

NOTICE OF A MEETING OF TOWN COUNCIL

You are hereby summoned to the Meeting of Brackley Town Council, to be held in the Community Hall, 37 High Street, Brackley on Monday, 8 January 2018 at 7.05pm.

Dated: 03 January 2018



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

393/17 APOLOGIES FOR ABSENCE

394/17 TOWN MAYOR'S ANNOUNCEMENTS

395/17 PUBLIC PARTICIPATION

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

Please state your name and address before asking your question.

396/17 DECLARATIONS OF INTEREST

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

397/17 PRESENTATION OF LIBRARY PETITION

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

398/17 MINUTES

To receive and, if accepted, approve the minutes of the Meeting of Council on Monday 4 December 2017.

399/17 COMMITTEE MINUTES

To receive the following signed Committee minutes:

Planning & General Works 20 November 2017 and 4 December 2017

Direct Responsibilities & General Purposes 20 November 2017

Finance & Policy 20 November 2017

Staffing Committee 7 November 2017

400/17 QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES

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

401/17 RECOMMENDATIONS FROM COMMITTEES

Finance Committee – Budget and Precept for 2018/19

The Finance Committee has **RECOMMENDED** to the Council that it approves the draft budget for 2018/19 showing an increase in the precept requirement of 4.28% to £658,728.00.

402/17 COUNTY COUNCIL REPRESENTATIVE – if available.

403/17 DISTRICT COUNCIL REPRESENTATIVE – if available.

404/17 EXTERNAL AUDITORS REPORT

The External Auditor has finally returned the Audited Accounts, and their report is attached.

It is **RECOMMENDED** that Councillors receive and note the report and pass it to the Finance Committee for action on the points raised.

405/17 DAY OF REMEMBRANCE 2018

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

Members are asked if they wish staff to arrange for such an event to take place at the Brackley War Memorial.

406/17 ITEMS FOR DISCUSSION OR INFORMATION

BRACKLEY TOWN COUNCIL

Minutes of the meeting of Brackley Town Council, held in the Community Hall, 37 High Street, Brackley on Monday, 4th December 2017 at 7.05pm.

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

337/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield, Cartmell, Morrell and Tiller

338/17 TOWN MAYOR'S ANNOUNCEMENTS

Saturday 11th November– Stepping Stones pre-school open day
Sunday 12th Nov – Banbury Town Council Remembrance Parade & Service
Sunday 12th Nov – Brackley Remembrance Parade & Service
Tuesday 14th Nov – Brackley Town FC v Stockport
Saturday 25th Nov – Brackley Christmas Lights and Lantern Parade
Thursday 30th Nov – BEA Meeting & wine tasting
Sunday 3rd December – Little Oaks Pre-school Christmas Bazaar
Sunday 3rd Dec – Advent Service at St. Peter's Church

339/17 PUBLIC PARTICIPATION

A member of the public read out a letter from the Brackley Library Supporters Group which had been sent to the council. They invited the Town Clerk, Linda Carter to the next meeting which is Wednesday 6th December at the Red Lion at 7.30.

A number of people supporting the library were present and raised the following concerns:

- A young member addressed the council to express that she feels that all the activities in the library are very good and that the books are important too. The computer facilities in the library are also very important.
- The library runs a sensory session which is the only one within 20 miles and it would be so difficult if this was not available.
- The library has the only accessible printer in the town; if you don't have a printer if you are applying for jobs this is essential.
- Many people access the Food Bank at the library. If they cannot afford food, they certainly can't afford books and will really struggle if this facility is lost.
- Please support the agenda item for the Asset of Community Value, why is the county council looking to cut the libraries? We have a petition and please will councillors sign this.
- When we first moved to the town it was a life line, a safe place and a happy place, a trip to the library can turn a bad day into a good day.

340/17 DECLARATIONS OF INTEREST

None

341/17 INTERIM REPORT ON LIBRARY FEASIBILITY STUDY

Mr Carter presented his Interim Report to council, to gain guidance from the councillors on the way forward with the next stage.

As some Councillors had not received the report, discussion of the options was deferred to the meeting of the Finance & Policy Committee on Monday 18th December 2017

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

- 1) The Council would submit an informal Expression of Interest in relation to Community management of the Library.
- 2) To write to Northamptonshire County Council asking them to reconsider the classification of Brackley as a 'medium' library in consideration of its geographical isolation and ability to serve the villages in South Northamptonshire and in recognition of the planned growth of the town.

342/17 MINUTES

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

Receive and approve the minutes of the Meeting of Council on Monday 6th November 2017.

343/17 COMMITTEE MINUTES

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

Receive the following signed Committee minutes:

Planning & General Works 16 October and 6 November 2017
Direct Responsibilities & General Purposes 16 October 2017
Finance & Policy 16 October 2017
Staffing Committee 3 October 2017

QUESTIONS FOR CHAIRMEN RELATING TO RECEIVED MINUTES

None.

344/17 RECOMMENDATIONS FROM COMMITTEES

None.

345/17 COUNTY COUNCIL REPRESENTATIVE

Cllr Baker stated that she had already had meetings to acquaint members with the fact that Brackley is bigger than Towcester, our population will increase by 5k people, how much NCC has received in s106 money and that this is towards Brackley library, to benefit our residents.

She was also investigating, with other councillors, to see if there is any SNC money available to help with the library.

346/17 DISTRICT COUNCIL REPRESENTATIVE

E Wiltshire reported that planning meeting had voted in favour of the care facility for Brackley which should start soon.

Cllr Rawlinson (SNC district councillor and finance) was glad to see so much support for the library, and asked everyone to please respond to the consultation. We need to prepare for the worse but, on behalf of the district

council, we are looking at the ways we can help. If there are ways to make the library viable we will help.

11th December the government will announce their settlement for funding of principal authorities. SNC and NCC would be told shortly after that what monies they can expect to receive in 2018.

347/17 BRACKLEY LIBRARY – Asset of Community Value

The Town Council had been requested to consider submitting an application to the Planning Authority for the Library to be registered as a building which is an asset of Community Value.

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

Authorise the Town Clerk to submit an application to register the library as an Asset of Community Value

348/17 TRANSFER OF LAND AT OLD BREWERY WALK

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

The transfer of the land at Old Brewery Walk from Barratt Homes is imminent and the Council's Solicitor has asked for confirmation that the Town Mayor and the Deputy Town Mayor will be the Council's authorised signatories to the Deed of Transfer.

349/17 DRAFT BUDGET

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

Approve the draft budget for consultation showing total expenditure of £693,163, with an increase in the precept requirement of 4.28%

350/17 ITEMS FOR DISCUSSION OR INFORMATION

The Town Clerk reported that the first meeting of the Skate Park Project Board had taken place that afternoon and that the Council had asked for an agreement in principle to use a piece of land. In return, the Town Council had been asked to provide a 'Without Prejudice' letter confirming that the Town Council would build, manage, monitor and maintain the facility, as previously agreed.

Meeting Closed 20.24

Date

Chairman

PLANNING AND GENERAL WORKS COMMITTEE

The minutes of the **Planning and General Works Committee** held on Monday 20 November 2017, in the Old Fire Station Community Room, 37 High Street, Brackley at 7.00pm.

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

Also Present: Cllrs Cartmell, Tiller and Waldron

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

310/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Barrie, Broomfield, Butler and Sharps (arrived during meeting).

311/17 DECLARATION OF INTEREST

None

312/17 PUBLIC PARTICIPATION

None

313/17 MINUTES

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

Receive and approve the minutes of the previous meeting held on 6th November 2017.

314/17 MEMBERS' REPORTS

None

315/17 PLANNING APPLICATIONS

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

316/17 MATTERS FOR INFORMATION OR DISCUSSION

No matters for information or discussion.

Meeting Closed 19.15

Chairman 

Date 4 DEC 2017

Application Number	Location	Proposal	Town Council Comments
S/2017/2636	Land to the rear of 47 to 55a Banbury Road	Four new dwellings to replace existing garages	No objections
S/2017/2649/FUL	9 Bishops Close	First floor extension, single storey rear extension and a front porch.	No objections
S/2017/2685/TPO	2 Edgewood	Remove one horse chestnut tree and raise crown of another horse chestnut tree by 3 metres	Request a full tree report to confirm disease in T1
S/2017/2681/FUL	Marstons Plc, The Chequered Flag, Lark Rise	New extraction ventilation system	No objections though concerns regarding possible sound levels of proposed new system
S/2017/2691/FUL	56 Farmers Drive	Single storey rear extension and replace boundary wall with a fence	Members were concerned that this may be a partial retaining wall and that its removal may be detrimental to the local street scene. Any replacement fence should be limited to the standard of 1.8m in height.
For Information Only			
S/2017/2664/TCA	Crinkle Hill Manor Road	Crown reduce three yew trees by approximately 3-4m	Noted

PLANNING AND GENERAL WORKS COMMITTEE

The minutes of the Planning and General Works Committee held on Monday 4th December 2017, in the Old Fire Station Community Room, 37 High Street, Brackley.

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

Also Present: Cllr Baker, Waldron

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

352/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Broomfield and Morrell

353/17 DECLARATION OF INTEREST

None

354/17 PUBLIC PARTICIPATION

None

355/17 MINUTES

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

Receive and approve the minutes of the previous meeting held on 20th November 2017.

356/17 MEMBERS' REPORTS

None

357/17 PLANNING APPLICATIONS

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

358/17 MATTERS FOR INFORMATION OR DISCUSSION

Speeding group – possible additional crossing by the town hall – there is funds available from HS2 which may be used for this.

Meeting Closed 20.50

Chairman



Date

08/12/17

Application Number	Location	Proposal	Town Council Comments
S/2017/2693/FUL	79 Beech Drive	Erect new rear fence, remove existing fence	Not in keeping with the surroundings and breaks a green corridor. This would set a precedent which would not be acceptable.
S/2017/2697/FUL	Faccenda Chicken Ltd, Willow Road	Single storey extension, external waste store and steps to external door of extension	No objections
S/2017/2715/MAF	Apex site, land off Northampton Road	Erection of pub restaurant (use class A3/A4) incorporating manager's flat, 46 bed lodge (use class C1) with associated access, parking & landscaping	No objections

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DIRECT RESPONSIBILITIES AND GENERAL PURPOSES COMMITTEE

Minutes of the **Direct Responsibilities and General Purposes Committee** held on Monday 20th November 2017, in the Old Fire Station Community Room, 37 High Street, Brackley.

Present: Chair Cllr Sharps, Cllrs Morrell, Stimpson, Thompson, Tiller, Waldron and E Wiltshire

Also Present: Cllrs Bagot-Webb, P Wiltshire and Ross

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

The Clerk formally asked permission to bring an additional item to the agenda for the Skate Park Project Board - **AGREED**

317/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Baker, Barrie and Broomfield

318/17 DECLARATION OF INTEREST

None

319/17 PUBLIC PARTICIPATION

None

320/17 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 16th October 2017.

321/17 MEMBERS REPORTS

None

322/17 PUBLIC ART AND CLOCK AT EGERTON HALL

Members received a report on the public art for this venue and also a quotation for a public clock, from the company responsible for the maintenance and refurbishment of the Town Hall Clock, to be installed on the front elevation of the building.

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

Approve the design and costing of £2985 for a new public clock on Egerton Hall, with funding coming from S106 funds.

323/17 OLD FIRE STATION CAFÉ

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

Support the owner of the Old Fire Station Café in her application for a premises licence.

324/17 SKATEPARK PROJECT BOARD

South Northamptonshire was looking to establish a Skate Park Project Board and has invited the Town Council to propose two Councillors and two representatives of the users to attend. The first meeting will be in the afternoon of the 4th December 2017. The proposed representative of the users were Doug Peel-Yates and Adam Wood who had both previously been involved in the planning of this facility.

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

Cllrs Tiller and Ross are the BTC representatives on the Skate Park Project Board.

325/17 MATTERS FOR DISCUSSION OR INFORMATION

Cllr Sharps reported that she along with other Councillors had attended the library meetings held in Brackley and Towcester.

Cllr Stimpson was astonished to hear about the threat to the library, he feels that the library is a huge asset to the town and extremely important for young children's education.

Cllr Morrell requested that BTC should have a standard response to anyone who makes contact regarding the library, as we are fully supportive in the fight to keep the facility open.

Cllr Tiller reported that there is a second link link to the NCC website for the questionnaire, which is easier to complete. Cllr Tiller felt that the residents should be involved in the campaign but they must be encouraged to complete the questionnaire.

Cllr Bagot-Webb reported that he had spoken to Cllr Baker re sizing of Brackley library and that this calculation is based on use of books and footfall. He reminded the council that it's not just the books it's a space for young children to do homework and also to use computers etc.

Meeting Closed 19.51

Date

18 Dec 2017

Signed



FINANCE AND POLICY COMMITTEE

Minutes of the Finance and Policy Committee held on Monday 20th November 2017 in the Old Fire Station Community Room, 37 High Street, Brackley.

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

Also Present: Cllrs Sharps, Stimpson and E Wiltshire

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

326/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Baker and Butler

327/17 DECLARATIONS OF INTEREST

Payment Reference

17/423, 17/441, 17/495 - D Thompson

328/17 PUBLIC PARTICIPATION

None

329/17 APPROVAL OF MINUTES

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

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 16th October 2017.

330/17 MEMBERS REPORTS

None

331/17 FINANCE REPORTS

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

Receive and approve the List of Accounts 8 in the sum of £163,743.74

332/17 DRAFT BUDGET FOR CONSULTATION 2018/19

Following discussion at the Futures Working Group, a draft budget had been prepared which, if approved, would provide the basis for public consultation prior to the next meeting of this committee.

Cllr Cartmell expressed concerns about the proposed increase and felt that the council should have a working party/brainstorming session to see if there is a better way to look at future requirements. And that we should be aiming at 3 – 5%.

Councillor rejected the proposed draft n budget and agreed to each go through the budget and identify 5 items that were of concern and e-mail them to the Clerk by Thursday. This would then be collated and taken to the Futures Working Party. The Clerk would arrange a Futures Working Party on Monday before the agenda is issued for Full Council.

A new draft would be brought to Full Council on 4th December 2017

333/17 INTERNAL AUDIT REPORT

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



Nominate a different Councillor each a month to attend the office to independently check the BACS payments. This would become a standard agenda item with Cllr Morrell carrying out the November checks.

334/17 NALC LARGER LOCAL COUNCILS CONFERENCE

NALC Larger Councils Conference: 'Making Local Economic Growth Work' takes place on Wednesday 13 December 2017 in London. Members were asked if they wish to attend. The cost is £185 + VAT per member.

It was **AGREED** that Cllrs Ross, Tiller and P Wiltshire would attend on behalf of BTC.

335/17 MINUTES OF GRANT PANEL

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

Receive the minutes of the meeting of Grants Panel held on 30th October 2017 and to approve the recommendations contained therein.

336/17 MATTERS FOR DISCUSSION OR INFORMATION

None

Meeting Closed 20.46

Date 18/12/17

Signed 

**Authorise Payments - November 2017
Month No 8**

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value Salary/Tax & NI/Pension	VAT	Invoice Total	Analysis Description
25/11/2017	N/A	SAL/NOV/01	Salaries	£ 14,671.27	-	£ 14,671.27	Salary
25/11/2017	N/A	SAL/NOV/02	Tax & NI	£ 4,711.66	-	£ 4,711.66	Tax & NI
25/11/2017	N/A	SAL/NOV/03	Pension	£ 4,988.88	-	£ 4,988.88	Pension
Payments made between meetings							
20/10/2017	N/A	17/423	Rainbow Print Media	£ 219.85	-	£ 219.85	Mayors Allowance
20/10/2017	N/A	17/424	S Campbell	£ 170.00	-	£ 170.00	Civic Dinner - recharge from Mayors Charity
19/10/2017	N/A	17/425	Alison Moses	£ 230.32	-	£ 230.32	Lantern expenses - craft items
19/10/2017	N/A	17/426	Alison Moses	£ 67.61	-	£ 67.61	Pumpkin expenses - SNC funded
19/10/2017	N/A	17/427	S Campbell	£ 165.15	-	£ 165.15	Civic Dinner - recharge from Mayors Charity
11/04/2017	3530	17/428	Travis Perkins	£ 16.61	-	£ 16.61	Consumables
28/10/2017	1688	17/429	Avon Services	£ 270.00	54.00	£ 324.00	Boiler service - OFS
04/11/2017	17704	17/430	Fantastic Fireworks	£ 7,500.00	1,500.00	£ 9,000.00	Fireworks - recharge from Mercedes
05/11/2017	LCS1	17/431	Long Catering Services Ltd	£ 78.00	-	£ 78.00	Fireworks - volunteers refreshment
07/11/2017	1	17/432	Wade Management	£ 120.00	-	£ 120.00	Fireworks - door staff x 2
07/11/2017	BTC-002	17/433	Acute Ambulance & Medical Services	£ 600.00	-	£ 600.00	Fireworks - first aid provision
06/11/2017	1371	17/434	Soundwave Audio	£ 1,625.25	325.05	£ 1,950.30	Fireworks expenses - 50% recharge from Mercedes
10/11/2017	2	17/435	Old Fire Station Café - Restoration	£ 172.40	-	£ 172.40	HLF - event expenses
10/11/2017	3	17/436	Old Fire Station Café	£ 149.30	-	£ 149.30	HLF - event expenses
21/10/2017	4	17/437	The Old Fire Station Café (Mayors Charity a/c)	£ 2,340.00	-	£ 2,340.00	Civic Dinner - recharge from Mayors Charity
01/11/2017	N/A	17/438	Gill Judd (Crockery etc hire)	£ 400.50	-	£ 400.50	Civic Dinner - recharge from Mayors Charity
12/10/2017	963	17/439	Quick test	£ 45.00	9.00	£ 54.00	PAT equipment
01/11/2017	N/A	17/440	The Rooms	£ 45.00	-	£ 45.00	Pumpkin expenses - SNC funded
31/10/2017	0	17/441	D Thompson	£ 100.00	-	£ 100.00	Mayors Allowance
01/11/2017	0	17/442	Old Fire Station Café	£ 22.00	-	£ 22.00	Pumpkin expenses - SNC funded
Online payments							
01/10/2017	1704	17/443	Melster Continental Foods	£ 2,500.00	-	£ 2,500.00	Rent for Unit 2
27/09/2017	25/02/1900	17/444	T L Electrical	£ 450.00	90.00	£ 540.00	Unit - external lighting
30/09/2017	120815	17/445	Hydramex Ltd	£ 113.57	22.72	£ 136.29	Consumables
12/10/2017	4006390	17/446	SNC	£ 310.00	62.00	£ 372.00	Skatepark Feasibility Study - 50% contribution
14/10/2017	N/A	17/447	L Carter	£ 10.00	-	£ 10.00	Office keys
17/10/2017	7602	17/448	M-Trac	£ 105.00	21.00	£ 126.00	Woodchipper blade sharpening
16/10/2017	N/A	17/449	Stuart Marsden Dancing Master	£ 225.50	-	£ 225.50	HLF - Georgian event
13/10/2017	B8004	17/450	Boxwood & Brass	£ 1,400.00	-	£ 1,400.00	HLF - Georgian event
19/10/2017	350418	17/451	George Browns	£ 5.22	1.04	£ 6.26	Headband
18/10/2017	15606056	17/452	Nisbets	£ 22.50	4.50	£ 27.00	Carafes - Civic Expenses
18/10/2017	13110	17/453	White Horse Contractors Ltd	£ 4,755.12	951.02	£ 5,706.14	St James Lake - drainage works
19/10/2017	6541	17/454	NCALC	£ 42.00	-	£ 42.00	CIL training - A Moses
18/10/2017	4677540	17/455	PEAC	£ 299.00	59.80	£ 358.80	Photocopier rent
23/08/2017	16278	17/456	MP Printers	£ 60.00	12.00	£ 72.00	Civic Dinner - recharge from Mayors Charity
31/08/2017	7721	17/457	Healthmatic	£ 494.17	98.83	£ 593.00	OFS - Public toilets cleaning - September
23/10/2017	N/A	17/458	Stephanie Campbell	£ 22.25	-	£ 22.25	Civic Dinner - recharge from Mayors Charity
26/10/2017	896517	17/459	Kejoe Contractors	£ 760.00	152.00	£ 912.00	Flag pole installation
25/10/2017	4006393	17/460	SNC	£ 60.94	-	£ 60.94	OP2 rental
31/10/2017	9718	17/461	A H Contracts	£ 475.20	95.04	£ 570.24	Dog waste - October
30/10/2017	65374884	17/462	PHS Group	£ 16.20	3.24	£ 19.44	Sanitary disposal
05/11/2017	N/A	17/463	M McCallum	£ 30.00	-	£ 30.00	Phone covers - expenses
31/10/2017	265	17/464	Ian Soden Heritage Services Ltd	£ 3,178.30	635.66	£ 3,813.96	HLF - Listing Building course

**Authorise Payments - November 2017
Month No 8**

11/10/2017	2048	17/465	Greatfield Plants	£	1,181.14	£	236.23	£	1,417.37	Winter planting scheme
01/11/2017	7846	17/466	HealThmatic	£	494.17	£	98.83	£	593.00	OFS - Public toilets cleaning - October
31/10/2017	6841	17/467	Haverstock	£	6,086.00	£	1,217.20	£	7,303.20	HLF - Invoice 6841
10/10/2017	N/A	17/468	Robert D Bowerman (Oct)	£	62.42	£	-	£	62.42	Parking - October
10/10/2017	N/A	17/469	Robert D Bowerman (Nov)	£	62.42	£	-	£	62.42	Parking - November
01/10/2017	2721230	17/470	Fuel Genie	£	262.59	£	52.52	£	315.11	Fuel - October
31/10/2017	6630146931	17/471	Lyreco	£	146.81	£	29.36	£	176.17	Stationery
07/11/2017	1367970	17/472	Badgemaster	£	6.39	£	1.28	£	7.67	Councillors Badge
09/11/2017	N/A	17/473	A Moses	£	39.78	£	-	£	39.78	Flag pole cuffs - A Moses
07/11/2017	OP/1109918	17/474	Sutcliffe Play	£	860.00	£	172.00	£	1,032.00	Cable Installation
06/11/2017	30675	17/475	Flagpole Express	£	50.40	£	10.08	£	60.48	Flag pole cuffs
31/10/2017	INV0323	17/476	Ingham Pinnock	£	2,000.00	£	400.00	£	2,400.00	HLF - Professional services
09/11/2017	Q1378	17/477	BT	£	675.79	£	135.16	£	729.95	Phone/broadband services
27/10/2017	INV10116	17/478	Block9 Display	£	52.00	£	-	£	52.00	Civic Dinner - recharge from Mayors Charity
11/11/2017	BRA001	17/479	Microshade Business Consultants	£	338.25	£	67.65	£	405.90	Hosting
01/11/2017	21078	17/480	Borras Construction	£	71,675.86	£	14,335.17	£	86,011.03	HLF - Invoice 21078
08/11/2017	132280	17/481	TCL Group	£	1,587.50	£	317.50	£	1,905.00	Grass matting and installation - various sites
31/10/2017	121781	17/482	Hydramex Ltd	£	56.00	£	11.20	£	67.20	Consumables
05/11/2017	H1516D0309	17/483	E-on	£	1.78	£	-	£	1.78	Electricity - TH
04/11/2017	N/A	17/484	Allison Moses	£	36.43	£	-	£	36.43	Fireworks/stationery
09/11/2017	1017973	17/485	Brian Sharps	£	54.17	£	10.83	£	65.00	Expenses - vehicles
10/11/2017	351411	17/486	George Browns	£	125.09	£	16.10	£	141.19	Consumables
09/11/2017	Q03024	17/487	BT	£	126.40	£	17.28	£	143.68	Telephone
08/11/2017	4006632	17/488	SNC	£	250.00	£	50.00	£	300.00	Fireworks - commercial bins x 6
09/11/2017	151228	17/489	Hazchem Safety	£	60.11	£	12.02	£	72.13	Cleaning products
10/11/2017	N/A	17/490	B Sharp	£	39.81	£	-	£	39.81	Trailer tyre
07/11/2017	158992432/17	17/491	Total Gas & Power	£	411.83	£	-	£	411.83	Electricity
08/11/2017	8060177634	17/492	Anglian Water	£	67.31	£	-	£	67.31	Unit - water
14/11/2017	1375	17/493	Soundwave Audio	£	354.00	£	70.80	£	424.80	Remembrance event - sound
13/11/2017	LCS002	17/494	Longs Catering Services Ltd	£	128.00	£	-	£	128.00	Remembrance event - refreshments
14/11/2017	2590	17/495	Rainbow Print Media	£	250.00	£	-	£	250.00	Remembrance event - leaflets
31/10/2017	N/A	17/496	Mrs P M Goodger	£	110.00	£	-	£	110.00	Cheque for refund of ERB No 769
Direct Debits										
07/11/2017	158857792/17	DD/NOV/01	Total Gas & Power	£	90.37	£	4.52	£	94.89	Electricity - Town Centre
07/11/2017	158857770/17	DD/NOV/02	Total Gas & Power	£	454.11	£	22.70	£	476.81	Electricity
07/11/2017	158857781/17	DD/NOV/03	Total Gas & Power	£	52.10	£	2.61	£	54.71	Electricity - Unit
12/10/2017	316490	DD/NOV/04	SGW Payroll	£	60.00	£	12.00	£	72.00	Payroll costs - Month 7
14/11/2017	318972	DD/NOV/05	SGW Payroll	£	60.00	£	12.00	£	72.00	Payroll costs - Month 8
				£	118,040.99	£	21,411.94	£	163,743.74	

~~XXXXXXXXXX~~
18/12/17

BRACKLEY TOWN COUNCIL

STAFFING COMMITTEE

Minutes of a Meeting of the Staffing Committee held at 11.00am on Tuesday 7th November 2017, in the Community Room 37 High Street, Brackley.

Present: Councillors: Thompson, Cartmell and Morrell

Officers: Linda Carter and Alison Moses.

304/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs Sharps and E Wiltshire

305/17 DECLARATION OF INTEREST

None

306/17 MINUTES

It was **AGREED** to receive and approve the minutes of the meeting held on 3rd October 2017

307/17 FUTURE RECRUITMENT

The Clerk advised that the post of Venues Marketing Co-ordinator had been advertised already and received an immediate response. It would be on the Council's website by the end of the week. Councillors asked that an e-mail be sent to all current staff inviting them to apply if they so wished.

308/17 EXCLUSION OF PRESS AND PUBLIC

It was proposed that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press was excluded from the meeting during the consideration of the item set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

309/17 CONSIDERATION OF INDIVIDUAL STAFF MEMBERS/ROLES & PERFORMANCE

Members were updated on progress with Staff appraisals and discussed how the changes to the process were 'bedding in'.

Meeting closed at 11.55pm

Chairman: 

Date: 5-12-17

	2017-18 Budget	2018-19 Proposed
101 Payroll		
4002 Salaries	208008	227878
4010 PAYE/NI	19636	21200
4015 Pensions	67473	61513
4025 Payroll Costs	765	1200
101 Net Expenditure	295882	311791
151 General Administration		
4050 Audit Fees	2861	2976
4055 Architect/Legal Fees	5202	5410
4060 Office Equipment	7500	7800
4065 Election Expenses	6763	
4075 Travel	1040	1082
4080 Subscriptions	4682	4869
4085 Insurance/Health & Safety	18000	16000
4090 Stationery	1561	1623
4095 Postage	1873	1948
4100 Telephones	2081	4000
4105 Conferences & Training	5100	2500
4110 Advertising & Publicity	1040	3000
4115 Newsletter	6050	6292
4120 Website	1040	500
Card Pay terminal		500
151 Net Expenditure	64792	58499
201 Depot		
4200 Vehicle Costs	2081	2164
4201 Vehicle Replacement Fund	25000	3000
4210 Rates	9764	10155
4212 Gas	0	0
4214 Electricity	520	650
4216 Water	249	259
Additional Unit Rent	10000	10000
Additional Unit Costs		400
4220 Equipment & Unit Repairs	2611	17250
4225 Fuel	3506	3646
4230 Training	3081	4000
4265 Cleaning	312	325
201 Net Expenditure	57125	51849
251 Town Hall		
4210 Rates	0	5000
4212 Gas	0	1500
4214 Electricity	0	1000
4216 Water	0	600

	2017-18 Budget	2018-19 Proposed
4250 Maintenance/Repairs	0	5000
4255 Internal Decoration	0	0
4265 Cleaning	0	5000
4270 Town Hall Equipment	0	500
4275 Licences	2500	2600
4315 Temp Relocation & storage costs		0
Overhead Expenditure	2500	21200
1100 Miscellaneous		
1250 Lettings		5000
251 Net Expenditure	2500	16200
261 Fire Station		
4055 Architect/Legal Fees	1000	1040
4210 Rates	3000	1800
4214 Electricity	1500	2500
4216 Water	1020	1060
4212 Gas	520	2100
4290 Equipment		500
4250 Maintenance/Repairs	2550	3000
4315 Miscellaneous Expenditure	9700	0
4330 Signs/cleaning	6000	6000
4275 Licences		
Loan repayments	19644	
Overhead Expenditure	44934	18000
Rental		10000
Lettings	8000	8000
261 Net Expenditure	36934	0
271 Market Place		
Rent	12000	12000
4210 Rates	4900	5096
Utilities	500	520
4250 Maintenance & Repair	200	1000
4265 Cleaning		500
271 Net Expenditure	17600	19116
301 Town Centre		
4055 Architect/Legal fees		0
4214 Electricity	1040	1082
4250 Maintenance	260	271
4300 Bus Shelters	520	541

	2017-18 Budget	2018-19 Proposed
4310 Town Centre Equipment	520	541
4315 Miscellaneous Expenditure	520	541
4320 SNC Toilets	5202	5410
4330 Signs	5208	541
4335 Blooming Brackley	4162	4328
4340 Market Expenses	520	541
4305 War Memorial	520	541
Christmas Lights	20000	20800
Overhead Expenditure	38473	35137
1300 Fair Rights	2900	3000
1305 Market Rents	3000	3120
1310 Electricity Recharge	360	380
301 Net Expenditure	32213	28637
351 Parks & Open Spaces		
4055 Architect/Legal Fees		
4330 Signs	1061	3000
4350 Open Space Equipment/Repairs	20404	15000
4355 Play Equipment Inspect/Safety	2123	2208
4375 St James' Lake	2805	2917
4380 Fence Repairs	530	552
4385 Litter/Dog clearance	19686	10000
4390 Open Spaces Rents	104	108
4395 Ditches, Hedges & Trees	15606	15000
4400 Grass Cutting	72000	100000
4410 Footway lighting	1561	1500
Purchase of Waste Bins		
Overhead Expenditure	135879	150285
1100 Angling Club	1800	1800
1355 Recharge for Services	1061	1103
1365 Allotments	120	120
351 Net Expenditure	132898	147261
401 Cemetery		
4210 Rates	676	703
4210 Water	260	271
4216 Miscellaneous Expenditure	260	271
4250 Maintenance/Repairs	0	
4315 Transfer of Allotments		0
4220 Maintenance & Equipment	2081	2164

		2017-18 Budget	2018-19 Proposed
	Overhead Expenditure	3277	3408
	1400 Burials	9884	12000
	Bench Sales		0
	Memorials	3121	3246
	401 Net Expenditure	-9728	-11838
451 Grants & Donatio	4450 s137 Grants	3000	3000
	4455 Other Grants	9000	10000
	4460 Youth Council	1000	1000
	Overhead Expenditure	13000	14000
	1450 Grants Received	0	
	Donations Received	0	
	451 Net Expenditure	13000	14000
501 Civic	4500 Mayor's Allowance	3500	3640
	4505 Civic Functions	3277	3408
	4510 Civic Expenses	1457	2000
	4520 Deputy Mayor's Allowance	350	364
	4525 Civic Regalia Maintenance	500	1000
	Overhead Expenditure	9084	10412
	501 Net Expenditure	9084	10412
601 Events	Events Expenditure		10500
	Events Income		0
	601 Net Expenditure		10500
701 Egerton Hall	4210 Rates		1000
	Utilities		1000
	4250 Maintenance & Repair		500
	4265 Cleaning		500
	4275 Licences		500
	Overhead expenditure		3500
	1250 Lettings		1000
	1100 Miscellaneous Income		200
	701 Net Expenditure		2300

	2017-18 Budget	2018-19 Proposed
Budgeted Expenditure	672819	707697
Budgeted Income	30246	48969
Budget deficit	642573	658728
Precept Requirement	£589,700	£658,728
Surplus/deficit	52873	0
Band D assuming taxbase of 5245.9 properties	£120.42	£125.57
Percentage increase		4.28%



**ISSUES ARISING REPORT FOR
Brackley Town Council
Audit for the year ended 31 March 2017**



BDO

Introduction

The following matters have been raised to draw items to the attention of Brackley Town Council. These matters came to the attention of BDO LLP during the review of the annual return for the year ended 31 March 2017. This report must be presented to a full meeting of the smaller authority for review.

The review of the annual return may not disclose all shortcomings of the systems as some matters may not have come to the attention of the auditor. For this reason, the matters raised may not be the only ones that exist.

The matters listed below are explained in further detail on the page(s) that follow;

- Budget Monitoring
 - Risk Assessment - approved at a sub committee
 - Amendments to annual return
-

The following issues have been raised as we have detected issues with the governance arrangements of the smaller authority. It is recommended that the smaller authority consider these matters and decide what action to take to improve the governance arrangements as soon as possible.

Budget Monitoring

What is the issue?

The smaller authority undertook adequate budget monitoring during the year, however the smaller authority did not minute, as evidence, that this review had been done.

Why has this issue been raised?

Although the spending and receipt of public money was monitored, the smaller authority was exposed to criticism due to the lack of evidence of budget monitoring.

What do we recommend you do?

The smaller authority must regularly review, and ensure this review, of the actual income and expenditure against the budgeted income and expenditure is minuted. The smaller authority should monitor the budget at least quarterly or more frequently if required.

This is an essential internal control and a key aspect of the financial management of the smaller authority. Minutes must clearly record the decisions of the smaller authority as they are the lawful record of the events of its meetings. The amount of budget monitoring undertaken during the year will depend upon the size of the smaller authority and the complexity of its finances.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners' Guide, NALC/SLCC

Risk Assessment - approved at a sub committee

What is the issue?

The smaller authority has minuted its review of the internal controls which include a review of the risk assessment during the year at a sub committee of the full smaller authority.

Why has this issue been raised?

The Accounts and Audit Regulations 2015, require the approval of a risk assessment at a full meeting and not at a sub committee of the smaller authority. Although the minutes of the sub committee were reviewed by the full smaller authority, it did not minute its acceptance of the risk assessment.

What do we recommend you do?

The smaller authority must ensure in future years that the risk assessment is reviewed by a full meeting and not a sub committee.

Further guidance on this matter can be obtained from the following source(s):

The Accounts and Audit Regulations 2015

Amendments to annual return*What is the issue?*

The annual return had to be returned for amendment.

Why has this issue been raised?

The annual return as submitted had not been prepared in accordance with legislation or proper practices and required amendment.

What do we recommend you do?

The smaller authority should ensure that the annual return is fully and correctly prepared in future years.

Further guidance on this matter can be obtained from the following source(s):

Governance and Accountability in Local Councils in England - A Practitioners Guide, NALC/SLCC

No other matters came to our attention.

For and on behalf of
BDO LLP

Date: 18 December 2017
