

**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, 7<sup>th</sup> January 2019 at 7.05pm.

Dated: 2<sup>nd</sup> January 2019



Town Clerk

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

**AGENDA**

**399/18 Apologies for absence**

**400/18 Town Mayor's announcements**

**401/18 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.

**402/18 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.

**403/18 Minutes**

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

**404/18 Committee minutes**

To receive the following signed Committee minutes:

Planning & General Works 19<sup>th</sup> November and 3<sup>rd</sup> December 2018

Direct Responsibilities & General Purposes 19<sup>th</sup> November 2018

Finance & Policy 19<sup>th</sup> November 2018

Staffing Committee 6<sup>th</sup> November 2018

**405/18 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.

**406/18 Recommendations from committees**

There are no recommendations to be considered at this meeting

**407/18 Northamptonshire Chief Fire Officer**

The Chief Fire Officer, Darren Dovey will attend the meeting to talk about Retained Duty Service recruitment.

**408/18 County council representative – if available.**

**409/18 District council representative – if available.**

**410/18 Budget for 2019/20**

To approve the budget of £1,039,058, recommended by the Finance & Policy Committee following public consultation. This budget allows for contributions from s106 funding should land transfers proceed.

**411/18 Precept for 2019/20**

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?
2. Taken in the round, do you support the proposal from the councils?
3. Do the unitary councils proposed by the councils represent a credible geography?
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.
5. Do you have any other comments with regards to the proposed reorganisation of local government in Northamptonshire? The full consultation document is available at [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/760537/Public\\_consultation\\_document\\_FINA\\_L.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/760537/Public_consultation_document_FINA_L.pdf)

**413/18 Interim Audit Report**

To receive the Interim Report from the Council's Internal Auditor. Members are advised that the matter raised within the report has already been reviewed by the Mayor and the Chair of Finance, and it is proposed that the new Venues Working Party be asked to resolve any issues relating to discretionary charges for hirers.

**414/18 Duke of Edinburgh Award Scheme**

The Council has received a request for support for young people entering the DoE scheme who are required to undertake 'Community Service'. Members are asked if they are prepared to endorse the scheme by allowing young people to carry out small projects, in consultation with the ground staff, such as litter picking and path clearance etc.

**415/18 Town Council Office Christmas Closure**

Further to discussions at the previous meeting, 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. Councillors are asked to approve this action, in accordance with the wishes expressed previously.

**416/18 Matters for discussion or information**

**417/18 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.

**418/18 Land at Banbury Road**

Report attached

## BRACKLEY TOWN COUNCIL

Minutes of the Town Council, held in the Civic Hall, Brackley Town Hall on Monday, 3<sup>rd</sup> December 2018 at 7.05pm.

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

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

### 344/18 APOLOGIES FOR ABSENCE

Apologies received and accepted from Cllrs Broomfield and Ross

### 345/18 TOWN MAYOR'S ANNOUNCEMENTS

#### November

Thursday 8 <sup>th</sup>	Viewing of Brackley Swimming Pool Neighbourhood Watch Recruitment Drive
Friday 9 <sup>th</sup>	Methodist Church Coffee Morning Thank you event to Poppy project volunteers
Saturday 10 <sup>th</sup>	Brackley Jubilee Choir Concert
Sunday 11 <sup>th</sup>	Brackley Remembrance Commemorations
Monday 12 <sup>th</sup>	Brackley Guides
Wednesday 14 <sup>th</sup>	Brackley Library Supporters event
Thursday 15 <sup>th</sup>	Feoffee
Saturday 17 <sup>th</sup>	Lantern Workshop
Saturday 24 <sup>th</sup>	Waynflete Infants Christmas Bazaar Brackley Library Christmas Decs workshop Lantern Parade & Christmas Lights switch-on
Tuesday 27 <sup>th</sup>	Renew 169 wellbeing Café opening
Wednesday 28 <sup>th</sup>	Syresham PC Meeting
Thursday 29 <sup>th</sup>	BEA Wine Tasting Evening
Friday 30 <sup>th</sup>	Charity Dinner – St. Peter's Church Roof
Saturday 1 <sup>st</sup> Dec	USA Embassy Annexe

Each Monday – meeting with Town Clerk

Each Wednesday – Saints Community Project, Brackley Town Football Club

1<sup>st</sup> Thursday of each month – Community Bingo at The Old Fire Station

#### Future Brackley Town Council Events

#### December

Sunday 23 <sup>rd</sup>	Community Carols	Piazza/Market Place
Sunday 30 <sup>th</sup>	Classic Cars	Piazza/Market Place

### 346/18 PUBLIC PARTICIPATION

None

### 347/18 DECLARATIONS OF INTEREST

Cllr Baker - Almshouses  
Cllr Bagot-Webb - Almshouses  
Cllr Waldron - Almshouses  
Cllr Tiller - Land at Faugere Close

**348/18 MINUTES**

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

Receive and approve the minutes of the Meeting of Council on Monday 5<sup>th</sup> November 2018.

**349/18 COMMITTEE MINUTES**

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

Receive the following signed Committee minutes:

Planning & General Works 15<sup>th</sup> October and 5<sup>th</sup> November 2018  
Direct Responsibilities & General Purposes 15<sup>th</sup> October 2018  
Finance & Policy 15<sup>th</sup> October 2018  
Staffing Committee 2<sup>nd</sup> October 2018

**350/18 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES**

None

**351/18 RECOMMENDATIONS FROM COMMITTEES**

None

**352/18 COUNTY COUNCIL REPRESENTATIVE**

Cllr Baker gave an update on the library and was able to report that the statement has been issued that states that NCC will run the "statutory library's" which includes Brackley.

Cllr Baker also reported that it has been confirmed that Brackley can use the Horton for the out of hours' service and do not need to go to Daventry.

**353/18 DISTRICT COUNCIL REPRESENTATIVE**

Cllr E Wiltshire reported that the consultation has been issued for the Unitary.

Cllr Bagot-Webb reported developer meeting:-

the school is 12 months behind schedule, including the car park and parking issues, this has now been resolved on a temporary basis until the car park is completed.

Street lights – none of the lights by the school have been connected but this is currently being worked on along with the crossing point.

Road surfacing – have been advised this is ready to be don't but no contractor is place.

Manholes – steel plates on the road, they need a road closure to carry out this work but delayed due to it being a bus route.

Cllr Rawlinson – Unitary statement last Thursday, the Minister has issued the consultation, it will run until the 25<sup>th</sup> January and is available on the SNC website.

The elections have been delayed until May 2020, this will include Town and Parish Councils. The structure will be laid out mid next year which will identify how the Unitary will be formed with the shadow council.

The SNC budget has been issued today for consultation.

**354/18 CONFIRMATION OF CLERK'S APPOINTMENT**

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

Ratify the position of Town Clerk for Mrs Alison Moses, with effect from 1<sup>st</sup> March 2019.

**355/18 LICENCE FOR DEFIBRILLATOR – BRACKLEY MARKET SQUARE PUBLIC CONVENIENCES**

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

Approve the sealing of the licence to enable a defibrillator to be located on the SNC town centre toilets and connect to their power supply.

**356/18 PENINSULA PROPOSAL FOR HR SERVICES**

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

Appoint Peninsula on a retained consultancy service for HR Services as per the quotation provided for a period of 5 years.

**357/18 ALMSHOUSES NOMINATIVE TRUSTEE**

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

Nominate Cllr Bagot-Webb as the Council's nomination on the Charitable Trust, this would enable the Trust to enlist a non-councillor to the Committee as a replacement to Mr A Leather.

**358/18 LAND AT FAUGERE CLOSE**

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

Reject this request for access over Council land.

**359/18 MATTERS FOR DISCUSSION OR INFORMATION**

None

Meeting Closed: 19:42

Date:

Signed:

**PLANNING AND GENERAL WORKS COMMITTEE**

Minutes of the meeting of the Planning and General Works Committee held on Monday 19<sup>th</sup> November 2018, in the Civic Hall, Brackley Town Hall at 7pm

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

Also Present: Cllrs Baker, Cartmell, and Tiller

**320/18 APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr Broomfield, Butler and Ross

**321/18 DECLARATION OF INTEREST**

None

**322/18 PUBLIC PARTICIPATION**

None

**323/18 MINUTES**

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

Receive and approve the minutes of the previous meeting held on 5<sup>th</sup> November 2018.

**324/18 PLANNING APPLICATIONS**

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

**325/18 MATTERS FOR INFORMATION OR DISCUSSION**

Work has started on the A422 today and it is expected to take 4 weeks for the works to be completed.

Improvements in the mud on the Radstone Road roundabout, but this will be monitored.

Radstone School, works have started again on the carpark which will help with traffic issues in the area.

Meeting closed: 19.14

Date:

3/11/18

Signed

A large, dark, rectangular redaction mark covering the signature of the official.

<b>Application Number</b>	<b>Location</b>	<b>Proposal</b>	<b>Town Council Comments</b>
S/2018/2384/FUL	Springfield Surgery, Springfield Way	Single storey extension to existing surgery	No objections
S/2018/2458/FUL	53 Swallow Close	Conversion of garage to habitable space (Retrospective)	No objections
S/2018/2437/FUL	Land at 7 Easthill Close	Demolition of garage and proposed single dwelling	BTC notes the concerns from residents regarding traffic.
S/2018/2452/FUL	2 Versions Bungalow, Northampton Road	Agricultural Building	No objections but note not in BTC parish.



## PLANNING AND GENERAL WORKS COMMITTEE

Minutes of the meeting of the Planning and General Works Committee held on Monday 3<sup>rd</sup> December 2018, in the Civic Hall, Brackley Town Hall.

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

Also Present: Cllrs Cartmell and Cllr Waldron

### **360/18 APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr Broomfield and Ross

### **361/18 DECLARATION OF INTEREST**

None

### **362/18 PUBLIC PARTICIPATION**

None

### **363/18 MINUTES**

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

Receive and approve the minutes of the previous meeting held on 19<sup>th</sup> November 2018.

### **364/18 PLANNING APPLICATIONS**

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

### **365/18 MATTERS FOR INFORMATION OR DISCUSSION**

Cllr Sharps reported that more works on Pavillons Ways due to bus shelters being installed.

Meeting Closed: 19.58

Date: 

Signed: 17 Dec 18



## DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

FB

Minutes of the Direct Responsibilities and General Purposes Committee held on Monday 19<sup>th</sup> November 2018, in the Civic Hall, Brackley Town Hall.

Present: Chair Cllr Baker  
Cllrs Bagot-Webb, Barrie, Cartmell, Morrell, Sharps, Tiller, Stimpson,  
Thompson, E Wiltshire

Also Present: P Wiltshire

**326/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllrs Broomfield and Waldron

**327/18 DECLARATION OF INTEREST**

None

**328/18 PUBLIC PARTICIPATION**

None

**329/18 APPROVAL OF MINUTES**

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

Receive and approve the minutes of the previous meeting of the Direct Responsibilities and General Purposes Committee held on Monday 15<sup>th</sup> October 2018.

**330/18 MEMBERS REPORTS**

None

**331/18 BRACKLEY YOUTH ENGAGEMENT UPDATE**

Bernie Tiller gave a presentation to the Committee about the Brackley Youth Engagement (BYE) Group.

**332/18 VENUES WORKING PARTY**

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

Set up a Venues Working Party for twelve months to support the Venues Coordinator with the new venues.

Terms of Reference will be brought to the next Committee for approval and membership will be established at that time.

**333/18 TOWN HALL**

The Town Clerk reported that the holiday let is signed up with Mulberry Cottages and that there would be a meeting with Mulberry Cottages and the Venues Coordinator regarding a marketing event for businesses. Cllr Cartmell suggested an event for local caterers to view the kitchen provision.

Lease for the Ground Floor – delay with the lease being issued to the tenants from their solicitor, this has now been rectified and it is hoped that this will be resolved soon.

Cllr Cartmell – explained his concerns regarding the lack of contact from the proposed tenant.

The Committee asked for the Clerk to discuss with IPA and the agent to get a time line regarding the Ground Floor, and to arrange a meeting between the tenants and Councillors once the lease has been signed

**334/18      MATTERS FOR DISCUSSION OR INFORMATION**

None

Meeting closed:      20.05

Date: 17/12/2018

Signed: 

## FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee on Monday 19<sup>th</sup> November 2018 in the Civic Hall, Brackley Town Hall, Brackley.

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

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

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

### **335/18 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr Butler, Ross and Waldron

### **336/18 DECLARATIONS OF INTEREST**

M Morrell

571 - D Thompson

### **337/18 PUBLIC PARTICIPATION**

None

### **338/18 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 15<sup>th</sup> October 2018.

### **339/18 MEMBERS REPORTS**

None

### **340/18 FINANCE REPORTS**

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

Approve the list of Accounts 8 in the sum of £336,993.82

The Committee received and noted the half yearly budget outturn.

Cllr Baker will carry out the November payments audit

### **341/18 SNVB REQUEST**

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

Provide £1000 in additional funding for SNVB for the Brackley Area Volunteer Car service for 2018/19 and this should be for next year as well.

### **342/18 DRAFT BUDGET FOR CONSULTATION**

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

Approve the draft budget in order that members of the public can be consulted. Results of the consultation will be tabled at the next Committee meeting enabling members to make a recommendation to Full Council in January.

### **343/18 MATTERS FOR DISCUSSION OR INFORMATION**

None

Meeting closed: 20.52

Dated: 17-12-18

Signed 

**Authorise Payments - November 2018  
Month No 8**

Invoice Date	Invoice No	Our Ref Number	On RBS	Supplier Name	Net Value	VAT	Invoice Total	Cost Code	Analysis Description
					Payments Made Between Meetings				
10/10/2018	494		✓	Mark Morrell	£ 150.35	£ -	£ 150.35		Expenses
10/10/2018	495		✓	Alison Coomber	£ 268.41	£ -	£ 268.41		3 x Wifi Booster Systems - 1 for OFS & 2 for Town Hall
11/10/2018	496		✓	Mulberry Cottages	£ 250.00	£ -	£ 250.00		Holding funds
12/10/2018	497		✓	Brian Sharp	£ 49.48	£ -	£ 49.48		New keys for Unit (37:50) 2 x Shower Curtain for Drying Room (11.98)
12/10/2018	498		✓	Linda Carter	£ 50.00	£ -	£ 50.00		Town Hall - 2 Stockpots for Kitchen
01/10/2018	499		✓	Alison Coomber	£ 54.48	£ -	£ 54.48		Town Hall - 5 Port Gigabit Desktop Switch
17/10/2018	500		✓	Fuel Genie	£ 304.03	£ 60.80	£ 364.83		Fuel - September
17/10/2018	501		✓	Brackley Players	£ 18.00	£ -	£ 18.00		Mayor x 2 tickets - Production Kick in the Bubbles
19/10/2018	502		✓	Brackley European Association	£ 18.00	£ -	£ 18.00		Deputy Mayor - Dinner & Quiz
22/10/2018	503		✓	Sally Munday-Web	£ 4.10	£ -	£ 4.10		HUF - HTLAYLB - milk & tea bags
29/10/2018	504		✓	Linda Carter	£ 123.26	£ -	£ 123.26		TH - Suit Hangers & Garment Rail & Key fob
29/10/2018	505		✓	Brian Sharp	£ 12.50	£ -	£ 12.50		TH - Hob Cleaner & Key Cutting
09/11/2018	506		✓	Chris Hindson	£ 22.48	£ -	£ 22.48		9 Strand Parachute Cord
31/10/2018	507		✓	Fantastic Fireworks	£ 7,500.00	£ 1,500.00	£ 9,000.00		Community Fireworks 03/11/18
02/11/2018	508		✓	Neopost	£ 100.00	£ -	£ 100.00		Franking Machine - Post Top Up
01/11/2018	509		✓	Brian Sharp	£ 50.46	£ -	£ 50.46		Travel Expenses
31/10/2018	510		✓	Chris Hindson	£ 230.65	£ 46.11	£ 276.76		Telescopic Ladder / TV Aerial / Work Platform
08/11/2018	511		✓	Fuel Genie	£ 380.88	£ 76.16	£ 457.04		Fuel - October
05/11/2018	512		✓	Public Loan Board	£ 228,969.64	£ -	£ 228,969.64		OFS - Public Loan
03/11/2018	513		✓	George Surveys Ltd	£ 375.00	£ -	£ 375.00		20 High Street - Survey
04/11/2018	514		✓	S Campbell	£ 41.45	£ -	£ 41.45		Expenses - Cakes for Poppies Thank you Tea
15/11/2018	515		✓	PHS	£ 16.30	£ 3.24	£ 19.48		Credit on Inv 66275505
15/11/2018	516		✓	NCC	£ 1,700.00	£ -	£ 1,700.00		Minimum charge for year
16/10/2018	517	chq no. 010599	✓	WPS	£ 254.85	£ -	£ 254.85		TH - Wedding licence - paying by Cheque (in front of folder waiting to be signed)
15/11/2018	518	34258204	✓	Michelle McCallum	£ 24.30	£ -	£ 24.30		Commercial Combined Insurance
15/11/2018	519		✓	Brian Sharp	£ 24.00	£ -	£ 24.00		Travel - Moulton - Off to a flying start course
15/11/2018	520		✓	Mark Morrell	£ 71.50	£ -	£ 71.50		Expenses - Bacon Sandwiches - Remembrance Day
02/11/2018	521	2	✓	Wade Management	£ 120.00	£ -	£ 120.00		Expenses - Travel & Donations
10/10/2018	522		✓	George Browns	£ 49.27	£ 9.86	£ 59.13		Supply 2 x Security for 4 hours 4.30 - 8.30 pm - fireworks
09/10/2018	523	363113	✓	E-ON	£ 63.78	£ 3.19	£ 66.97		Nuts & Chalk
02/10/2018	524	H1652C3C13	✓	E-ON	£ 211.66	£ 10.58	£ 222.24		Unit 2 - Electricity 02/09/18 - 02/10/18
06/10/2018	525	H1651AEB5A	✓	Total Gas & Power	£ 342.69	£ 68.53	£ 411.22		Town Street Lighting - Electricity 01/07/18 - 30/09/18
10/10/2018	526	177845277/18	✓	Robert D Bowerman	£ 62.42	£ -	£ 62.42	4218/151	Town Hall - Electricity 01/09/18 - 30/09/18
15/10/2018	527	363268	✓	George Browns	£ 5.00	£ 1.00	£ 6.00		Parking Space - October
11/10/2018	528	209883	✓	Linnell Bros	£ 213.52	£ 42.71	£ 256.23		Nuts
09/10/2018	529	Q013 2N	✓	British Telecom	£ 601.10	£ 120.22	£ 721.32		Picket Panel Fencing
13/10/2018	530	9069758855	✓	Wave	£ 21.58	£ -	£ 21.58		Town Hall - Cloud Voice Package (Purchase of Equip. & Rental)
18/10/2018	531	004/19/0189691	✓	Peac Finance	£ 299.00	£ 59.80	£ 358.80		Cemetery - Water charge - 16/07/2018-15/10/2018
22/10/2018	532	3530 AGG931	✓	Travis Perkins	£ 28.92	£ 5.78	£ 34.70		Photocopier Rental
22/10/2018	533	181017	✓	NIC	£ 96.00	£ -	£ 96.00		Tee Hinge
28/10/2018	534	GP00464599	✓	BT	£ 34.90	£ 6.98	£ 41.88		9 Market Place & OFS - Window Cleaning
18/10/2018	535	4010709	✓	SNC	£ 18,312.17	£ 3,662.43	£ 21,974.60	4400/351	TH - Broadband
28/10/2018	536		✓	Kieran Sharps	£ 550.00	£ -	£ 550.00		Landscape Recharge - July-Sept
31/10/2018	537	39649	✓	Milton Keynes Garden Machinery	£ 1,665.85	£ 333.17	£ 1,999.02		Town Talk Delivery
29/10/2018	538	INV05079	✓	Harlequin Press	£ 693.00	£ -	£ 693.00		Dog Waste Collection
01/10/2018	539	SLS-MAAG452	✓	Schools Letting Solutions	£ 3,500.00	£ 700.00	£ 4,200.00		Town Talk - Printing
31/10/2018	540	313	✓	Iain Soden Heritage Services	£ 109.26	£ 11.85	£ 121.11		Hire of St Johns Site MCS - Community Fireworks
31/10/2018	541	363896	✓	George Browns	£ 41.66	£ 8.33	£ 49.99		HLP - Looking after your listed building course
31/10/2018	542	186091	✓	Hazchem Safety	£ 16.78	£ 3.36	£ 20.14		Cyl Propane & Plant Supports
31/10/2018	543	186090	✓	Hazchem Safety	£ 131.99	£ 26.40	£ 158.39		5 Biohazard Body Fluid Spill Kit
31/10/2018	544	6630161737	✓	Lyresco	£ -	£ -	£ -		Multisorb Absorbent Spill Granules
31/10/2018	545		✓		£ -	£ -	£ -		Stationary

**Authorise Payments - November 2018  
Month No 8**

Date	Ref	Account	Debit (£)	Credit (£)	Balance (£)	Description
30/10/2018	66247199	PHS Group	16.20	3.24	19.44	9 Market Place - Sanitary Disposal 04/12/2018 - 09/12/2019
30/10/2018	66247200	PHS Group	95.40	19.08	114.48	TH - Waste & Sanitary Disposal - 04/12/2018 - 03/12/2019
09/11/2018	4010989	SNC	180.00	-	180.00	TH - Annual Change Premises Licence / Club Premises Cert
02/11/2018	8727	Healthmatic	494.17	98.83	593.00	OFS - Cleaning Services - Public Toilets - Oct - Nov
03/11/2018	S150255	Old Fire Station Café	24.00	24.00	6390.00	Bacon Sandwiches for volunteers at Fireworks
31/10/2018	133554	Blachere Illumination UK	5,325.00	1,065.00	361.46	75 x LED Sparklight 230v - Supply
30/09/2018	132515	Hydramax	301.22	60.24	8.88	Tools & Consumables
11/11/2018	11200	Hydramax	7.40	1.48	462.88	Bolts & Washers
31/10/2018	8464510	Microshade Business Consultants	385.79	77.15	462.88	Citrix Hosting Fee - October
31/10/2018	S150311	Alternative Communications	62.70	12.54	75.24	Town Hall - Broadband & Alarm Lines
07/11/2018	87C-004	Blachere Illumination UK	9,775.00	1,955.00	11,730.00	Reduces 34 Trees with Lights - Install
04/11/2018	H1674E8484	AAIMS	600.00	-	600.00	Provision of Medical Cover - Ambulance & Crew + First Aiders - Fireworks
06/11/2018	179324810/18	E-ON	32.52	1.63	34.15	Unit 2 - Electricity 02/10/18 - 04/11/18
09/11/2018	364240	Total Gas & Power	373.17	74.63	447.80	Town Hall - Electricity 01/10/18 - 30/10/18
31/10/2018	INV0415	George Browns	22.25	4.45	26.70	Hand Guard
12/11/2018	6546	Ingham Pinnock	3,002.55	600.51	3,603.06	HLF - Town Hall Delivery Phase
06/11/2018	907032771	Secure-a-Field	3,512.29	702.46	4,214.75	Compound - Install Fencing & Gates
09/11/2018	0014 10	Wave	209.28	-	209.28	TH - Water & Sewage 07/08/18 - 06/11/18
09/11/2018	4011133	British Telecom	91.80	18.36	110.16	9 Market Place - Telephone
27/11/2018	37003a	SNC	288.90	57.78	346.68	6 x 1100 Trade Bins - Fireworks 03/11/18
27/11/2018	32002	ARB	905.00	181.00	1,086.00	PA System MCS & High Street - Fireworks
09/11/2018	9070464665	ARB	120.00	24.00	144.00	20 x Hand Held Radio & Ear Speakers - Fireworks
14/11/2018	BR085505	Wave	107.74	-	107.74	Unit 1 - Water & Sewage 10/08/18 - 09/11/18
12/11/2018	73870	Tyre Warehouse	138.32	27.68	166.00	2 Goodyear Tyres - Ford Connect Van
05/11/2018	02625	Just Projectors	592.00	118.40	710.40	TH - Screen Projector
05/11/2018	02625	RainbowPrint Media	285.00	-	285.00	Remembrance Day Programmes
25/11/2018		Salaries	15,811.97	-	15,811.97	Salary
25/11/2018		Tax & NI	4,743.80	-	4,743.80	Tax & NI
25/11/2018		Pension	6,529.04	-	6,529.04	Pension
10/10/2018	0000345623	SGW Payroll	64.00	12.80	76.80	Payroll Costs - Month 7
06/10/2018	177719338/18	Total Gas & Power	1,162.72	232.54	1,395.26	OFS - Electricity - 04/07/18 - 3/10/18
02/11/2018	179097891/18	Total Gas & Power	186.43	9.32	195.75	Town Hall - Gas - 31/08/18 - 30/09/18
03/11/2018	Q017 NR	Total Gas & Power	240.25	12.01	252.26	Town Hall - Gas - 30/09/18 - 30/10/18
06/11/2018	179324800/18	British Telecom	340.12	68.02	408.14	OFS Telephone & Broadband
06/11/2018	179324798/18	Total Gas & Power	55.88	2.80	58.68	Unit 1 - Electricity 08/08/18 - 31/10/18
06/11/2018	179324798/18	Total Gas & Power	90.84	4.55	95.39	Market Place Electricity 04/08/18 - 30/10/18
			<b>324,063.97</b>	<b>12,115.38</b>	<b>336,993.83</b>	

*[Signature]*  
17-12-18

**BRACKLEY TOWN COUNCIL**

**STAFFING COMMITTEE**

Minutes of a Meeting of the Staffing Committee held at 10.00am on Tuesday 6<sup>th</sup> November 2018, in the Civic Hall, Town Hall, Brackley.

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

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

**315/18 APOLOGIES FOR ABSENCE**

None

**316/18 DECLARATION OF INTEREST**

None

**317/18 MINUTES**

Members **RESOLVED** to approve the minutes of the meeting held on 2<sup>nd</sup> October 2018

**318/18 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.

**319/18 CONSIDERATION OF INDIVIDUAL STAFF MEMBERS/ROLES & PERFORMANCE**

Members discussed the Job Description and the Terms and Conditions to be offered to the Deputy Town Clerk as a formal offer of employment as Town Clerk.

On the proposition of Cllr Morrell

It was **RESOLVED** that Mrs Alison Moses, Deputy Town Clerk be offered the post of Town Clerk, with effect from 1<sup>st</sup> March 2019 and, subject to her accepting the offer, to **RECOMMEND** her appointment to Council for ratification on 3<sup>rd</sup> December 2018.

Meeting closed at 10.45am

Chairman



Date

4/12/18



	<u>2018-19</u>	<u>2019-20</u>
<b>101 Payroll</b>		
4002 Salaries	£130,982	£164,093
4010 NI	£11,404	£15,300
4015 Pensions	£35,180	£46,439
4025 Payroll Costs	£600	£750
Gross Expenditure	£178,166	£226,582
<b>101 Net Expenditure</b>	<b>£178,166</b>	<b>£226,582</b>
<b>151 General Administration</b>		
4050 Audit Fees	£2,976	£3,095
4055 Architect/Legal Fees	£5,410	£5,000
4060 Office Equipment & Support	£7,800	£8,500
4065 Election Expenses		£7,000
4075 Travel	£1,082	£1,125
4080 Subscriptions	£4,869	£5,000
4085 Insurance/Health & Safety	£16,000	£16,000
4090 Stationery	£1,623	£1,700
4095 Postage	£1,948	£2,000
4100 Telephones	£4,000	£4,000
4105 Conferences & Training	£2,500	£2,500
4110 Advertising & Publicity	£3,000	£3,000
4115 Newsletter	£6,292	£7,000
4120 Website & Town App	£500	£3,300
Card Pay terminal	£500	£500
<b>151 Net Expenditure</b>	<b>£58,499</b>	<b>£69,720</b>
<b>201 Depot</b>		
4200 Vehicle Costs	£2,164	£4,751
4201 Vehicle Replacement Fund	£3,000	£44,000
4210 Rates	£10,155	£9,000
4212 Gas	£0	£0
4214 Electricity	£650	£650
4216 Water	£259	£269
Additional Unit Rent	£10,000	£10,000
Additional Unit Costs	£400	£400
4220 Equipment & Unit Repairs	£17,250	£5,000
4225 Fuel	£3,646	£6,300
4230 Training	£4,000	£4,000
4265 Cleaning	£325	£350
Gross Expenditure	£51,849	£84,720
S106 Contribution	£0	£46,000
<b>201 Net Expenditure</b>	<b>£51,849</b>	<b>£38,720</b>

	<u>2018-19</u>	<u>2019-20</u>
<b>251 Town Hall</b>		
4210 Rates	£5,000	£5,000
4212 Gas	£1,500	£2,100
4214 Electricity	£1,000	£3,000
4216 Water	£600	£1,100
4250 Maintenance/Repairs	£5,000	£15,000
4255 Internal Decoration	£0	£5,000
4265 Cleaning	£5,000	£5,000
4270 Town Hall Equipment	£500	£500
4275 Licences	£2,600	£2,700
4315 Temp Relocation & storage costs	£0	£0
Gross Expenditure	£21,200	£39,400
1100 Miscellaneous		
1250 Lettings & Rental	£5,000	£25,000
<b>251 Net Expenditure</b>	<b>£16,200</b>	<b>£14,400</b>
<b>261 Fire Station</b>		
4055 Architect/Legal Fees	£1,040	£1,000
4210 Rates	£1,800	£2,000
4214 Electricity	£2,500	£3,500
4216 Water	£1,060	£1,000
4212 Gas	£2,100	£1,100
4290 Equipment	£500	£500
4250 Maintenance/Repairs	£3,000	£3,000
4315 Miscellaneous Expenditure	£0	£0
4330 Signs/cleaning	£6,000	£6,000
4275 Licences		
Gross Expenditure	£18,000	£18,100
Rental	£10,000	£10,000
Lettings	£8,000	£8,000
<b>261 Net Expenditure</b>	<b>£0</b>	<b>£100</b>
<b>271 Market Place High Street</b>		
Rent	£12,000	£13,500
4210 Rates	£5,096	£5,300
Utilities	£520	£3,000
4250 Maintenance & Repair	£1,000	£1,500
4265 Cleaning	£500	£500
<b>271 Net Expenditure</b>	<b>£19,116</b>	<b>£23,800</b>

	<u>2018-19</u>	<u>2019-20</u>
<b>301 Town Centre</b>		
4055 Architect/Legal fees	£0	£0
4214 Electricity	£1,082	£1,125
4250 Maintenance	£271	£250
4300 Bus Shelters	£541	£500
4310 Town Centre Equipment	£541	£500
4315 Miscellaneous Expenditure	£541	£0
4320 SNC Toilets	£5,410	£4,000
4330 Signs	£541	£1,000
4335 Blooming Brackley	£4,328	£4,500
4340 Market Expenses	£541	£500
4305 War Memorial	£541	£500
Christmas Lights	£20,800	£20,000
Gross Expenditure	£35,137	<b>£32,875</b>
1300 Fair Rights	£3,000	£3,000
1305 Market Rents	£3,120	£3,000
1310 Electricity Recharge	£380	£380
<b>301 Net Expenditure</b>	<b>£28,637</b>	<b>£26,495</b>
<b>351 Parks &amp; Open Spaces</b>		
4002 Salaries	£100,830	£218,634
4010 NI	£7,148	£17,800
4015 Pensions	£25,047	£58,081
4025 Payroll Costs	£600	£750
4055 Architect/Legal Fees		
4330 Signs	£3,000	£3,000
4350 Open Space Equipment/Repairs	£15,000	£50,500
4355 Play Equipment Inspect/Safety	£2,208	£5,796
4375 St James' Lake	£2,917	£3,000
4380 Fence Repairs	£552	£1,000
4385 Litter/Dog clearance	£10,000	£20,000
4390 Open Spaces Rents	£108	£120
4395 Ditches, Hedges & Trees	£15,000	£16,000
4400 Grass Cutting	£100,000	£90,000
4410 Footway lighting	£1,500	£1,500
Purchase of Waste Bins		
Overhead Expenditure	£283,910	£486,181
1100 Angling Club	£1,800	£1,800
1355 Recharge for Services	£1,103	£1,250
1365 Allotments	£120	£120
Gross Expenditure	£280,886	£483,011
S106 Contribution		£167,000

		<u>2018-19</u>	<u>2019-20</u>
	<b>351 Net Expenditure</b>	<b>£280,886</b>	<b>£316,011</b>
<b>401 Cemetery</b>	4210 Rates	£703	£700
	4210 Water	£271	£250
	4216 Miscellaneous Expenditure	£271	£250
	4250 Maintenance/Repairs		£2,000
	4315 Transfer of Allotments	£0	£0
	4220 Maintenance & Equipment	£2,164	£2,000
	Overhead Expenditure	£3,408	£5,200
	1400 Burials	£12,000	£30,000
	Bench Sales	£0	£0
	Memorials	£3,246	£3,300
	<b>401 Net Expenditure</b>	<b>-£11,838</b>	<b>-£28,100</b>
<b>451 Grants &amp; D</b>	4450 s137 Grants	£3,000	£3,000
	4455 Other Grants	£10,000	£11,000
	4460 Youth Council	£1,000	£1,000
	Overhead Expenditure	£14,000	£15,000
	1450 Grants Received		
	Donations Received		
	<b>451 Net Expenditure</b>	<b>£14,000</b>	<b>£15,000</b>
<b>501 Civic</b>	4500 Mayor's Allowance	£3,640	£3,800
	4505 Civic Functions	£3,408	
	4510 Civic Expenses	£2,000	£5,800
	4520 Deputy Mayor's Allowance	£364	£380
	4525 Civic Regalia Maintenance	£1,000	£1,000
	Overhead Expenditure	£10,412	£10,980
	<b>501 Net Expenditure</b>	<b>£10,412</b>	<b>£10,980</b>
<b>601 Events</b>	Events Expenditure	£10,500	£9,000
	Events Income	£0	£0
	<b>601 Net Expenditure</b>	<b>£10,500</b>	<b>£9,000</b>
<b>701 Egerton Ha</b>	4210 Rates	£1,000	£10,000
	Utilities	£1,000	£3,000
	4250 Maintenance & Repair	£500	£500

	<u>2018-19</u>	<u>2019-20</u>
4265 Cleaning	£500	£3,000
4275 Licences	£500	£1,000
Overhead expenditure	£3,500	£17,500
1250 Lettings	£1,000	£10,000
1100 Miscellaneous Income	£200	£200
<b>701 Net Expenditure</b>	<b>£2,300</b>	<b>£7,300</b>

**Precept Calculation**

Budgeted Expenditure	<b>£707,697</b>	<b>£1,039,058</b>
Budgeted Income	<b>£48,969</b>	<b>£309,050</b>
Budget deficit	<b>£658,728</b>	<b>£730,008</b>
Precept Requirement	£658,728	<b>£760,008</b>
Contribution to/from general reserves	£0	<b>-£30,000</b>
<b>Band D charge for the year</b>	<b>£125.57</b>	<b>£139.54</b>
<b>Percentage increase</b>	<b>4.28%</b>	<b>11.12%</b>

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# **Brackley Town Council**

*Internal Audit Report 2018-19: First Interim*

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*Adrian Shepherd-Roberts*

*For Auditing Solutions Ltd*

## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return. Auditing Solutions Ltd has provided this service to Brackley Town Council since 2014.

This report sets out the work undertaken in relation to the 2018-19 financial year, during our visit on 11th December 2018, together with the matters arising and recommendations for action, where appropriate.

## **Internal Audit Approach**

In undertaking our review for the year to date, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/Annual Return. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's Annual Return, which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work we have undertaken to date, the Council has maintained adequate and effective internal control arrangements.

However, during this visit we identified one area where we considered that further improvement in the overall internal controls is required. This has been detailed in our report and also set out in the recommendations section at the end of the report.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

## Detailed Report

### Review of Accounting Records and Bank Reconciliations

The Council uses the Omega accounting software, with day-to-day transaction processing undertaken by the Responsible Finance Officer (RFO). The Council operates a number of accounts including two with Lloyds Bank (Current and Deposit) plus a “National Savings and Investment” account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Verified that an appropriate cost centre and nominal ledger structure is in place;
- Checked and agreed the opening Trial Balance for 2018-19 to the closing Financial Statements for 2017-18 to ensure that all balances have been rolled forward accurately;
- Examined the procedures in place with regard to the processing and approval of journals noting that each is subject to the independent approval;
- Checked and agreed one sample months’ transactions (October 2018) in the Lloyds Bank current account cash book to underlying bank statements and the transfers to and from the Deposit Account; and
- Checked and agreed bank reconciliations for the Lloyds Bank current account as at 31<sup>st</sup> October 2018, together with the verification of all other account balances from relevant bank statements.

#### **Conclusions**

*We are pleased to report that no significant issues have been identified in this area of our review process. We will undertake further work at our next visit.*

### Review of Corporate Governance

Our objective here is to ensure that the Council has robust corporate governance documentation and processes in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

Both the Standing Orders (SOs) and Financial Regulations (FRs) were reviewed and updated to reflect recent legislative changes as set out in the revised NALC model documents and were again approved by Full Council in May 2018.

We have commenced our review of minutes for the Full Council and standing Committees (excepting Planning) for the year to ensure that no decisions have been made that might have an adverse impact on the Council’s short, medium or longer term financial position.

We note that the council adopted the General Power of Competence at the Full Council meeting on 3<sup>rd</sup> August 2015.



### ***Conclusions***

***There are no matters requiring formal comment or recommendation in this area of our review process. We will undertake further work at our next visit.***

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- An official order has been raised on each occasion where one would be anticipated;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and / or an acknowledgement of receipt, where no other form of invoice is available including fuel card payments;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for regular quarterly recovery.

We have commenced testing in this area for compliance with the above criteria, selecting all payments individually in excess of £2,000, together with a more random sample of every 30<sup>th</sup> cashbook transaction (irrespective of value: we have duly examined 60 payments, totalling £1,667,932 and representing 80% of all non-pay related costs in this financial year with all the above criteria met.

Finally, we note that VAT reclaims continue to be submitted routinely and have verified the accurate submission of claims to September 2018

### ***Conclusions***

***We are pleased to report that no significant issues have been identified in this area of our review process. We will undertake further work at future visits.***

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that suitable arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition.

We note that a Management Risk Assessment Register was prepared and adopted by the Full Council at their meeting in February 2018 and will again be reviewed in this financial year.

We have confirmed that the Council is insured by Aviva with the current policy running to 31<sup>st</sup> May 2019: Employers' and Public Liability cover are both in place at £10 million, together with Fidelity Guarantee at £1 million.

### **Conclusions**

*No significant issues arise in this area of our review. We will undertake further work at future visits.*

## **Precept Determination and Budgetary Control**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount of the precept placed on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans. We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

The Council will commence consideration of the 2019-20 budgetary requirements later this year and we shall consider the action taken and outcomes, together with the approved level of precept at a future visit.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

### **Conclusions**

*We have been advised that the Council are to formally consider and finalise its budget and precept requirements for 2019-20 later in the financial year. Consequently, we shall review this area further at our final visit, also examining the year's budget outturn, following up any significant variances and obtaining appropriate explanations: we shall also consider the appropriateness of retained reserves to meet the Council's ongoing revenue spending requirements and any development aspirations.*

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources; to ensure that income is invoiced in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. To meet this objective, we:

- Note that the Council has a number of sources of income other than the precept, principally Town Hall hire, Old Fire Station, Cemetery, Markets, angling rental, grants and bank interest;
- Also note that members have considered and approved the level of fees for implementation in 2018-19;
- Have examined the management controls, documentation and invoicing in relation to the Old Fire Station and the Town Hall including the receipt of fees in respect of premises

together with the banking of funds: we have, however, in examining associated fees, found that there are a number of concessions given on the level of fees approved by the Council to those charged and invoiced to hirers in respect of premises; and

- Examined the detailed nominal income account records on the Omega accounting software to ensure that no obvious mis-codings exist or potential non-recovery of income due to the Council exist at the present time.

### ***Conclusions and recommendations***

***We are pleased to report the management and controls at the time of our review were working effectively.***

***We have, however, found in respect of premises, that discounted rates have been provided for a number of hirers which is not in line with the approved published rates.***

***We have also noted that there is a potential long-term debtor with currently three months of unpaid rents. We were unable at the time of our review to have sight of the hire agreement for this debtor.***

***Whilst we do not audit the Councils GDPR policies we have noted that the hire agreements do not have a data retention clause applied to the document.***

***RI Council should review and approve the discretionary rental fees charged where discount has been applied to the published rates.***

## **Petty Cash Account**

***The Council does not operate a petty cash account. As part of our expenditure testing at our first interim visit we checked a sample of the fuel card receipts and statements.***

## **Salaries and Wages**

The Council operates a bureau payroll system with SWG Payroll. The Council employs a number of staff on both a full and part time basis, all earnings being paid monthly.

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1<sup>st</sup> April 2016 in relation to employee percentage bandings. To meet that objective, we have checked detail of payroll transactions in October 2018, ensuring that:

Payslips and other summary level data are provided to the payroll provider and, on that basis, staff are paid their monthly salary by BACS through the Council's bankers.

- Gross salaries are paid are in accord with the approved NJC scale points;
- Correct PAYE codes and NIC tables were being applied;

- Appropriate rates of superannuation deductions are being applied;
- Timesheets are prepared, signed by the employee and certified as correct for payment by the Clerk; and
- Net salary payments, via the BACS banking process, were in accord with staff payslips for the month.

### ***Conclusions***

***No issues have been identified in this area of our review warranting formal comment or recommendation.***

## **Investment and Loans**

The Council has no investments requiring separate disclosure, any “surplus” funds being held in a Deposit Account which is reviewed alongside the current account.

The Council, in February 2016, commenced a Public Works Loan Board loan for £250,000. We note that this has subsequently been repaid and the NS & I account has been closed.

### ***Conclusions***

***No matters arise in this area of our review warranting formal comment or recommendation. We will undertake further work at our next visit.***

Ref. No.	Recommendation	Response
<b>Review of Income</b>		
R1	Council should review and approve the discretionary rental fees charged where discount has been applied to the published rates.	