovey agreed to send over all the social media recruitment campaign information so that all Councillors can share this out.

Cllr Baker suggested that the Mayor should write to the Police and Fire Commissioner and bring this subject up.

CFO Mr Dovey also mentioned that one of the retained fire officers has completed 40 years as a retained firefighter and it was felt this could be recognised.

408/18 County Council representative

Cllr Baker reported that due to the Christmas break there was not much to report other than the consultation of the budget has started.

409/18 District Council representative

Cllr Bagot-Webb reported that SNC had written to HS2 and had an answer to say there is full government commitment and the figure of £52B was the figure that was still maintained.

The local MP has written to Sainsbury's after a request from Cllr Bagot-Webb and he has had a reply which has stated that the project is on hold at the moment.

Cllr Rawlinson reported that the consultation on the new homes bonus finished in November, response was in favour of a single pot to be used across the whole area. The current system will be in place until the end of February when the new system will be employed.

Cllr Rawlinson reported that Kelly Watson had been appointed as the SNC 151 officer.

The Joint Committee that will form the shadow unitary council to enable the process to move more quickly would be made up of four people from each existing Council.

410/18 Budget for 2019/20

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

Approve the budget of £1,039,058.00 recommended by the Finance & Policy Committee following public consultation. This budget allows for contributions from s106 funding should land transfers proceed.

Cllr Ross wanted it minuted that he was not able to support a budget that was using capital to support wages..

411/18 Precept for 2019/20

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

Approve the Precept Request of £760,008 which equates to a Band D charge of £139.54

412/18 Government Consultation on Local Government Reorganisation

The Department for Housing, Communities and Local Government is carrying out the official consultation on the proposal, submitted by the eight Councils concerned, for Local Government Reorganisation in Northamptonshire. The Council is asked how it wishes to respond to the questions below:

1. Is the councils' proposal likely to improve local government and service delivery across Northamptonshire? Specifically, will it give greater value for money, generate savings, provide stronger strategic and local leadership and create more sustainable structures?

Response – yes

2. Taken in the round, do you support the proposal from the councils?

Response – yes

3. Do the unitary councils proposed by the councils represent a credible geography?

Response – yes

4. Is there a different reorganisation which would, in your view, have complied with the Secretary of State's invitation and which would have been preferable to the reorganisation proposal put forward by seven of the eight councils in Northamptonshire? If you consider there would have been, please give your reasons.

Response – No

5. Do you have any other comments with regards to the proposed reorganisation of local government in Northamptonshire?

Response – No but BTC have concerns regarding timescales that this is being pushed through.

413/18 Interim Audit Report

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

Receive the Interim Report from the Council's Internal Auditor and to instruct the Venues Working Party to resolve any issues relating to discretionary charges for hirers.

414/18 Duke of Edinburgh Award Scheme

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

Endorse the scheme by allowing young people entering the DoE scheme who are required to undertake 'Community Service' to carry out small projects, in consultation with the ground staff, such as litter picking and path clearance.

415/18 Town Council Office Christmas Closure

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

Approve this action, in accordance with the wishes expressed previously, that the Town Clerk advised all staff that the Council Office would close at 4.00pm on Friday 21st December but that they would not be required to use Annual leave for the half day on Monday 24th December.

416/18 Matters for discussion or information

Cllr Morrell stated that a letter of resignation had been received from Cllr Broomfield who has resigned with immediate effect. It was requested that the Mayor write to Cllr Broomfield to thank him for his service to Brackley.

417/18 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.

418/18 Land at Banbury Road

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

Enter into an Option to Sell agreement for the land in question.

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

That the Option agreement be made on a percentage basis

Meeting Closed: 20.15

Date:

Signed:

PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the Planning and General Works Committee held on Monday 17th December 2018, in the Civic Hall, Brackley Town Hall at 7pm.

Present: Chairman – Cllr P Wiltshire
Cllrs Bagot-Webb, Morrell, Sharps, E Wiltshire

Also Present: Cllr Waldron

Officers: Deputy Clerk (A Moses)

371/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barrie, Broomfield, Butler, Ross, Stimpson and Thompson

372/18 DECLARATION OF INTEREST

None.

373/18 PUBLIC PARTICIPATION

None.

374/18 MINUTES

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

Receive and approve the minutes of the previous meeting held on 3rd December 2018.

375/18 PLANNING APPLICATIONS

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

376/18 MATTERS FOR INFORMATION OR DISCUSSION

Cllr Morrell – HS2 meeting last Friday, BTC has submitted questions several times regarding the A43 plus roundabouts, Highways England had been sent the questions in advance of the meeting, but they had no answers. It was recorded in the minutes of the HS2 meeting that we want the answers to BTC questions by the end of January.

Meeting Closed: 19:14

Date:

Signed:

PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the Planning and General Works Committee held on Monday 7th January 2019, in the Civic Hall, Brackley Town Hall.

Present: Chairman – Cllr D Thompson
Cllrs Bagot-Webb, Barrie, Morrell, Ross, Sharps, E Wiltshire P Wiltshire

Also Present: Cllr Baker, Cartmell, Tiller, Waldron

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

419/18 Apologies for absence

None receive

420/18 Declaration of interest

None

421/18 Public participation

Banbury Road resident – concerns regarding the planning application for 64 Banbury Road.

St Peters Road resident – noticed proposals on the Planning Schedule for the DCL buildings and he has great concerns for the area.

422/18 Minutes

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

Receive and approve the minutes of the previous meeting held on 17th December 2018.

423/18 Planning applications

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

424/18 Matters for information or discussion

Meeting with HS2 on 4th February at 8am to see the traffic issues on the local roads.

Work started on the Medical Centre today. Planned to be finished April 2020.

Cllr Cartmell has requested information regarding the bus stops works on Pavillons Way. This is being dealt with by the office.

Meeting Closed: 21:04

Date:

Signed:

DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the Direct Responsibilities and General Purposes Committee held on Monday 17th December 2018, in the Civic Hall, Brackley Town Hall.

Present: Chair Cllr Baker
Cllrs Bagot-Webb, Cartmell, Morrell, Sharps, Waldron, E Wiltshire

Also Present: Cllr P Wiltshire

Officers: Deputy Clerk (A Moses)

377/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barrie, Broomfield, Stimpson, Thompson and Tiller

378/18 DECLARATION OF INTEREST

None.

379/18 PUBLIC PARTICIPATION

None.

380/18 APPROVAL OF MINUTES

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

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 19th November 2018.

381/18 MEMBERS REPORTS

None

382/18 ToR FOR THE VENUES WORKING PARTY AND MEMBERSHIP

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

Approve the Terms of Reference for the Venues Working Party with the amendment that this is time limited for a period of 1 year.

The following members volunteered for the Working Party:

Cllr Morrell, Baker, Sharps, Bagot-Webb, Cartmell, P Wiltshire

First meeting will be 10th January 9am in the Civic Hall.

383/18 FIX IT BRACKLEY

Mayor Cllr Morrell tabled an idea for a community involvement event across the town for the weekend of 4th January to 6th January.

Members felt this was a good idea in principle but the time scales were too short. Cllr E Wiltshire asked if the "Snow Angels" could be involved in this scheme. Cllr Sharps felt this would be a good opportunity for the Street Champions.

384/18 MATTERS FOR DISCUSSION OR INFORMATION

Meeting Closed: 19:28

Dated:

Signed:

FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee to be held on Monday 17th December 2018 in the Civic Hall, Brackley Town Hall, Brackley.

Present: Chair Cllr Cartmell
Cllr Baker, Bagot-Webb, Morrell, Waldron, P Wiltshire

Also Present: Cllrs Sharps, E Wiltshire

Officers: Deputy Clerk (A Moses)

385/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Butler, Ross, Stimpson and Tiller

386/18 DECLARATIONS OF INTEREST

Payment items 583, 590 – Cllr M Morrell

387/18 PUBLIC PARTICIPATION

None

388/18 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 19th November 2018.

389/18 MEMBERS REPORTS

None

390/18 FINANCE REPORTS

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

Receive and approve the List of Accounts 9 in the sum of £66,384.46

Cllr Cartmell was appointed to carry out the December payments audit

391/18 BUDGET

Member discussed the proposed budget and were advised that there had been no response from the public consultation via the website.

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

Agree the Budget and to **RECOMMEND** that Budget to Council. The agreed budget provides for expenditure of £1,039,058 and a precept of £760,008, with much of the income being from s106 funds against specific items of expenditure. The precept requirement equates to a Band D Charge of £139.54

392/18 LEASE FOR 20 HIGH STREET

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

Approve the signing and sealing of the lease for 20 High Street by the Mayor & Town Clerk, subject to assurances regarding the Ground floor of the Town Hall.

393/18 REFURBISHMENT OF NEW COUNCIL OFFICES

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

Approve the maximum budget of £40k for the fitting out for the new Council offices at 20 High Street, with the cost being met from Capital Income not precept.

394/18 FLAGPOLE MAINTENANCE

The Company that installed the new flagpole on the Town Hall has provided quotation for regular annual maintenance in the sum of £295 per visit.

Members have asked for this to be deferred to the next Finance and Policy Committee meeting, and have asked for more information be provided regarding what is included within the annual maintenance contract.

395/18 DIRECT DEBIT – PENINSULA HR SERVICES

The Committee noted that a Direct Debit Mandate for Peninsula HR Services has been signed by Cllrs Cartmell and E Wiltshire in accordance with the decision taken by Council (Minute Number 356/18)

396/18 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.

397/18 LAND AT BANBURY ROAD

Members discussed the matter but requested more information before taking a decision on this proposal. They asked that the Clerk prepares a report for the next meeting of Council on 7th January 2019.

398/18 MATTERS FOR DISCUSSION OR INFORMATION

Councillors were informed of the proposed office closing for the Christmas period, with the office closing at 1.00pm on Monday 24th December and re-opening on Tuesday 2nd January 2019.

In view of the timing of Christmas this year, the Committee asked that the Town Clerk closes the office on Monday 24th December without staff needing to use annual leave.

The phones would be manned 27th, 28th and 31st December but the office would be closed to the public.

The office would reopen to the public on the 2nd January 2019.

Council asked for this to be ratified at the next Council meeting.

Cllr P Wiltshire asked what progress has been made regarding the ownership of the piazza, Cllr Baker reported that she had not heard of progress.

Meeting Closed: 20:36

Dated:

Signed:

**Authorise Payments - 2018
Month No 9**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Centre	Analysis Description
23/11/2018		575	✓	Neopost	£ 100.00	-	100.00		Franking Machine - Top Up
23/11/2018		576	✓	Linda Carter	£ 55.99	£	55.99	4095/151 - Postage	Town Hall - Smith Wall Clock
23/11/2018		577	✓	Linda Carter	£ 54.65	£ 10.93	65.58	4285/252 - HLF Exp.	OFS - Opening Plaque
23/11/2018		578	✓	Alison Moss	£ 33.93	£	33.93	4330/261 - Signs	Travel - Course Burton Latimer 22/11/2018
23/11/2018		579	✓	Linda Carter	£ 34.20	£	34.20	4075/151 - Travel Expenses	Travel - Course Burton Latimer 22/11/2018
20/11/2018		580	✓	Brackley European Society	£ 14.00	£	14.00	4075/151 - Travel Expenses	Mayor Allowance - M.Morrill
21/11/2018		581	✓	Stephanie Campbell	£ 6.50	£	6.50	4500/501 - Mayors Allowance	Laminating Pouches
21/11/2018		582	✓	Linda Carter	£ 13.75	£	13.75	4090/151 - Stationary	Postage - Pat Teating
21/11/2018		583	✓	Caryl Billingham	£ 40.00	£	40.00	4221/201 - Unit 2	Mayor Allowance - M.Morrill
22/11/2018		584	✓	SNVB	£ 1,000.00	£	1,000.00	4500/501 - Mayors Allowance	Grant
17/11/2018	0024807	585	✓	Focus Magazine Group	£ 92.00	£ 18.40	110.40	4455/151 - Grants	Half Page Landscape Advert
22/11/2018	19353	586	✓	Ningbo	£ 117.95	£ 23.59	141.54	4110/151 - Advertising	Egerton - Round Table
28/11/2018		587	✓	Chris Hindson	£ 175.41	£	175.41	4315/701 - Misc Exp Egerton	Travel / Magnets Weatherproof box & Button for
08/11/2018	INV1116971	588	✓	Moulton College	£ 150.00	£	150.00	4075/151-Travel & 4221/201 Unit 2	Transport Fee to college - R.Willoughby
27/11/2018		589	✓	Heartstart	£ 50.00	£	50.00	4510/501 - Chic Costs	Donation for attending Remembrance Service & Parade
09/12/2018		590	✓	Mark Morrill	£ 93.80	£	93.80	4500/501 - Mayors Allowance	Travel & Donations
04/12/2018	1021528	591	✓	Brackley MOT & Service Centre	£ 120.06	£ 24.01	144.07	4200/201 - Vehicle Costs	MOT on Ford Transit Connect Van
04/12/2018	PG007149	592	✓	Purple Guide	£ 25.00	£ 5.00	30.00	4080/151 - Subscriptions	Purple Guide Subscription - Information for Events
03/12/2018		593	✓	Matthew Banner	£ 51.30	£	51.30	4075/151 - Travel Expenses	Travel Expenses - Fireworks / Remembrance & Light switch on
30/11/2018		594	✓	Brian Sharp	£ 100.80	£	100.80	4075/151 - Travel Expenses	Travel Expenses - Fireworks / Remembrance & Light switch on
30/11/2018		595	✓	Rory Willoughby	£ 19.65	£	19.65	4315/151 - Misc Expenditure	Expenses - R.Willoughby
04/12/2018		596	✓	Linda Carter	£ 27.00	£	27.00	4290/261 - OFS Equipment	Padlock Keys - General
05/12/2018		597	✓	Neopost	£ 100.00	£	100.00	4095/151 - Postage	Franking Machine - Top Up
05/12/2018	18039724	598	✓	Nisbets	£ 110.59	£ 22.11	132.70	4285/252 - HLF Exp.	Donation for Supporting BTC during the year
07/12/2018		599	✓	Brackley & District Brass Band	£ 4.20	£	4.20	4500/501 - Mayors Allowance	Town Hall - Water Boiler and Hot Water Sign
07/12/2018		600	✓	Rory Willoughby	£ 300.00	£	300.00	4315/151 - Misc Expenditure	Expenses - R.Willoughby
07/12/2018		601	✓	Allgood	£ 37.64	£ 7.53	45.17	4285/252 - HLF Exp.	HLF - Town Hall Hardware
03/12/2018	3248051	602	✓	Fuel Genie	£ 430.38	£ 86.04	516.42	4225/201 - Fuel	Fuel - November
Online payments									
23/11/2018	SFA/2012	603	✓	Safety First Associates	£ 1,835.10	£ 367.02	2,202.12	4600/701 - £106	Egerton Hall - Specification Development
23/11/2018	41647502	604	✓	Denmans	£ 23.81	£ 4.76	28.57	4221/201 - Unit 2	PlugTop / Extension & Voltage Stick
16/11/2018	7259	605	✓	NCALC	£ 126.00	£	126.00	4105/151 - Conference & Training	Off to a flying start Course - LS MC & AG
15/11/2018	9070327710	606	✓	Wave	£ 206.47	£	206.47	4216/251 - TH - Water	Town Hall - Water & Sewage 23/08/18 - 06/11/18
16/11/2018	187953	607	✓	Hazchem	£ 20.61	£ 4.12	24.73	4085/151 - Health & Safety	Combat Trousers
01/10/2018	8TCL1804	608	✓	Meister Continental Foods	£ 2,500.00	£	2,500.00	4218/201 - Rent	Unit 2 - Rent - 01/10/18 - 31/12/18
14/11/2018	SN297668	609	✓	Office Furniture	£ 319.20	£ 63.84	383.04	4285/252 - HLF Exp.	Town Hall - Double Door Storage Cupboard & Shelf
20/11/2018	218078888	610	✓	Neopost	£ 58.00	£ 11.60	69.60	4250/151 - Maintenance & Repairs	Franking Machine Maintenance - 27/12/18 - 26/03/19
23/11/2018	314279	611	✓	George Browns	£ 100.00	£	100.00	4221/201 - Unit 2	Blade Set
23/11/2018	1229	612	✓	Quick Test	£ 45.00	£ 9.00	54.00	4221/201 - Unit 2	Microplot Calibration
14/11/2018	237069	613	✓	Tudor Environmental	£ 50.71	£ 10.14	60.85	4221/201 - Unit 2	Leaf Rake Head & 2 Wooden Handles
14/11/2018	237013	614	✓	Tudor Environmental	£ 396.00	£ 79.20	475.20	4221/201 - Unit 2	Brown & White Rock Salt
04/12/2018	4011290	615	✓	SNC	£ 638.63	£	638.63	4385/351 - Litter / Dog Clearance	Commercial Waste Collection St James Lake, Cemetery & Units
26/11/2018	SN299138	616	✓	Office Furniture	£ 397.10	£ 79.42	476.52	4285/252 - HLF Exp.	Town Hall - Heavy Duty Cupboard
26/11/2018	118658	617	✓	ARB	£ 660.00	£	660.00	4510/501 - Civic Costs	10 Hand Held Radio - Remembrance Day
26/11/2018	118659	618	✓	ARB	£ 50.00	£ 10.00	60.00	4285/252 - HLF Exp.	Projector Hire - HTLAYLB -HLF
15/10/2018	2177	619	✓	Greatfield Plants	£ 794.56	£ 158.91	953.47	4335/301 - Blinning Brackley	Bedding Plants - High Street / Planters & Tesco roundabout
29/11/2018	SS12204	620	✓	Northants Refrigeration	£ 145.00	£ 29.00	174.00	4250/281 - Maintenance/Repairs	20 High Street - Service air Conditioning
29/11/2018	50711	621	✓	Milton Keynes Garden Machinery	£ 1,352.00	£ 266.40	1,618.40	4385/351 - Dog Waste	Dog Waste Collection
28/11/2018	M003 86	622	✓	BT	£ 34.90	£ 6.98	41.88	4100/251 - TH - Telephones	Town Hall - Broadband
30/11/2018	S150662	623	✓	Blachere Illumination UK	£ 4,000.00	£ 800.00	4,800.00	4345/301 - Christmas Lights	Christmas Lights Additional Installation
30/11/2018	364864	624	✓	George Browns	£ 52.50	£ 10.50	63.00	4221/201 - Unit 2	Blade, Scratcher Tooth
01/12/2018	SM19722	625	✓	Rialtas Business Solutions	£ 189.00	£ 37.80	226.80	4080/151 - Subscriptions	RBS Booking Software Annual Support subscription
30/11/2018	134503	626	✓	Hydramex	£ 40.75	£ 8.15	48.90	4221/201 - Unit 2	Cable Tie & Bolt
01/12/2018	AUR6891	627	✓	Aubergine	£ 499.00	£ 99.80	598.80	4285/252 - HLF Exp.	HLF - Town Hall Restoration Website
28/11/2018	1369393	628	✓	RVS Group	£ 343.99	£ 68.80	412.79	4060/151 - Office Equipment	Photocopier rental - quarterly rental Oct18-Dec18
30/11/2018	65	629	✓	Dixon House Maintenance	£ 450.00	£	450.00	4250/261 - Maintenance & Repairs OFS	OFS - Supply & Fit tap in kitchen & pressure reducing valve on incoming water
10/11/2018		630	✓	Robert D Bowerman	£ 62.42	£	62.42	4218/151 - Rent	Parking Permit - November - 3 spaces
10/12/2018		631	✓	Robert D Bowerman	£ 62.42	£	62.42	4218/151 - Rent	Parking Permit - December - 3 spaces
30/11/2018	6520187324	632	✓	Lyreco	£ 371.84	£ 71.39	443.23	4090/151 - Stationary	Stationary - £32.88 HLF Costs
11/12/2018	11263	633	✓	Microshade Business Consultants	£ 380.74	£ 76.15	456.89	4060/151 - Office Equipment	Citrix Hosting Fee - November

**Authorise Payments - 2018
Month No 9**

30/11/2018	88997	634	✓	Paragon Tool Hire	£	752.00	£	150.40	902.40	4550/601 - Events	Hire of Tower Lights & Diesel Fireworks 2018
30/11/2018	88998	635	✓	Paragon Tool Hire	£	218.00	£	43.60	261.60	4510/501 - Civic Costs	Hire of Pedestrian Barriers Remembrance Day 2018
30/11/2018	89085	636	✓	Paragon Tool Hire	£	575.00	£	115.00	690.00	4085/151 - Health & Safety	Purchase of 10 Pedestrian Barriers & 20 Road Cones
30/11/2018	INV0419	637	✓	Ingham Plincock Associates	£	2,186.99	£	437.40	2624.39	4035/251.7? - check previous	H/F - Town Hall Delivery Phase
03/12/2018	248009	638	✓	Bee Tee Alarms Ltd	£	17.00	£	3.40	20.40	4290/261 - OFS Equipment	OFS - 2 x E-Tag Alarm proximity tags
30/11/2018	89120	639	✓	Paragon Tool Hire	£	502.54	£	100.50	603.04	4510/501 - Civic Costs	Hire of Led Tower Light & Diesel Remembrance 2018
06/12/2018	8790	640	✓	Healthmatic	£	494.17	£	98.83	593.00	4265/261 - Cleaning OFS	OFS - Cleaning Services - Public Toilets - Oct - Nov
01/12/2018	8552120	641	✓	Alternative Communications	£	63.58	£	12.72	76.30	4100/251 - Telephones	Town Hall - Broadband & Alarm Lines
02/12/2018	H1690974A66	642	✓	E-on	£	24.04	£	1.20	25.24	4214/201 - Electric	Unit 2 - Electricity 04/11/18 - 02/12/18
28/11/2018	3530 AG1375	643	✓	Travis Perkins	£	6.34	£	1.27	7.61	4221/201 - Unit 2	Sanitary Silicone Sealant
28/11/2018	3530 AG1343	644	✓	Travis Perkins	£	14.99	£	3.00	17.99	4250/261 - Maintenance & Repairs	OFS - Emergency Roof Repair
30/11/2018	28781	645	✓	Brimnick Locksmith	£	35.39	£	6.25	41.64	4221/201 - Unit 2	Mul-T-Lock Integrator Keys
10/12/2018	365133	646	✓	George Browns	£	17.49	£	3.50	20.99	4221/201 - Unit 2	Trojan Blade
11/12/2018	553	647	✓	PNB	£	1,200.00	£	240.00	1,440.00	4120/151 - Website	Town App Maintenance Services - Annual Charge
06/12/2018	181303710/18	648	✓	Total Gas & Power	£	371.55	£	74.31	445.86	4214/251 - Electric	Town Hall Electric - 1/11/18 - 30/11/18
Salary/Tax & NI/Pension											
21/12/2018		648	✓	Salaries	£	19,745.51	£	-	19,745.51	4000/101 - Salary	Salary
21/12/2018		650	✓	Tax & NI	£	6,686.62	£	-	6,686.62	4010/101 - PAYE/INS	Tax & NI
21/12/2018		651	✓	Pension	£	8,403.65	£	-	8,403.65	4015/101 - Pension	Pension
Direct Debits											
20/11/2018	0000348239	DDDEC01	✓	SGW Payroll	£	62.00	£	12.40	74.40	4025/101 - Payroll Costs	Payroll Costs - Month 8
09/12/2018	182110824/18	DDDEC02	✓	Total Gas & Power	£	569.40	£	113.88	683.28	4212/251 - Gas	Town Hall - Gas 30/10/18 - 30/11/18
£ 61,212.04 £ 4,029.32 £ 65,241.36											
Added Since Agenda Issued											
11/12/2018	190697	652	✓	Hazchem	£	64.63	£	12.93	77.56	4285/252 - H/F Exp.	Town Hall - Emergency First Aid & Burns Kit
12/12/2018	1007395	653	✓	Dline Xsign Ltd	£	165.00	£	33.00	198.00	4285/252 - H/F Exp.	H/F - Door Signs - The Loft & Plant Room
12/12/2018	A5762	654	✓	Auditing Solutions	£	430.00	£	86.00	516.00	4030/151 - Audit	Internal Audit 11/12/18
10/12/2018	SIN698874	655	✓	PPL PRL	£	292.95	£	58.59	351.54	4275/261 - Licences	OFS - Music Licence
£ 62,164.62 £ 4,219.84 £ 66,384.46											

STAFFING COMMITTEE

Minutes of a Meeting of the Staffing Committee held at 10.00am on Tuesday 4th December 2018, in the Civic Hall, Town Hall, Brackley.

Present: Councillors: Cllrs Morrell, Bagot-Webb, and Cartmell

Officers: Linda Carter (Town Clerk) and Alison Moses (Deputy Town Clerk)

366/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Baker and Thompson

367/18 DECLARATION OF INTEREST

None

368/18 MINUTES

Members **RESOLVED** to approve the minutes of the meeting held on 6th November October 2018

369/18 EXCLUSION OF PRESS AND PUBLIC

On the proposition of Cllr Cartmell, 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.

370/18 CONSIDERATION OF INDIVIDUAL STAFF MEMBERS/ROLES & PERFORMANCE

Members discussed the Job Description for the new post of Deputy Town Clerk (Contracts Officer) and the timing of the recruitment process.

On the proposition of Cllr Morrell

It was **RESOLVED** that members would send any amendments to the Town Clerk by Friday 7th December, following which the post would be advertised through the website, SLOC and NCALC asking that it be circulated to neighbouring County Officers.

The Town Clerk's progress with carrying out Staff Appraisals was also reviewed.

Meeting closed at 10.40am

Chairman

Date

Effectiveness of Internal Control

BRACKLEY TOWN COUNCIL

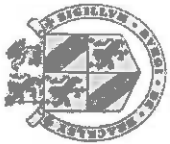
Risk Assessment and Management (Financial)

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq. of check
Income					Months
Precept	Not submitted	L	Full TC Minute – RFO follow up	Diary	Apr & Sept
	Not paid by DC	L	Check & Report to Fin Comm.	Diary	Apr & Sept
	Adequacy of precept	L	Quarterly review of budget to actual	Diary	Quarterly
Charges – Town Hall	Rental Invoices	L	Register to Invoice	Reconcile	Monthly
	Cash handling	L	Cash receipts		Monthly
	Cash banking	L	Cash receipts, BACS payment	Reconcile to statement	Monthly
	Claim procedure	M	Town Clerk/RFO check quarterly		Quarterly
Grants – Agencies	Receipt of grant when due	M	Check & report to Fin Comm.	Diary	Monthly Agenda
	Claim procedure	L	Town Clerk/RFO check quarterly		Quarterly
Grants – District	Receipt of grant when due	M	Check & report to Fin Comm.	Diary	Monthly Agenda
	Investment Policy	L	Review policy annually +	Diary	Yearly
Investment Income					
Expenditure					
Salaries – contracted out to Payroll company	Wrong salary paid	L	Check to Payments list	RFO	Monthly
	Wrong hours paid	L	Check to timesheet/contract	RFO	Monthly
	Wrong rate paid	L	Check to contract	CEO	Monthly
	False employee	L	Check to PAYE Records & lists	CEO	Monthly
	Wrong deductions – NI	L	Check to PAYE Calculations	RFO	Monthly
	Wrong deductions – Income tax	L	Check to PAYE Calculations	RFO	Monthly
	Goods not supplied to TC	L	Order system	Approval check	12
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12
Direct Costs and overhead expenses	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
	Power to pay	M	Minute power	Members verify	Monthly
	Agreement of Council to pay	L	Minute	Members verify	Monthly
	Conditions agreed	L	Use reasonable condition	RFO verify	Yearly
Grants & support	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Members verify	Monthly
	Follow up verification	M	RFO check and consider budget	RFO verify	Yearly
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
Election Costs					
Theft					
Banking of cash	Theft in office	L	Door locked when empty	All Staff	Whenever
	Theft from staff member taking cash to bank	L	Varying time. Two staff members if sum over £1000	RFO to monitor	Whenever

Risk Assessment and Management (Financial) – cont'd

Topic	Risk Identified	H/M/L	Management of Risk	Staff Action	Freq. of check
VAT irrecoverable	VAT analysis	L	All items in cash book lists	RFO verify	Months
	Charged on sales	L	Town Hall VAT registered – charges apply to all bookings	RFO verify	12
	Charged on purchases	L	Consider all items per cash book lists	RFO verify	12
	Partial exemption applies?	M		RFO verify	
	Claimed within time limits	M	Agree returns submitted	RFO verify	
Reserves - General	Adequacy	L	Consider at Budget setting	CEO/RFO opinion	12
Reserves - Earmarked	Adequacy	L	Consider at Budget and Final accounts	CEO/RFO opinion	12
	Earmarked or Contingent liability	L	Review minutes with Chair Fin Committee	CEO/RFO/Members view	12
Assets	Loss, Damage etc	M	Annual inspection, update insurance and asset registers		12
Staff	Fraud by Staff	L	Fidelity Guarantee value insurance conditions	Council	12
Loss	Consequential loss due to critical damage or third party performance	L	Insurance cover review adequacy	Diary	12
Cash	Loss through theft or dishonesty	L	Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	6
Borrowing / lending	Adequacy of finances to be able to repay loans	N/A		Diary	12
Legal Powers	Illegal activity or payment	M	Educate Council as to their legal powers	Diary	Twice per month
Best value	Overspend on services	L	Ensure correct tendering for services	Ongoing	12
Financial Records	Inadequate records	L	RFO/Town Clerk check quarterly + regular internal audit	Diary	12
Minutes	Adequate and legal	L	Review at following meeting	Diary	Twice per month
Members interests	Conflict of interest	L	Update declarations of interest	Diary	12

Introduction of Internal Monitoring reinforces the above. The procedure was adopted January 2014



Brackley Town Council
EFFECTIVENESS OF INTERNAL AUDIT 2017-2018

INTERNAL CONTROL	SUGGESTED TESTING	TOWN COUNCIL CONTROLS
Proper bookkeeping	<p>Is the cashbook maintained and up to date? Is the cashbook arithmetic correct? Is the cashbook regularly balanced?</p>	<p>The Council uses a software program called RBS Omega which is specifically designed for Local Councils.</p> <p>Control over these aspects is part of the program.</p> <p>Yes</p>
Standing Orders and Financial Regulations adopted and applied	<p>Has the council formally adopted standing orders and financial regulations?</p>	<p>Yes</p>
Payments controls	<p>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?</p>	<p>Yes</p> <p>Yes exceptions have been made with suspension of Financial Regulations for appropriate reasons.</p> <p>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.</p>
	<p>Has VAT on payments been identified, recorded and reclaimed? Is s137 expenditure separately recorded and within statutory limits?</p>	<p>Yes – a list is produced by Omega and reclaimed every 3 months.</p> <p>The Council has adopted the General Power of Competence so this is no longer a legal requirement</p>

INTERNAL CONTROL	SUGGESTED TESTING	TOWN COUNCIL CONTROLS
<p>Risk management arrangements</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 & Policy Committee</p>
<p>Budgetary Controls</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>Income Controls</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>

INTERNAL CONTROL	SUGGESTED TESTING	TOWN COUNCIL CONTROLS
<p>Payroll Controls</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>Assets controls</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
Bank Reconciliation	<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>
Year-end procedures	<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>



Brackley Town Council
EFFECTIVENESS OF INTERNAL AUDIT 2018-2019

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Year-end procedures	<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>

SOUTH NORTHANTS PARISHES TOGETHER

Meeting on Monday 28th January 2019 at 1900 hrs

Held in The Town Hall, Market Place, Brackley NN13 7AB

Minutes

Present: Cllr Bagot-Webb – BTC, Jon Bailey, Deborah Rush – Cogenhoe & Whiston PC, Mick Morris – Farthinghoe PC, Jeff Peyton-Bruhl – Evenley PC, Clive Hockley – Hinton in the Hedges PM, Chris Munsey, Dot Dunkley – Suresham PC, Richard Hooper, Veronica Ward – Greatworth PC, Helen Du Bois – Greatworth & Helmdon PC, Emma Gray, John Coatsworth – Helmdon PC. A Moses BTC

1. Welcome and Introductions

2. Apologies

Elaine Wiltshire, Don Thompson, Val Furniss (Middleton Cheney), Aynho PC

3. Minutes from 10th September and any matter arising

Approved with the following update.

Farthinghoe – bypass, Confirmed that Farthinghoe would qualify for central government funding for the design phase if funding is available. Village action day with MP A Leadsom on Friday 8th February.

Ice Angels – BTC to send information to parishes.

4. Cogenhoe & Whiston Community Transport Scheme

The Chairman of Cogenhoe & Whiston Parish Council, Cllr Jon Bailey, and the Parish Clerk, Deborah Rush, attended and gave a talk about the Transport Scheme that they launched in 2017.

Deborah Rush (Clerk of Cogenhoe & Whiston Parish Council) reported that NCC withdraw funding for the commercial bus route in July. Resulting in losing buses to 9 villages. They looked into various options but all were not financially viable. They chose the option of running their own service 5 return trips with fare paying customers, registered with DoT and NCC, leased the bus (16 seater) fully maintained from company from Bicester and obtained the required permit which is a lengthy process and took approximately 10 weeks to complete.

70% of passengers are concessionary customers (no pay) bus service gets money back from NCC. The other 30% do pay but have had a small increase in fare. All fares are as with the normal bus service weekly, termly, etc. Consortium of parishes, all signed that if it was a loss leader they (all parishes) would cover the costs allocated on a proportionate ratio related to the individual parish precept.

The initial contribution was a £600 SNC start up grant. This was due to a cash flow issue with this model as all upfront costs need to be paid and then claimed after spend.

The first bus was not suitable due to the door and a lot of research was carried to understand the need of accessibility for all. Revenue initially only covered 17% of costs but only for 1 year. The project team already warned parish councils there may be an additional cost. However, other grants are now being sought to cover the shortfall.

Now looking for sponsorship for the bus to help with costs. Lottery grant for one year's lease costs – still to be granted. All parish members are delighted with the service, timetabled, employed drivers, ticketing machines etc. This is a 'not for profit' service. It uses the old bus stops and uses the bus station the same as the commercial services.

The Service is run under the Power of Competency. All funds are approved through the Parish Council, VAT is reclaimed. The total number of villagers in the group is 5000 across the area covered by the Service.

The project team report to the consortium every three months, there is a mobile phone for emergencies on the bus. The Clerk has an additional 2 hours paid per week to try and cover her time.

Drivers cover the period of 7am until 7.30pm, there are three drivers in total and the cost is £8.50 per hour. There is a collection box on the bus and if anyone would like to contribute they are welcome and this is generating funding. Tickets are only available on the bus enabling records to be submitted to NCC for reimbursement. The driver and only accept cash. There is a Secure deposit at the parish office for daily cash from the bus then the Clerk banks. There is also a Fuel card to facilitate the easy purchase of fuel.

One bus has missed a Service due to steps being stuck, but the lease covers for a backup if the bus is out of service, a replacement vehicle is provided. This is covered in the currently negotiated 3-year lease.

Richard Hooper – Greatworth explained that they are looking to run a mini bus for the three years of the HS2 build process with the hope that during that three-year period they will gain enough information/experience to continue this on a longer term basis.

Emma Gray (Clerk - Helmdon) suggested that if the group could get together it would be really useful to look at shuttle buses from the village to Brackley and back – example - Helmdon one day a week, Greatworth one day a week etc. Looking for support from BTC to help with progressing this idea as the centre of the hub of villages.

Cllr Bagot-Webb to discuss at BTC and inform the group as quickly as possible.

5. Opportunities for Joint Action

Cllr Bagot-Webb - Unitary Legislation – not going as fast as we would like – probably due to Brexit. However, an act has gone through Parliament to suspend District and Parishes Elections this year, they now place in May 2020.

Daventry and SNC are still pushing for a 3 Unitary model and a letter has been written to the Government stating that it doesn't need to be 2 and has the support of 30+

parishes and over 120 signatures. Cllr Bagot-Webb will look into this. Cllr Jeff Peyton-Bruhl will send over the information to BTC.

Cllr Jeff Peyton-Bruhl stated this his PC was already clearing the road sides, washing the road signs, hedging etc. He feels that the day to day things like this will end up back on the PC's list of responsibilities

Grit bins – look at working together to see if we can get a better price (5 villages and a town) would possible make it cheaper.

Hedge cutting – maybe look to be able to share this facility within Town and Parishes.

Grass cutting – maybe look to share facilities (staff/machinery if done in house)

Dog Bins – maybe look to having a larger contract to service parishes.

Cllr. Bagot-Webb will discuss these suggestions with BTC at their next Full meeting.

6. Any other matters

Cllr Coatsworth – Radstone Road is unacceptable, Cllr Bagot-Webb – where the deep works has been done – this will be back filled by the contractors who carried out the opening. We believe the complete road needs to be resurfaced. Taylor Wimpy have agreed that this work will be carried out when the development is complete. Taylor Wimpy will fill potholes as required, Cllr Coatsworth stated this is not being carried out, Cllr Bagot-Webb stated that he will look into this with Mark Morrell.

Cllr Ward – Greatworth was asked to write a letter regarding HS2, this will be circulated to all present as this meeting for agreement to sign/send this letter. BTC to circulate to all Parishes Together members to ask if they would be happy to add their names to this documents.

7. Date of Next Meeting

8th April 2019, Civic Hall, Town Hall, Brackley 7pm – PLEASE NOTE CHANGE OF DATE

8. Meeting Closed at 21:15.