

BRACKLEY TOWN COUNCIL
Town Hall, Brackley, Northants, NN13 7AB
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on Monday **20th June 2016** in the Upper Hall, Town Hall, Brackley, following the Meeting of the Direct Responsibilities and General Purposes Committee

Dated: 15th June 2016



Town Clerk

MEMBERS OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

104/16 APOLOGIES FOR ABSENCE

105/16 DECLARATIONS OF INTEREST

Members are asked to declare any disclosable pecuniary interests in item on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011 and the Brackley Town Council Code of Conduct.

106/16 PUBLIC PARTICIPATION

This section of the meeting gives members of the public who are present an opportunity to speak. You may speak on any item which appears on the agenda for this evening's meeting.

Please state your name and address before asking your question

107/16 APPROVAL OF MINUTES

Members are asked to receive and approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 23rd May 2016.

108/16 MEMBERS REPORTS

109/16 FINANCE REPORTS

To receive for approval:

- 1) List of Accounts 3 in the sum of £138,372.24

110/16 MATTERS FOR DISCUSSION OR INFORMATION

FINANCE AND POLICY COMMITTEE

Minutes of a Meeting of the **Finance and Policy Committee** held on Monday 23 May 2016, in the Upper Hall, Town Hall, Brackley.

Present: Councillors Bagot-Webb, Baker, Barrie, Broomfield, Butler, Cartmell, Morrell, Ross, Thompson, Waldron & P Wiltshire.

Officers: Finance & Development Officer (Alison Moses) and Communications Support Officer (Stephanie Lloyd-Berry)

In Attendance: Councillors Stimpson & E Wiltshire.

50/16 APOLOGIES FOR ABSENCE

Apologies were received and accepted from: Councillor Rawlinson.

51/16 ELECTION OF CHAIR

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

Councillor Cartmell be elected Chairman of the Finance & Policy Committee for 2016/2017.

52/16 ELECTION OF VICE CHAIR

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

Councillor Ross be elected Vice Chairman of the Finance & Policy Committee for 2016/2017.

53/16 DECLARATIONS OF INTEREST

Cllr Baker – 2016/004

Cllr Waldron – 2016/013

54/16 PUBLIC PARTICIPATION

None.

55/16 APPROVAL OF MINUTES

On the proposition of Councillor Broomfield, it was **RESOLVED** to:

Receive and approve the Minutes of the previous meeting held on 18 April 2016.

56/16 MEMBERS REPORTS

None.

57/16 FINANCE REPORTS

1. On the proposition of Cllr Butler, it was **RESOLVED** to:

Accept the List of Accounts 2 in the sum of £318,585.51.

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

Accept and approve Year End Budget report showing turn-out.

3. It was **RESOLVED** by all Councillors to:

Accept Bank reconciliation for 31 March 2016.

58/16 REPORT FOR FIRE STATION DEVELOPMENT SUB COMMITTEE

The fifth report from the Fire Station Sub Committee regarding progress with the construction project was circulated to Members in advance of this meeting, along with the updated spread-sheet.

Cllr Cartmell reported that the building had now been handed over to BTC by Contractors. One more meeting of the Fire Station Development Sub Committee is scheduled for June 2016.

Asked if a thorough risk assessment had been undertaken, the Clerk reported that this has yet to be done. Councillors raised several concerns relating to Health and Safety matters, which will be actioned by Officers.

Minutes of the fifth report from the Fire Station Development Sub Committee were received.

59/16 RECOMMENDATIONS FROM THE FIRE STATION DEVELOPMENT SUB COMMITTEE

On the proposition of Cllr Broomfield, it was **RESOLVED** that, in accordance with Section 1 (2) of the Public Bodies (Admission to Meeting) 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

1) Commercial Lease

The Fire Station Development Sub Committee, at its meeting on 12 May 2016 considered proposals for the lease of the commercial section of the Old Fire Station. Following presentation from one of the proposers, who had attended the meeting, and careful consideration, the Sub Committee **RECOMMENDED** the proposal (as circulated) to the Finance and Policy Committee. The FSDSC also asked for an additional financial proposal to be provided for this meeting, which the proposers have provided.

After discussion, it was **AGREED** to proceed cautiously and request further financial assurances from the proposers before bringing the matter before Council on 6th June for a decision.

Cllr Ross then proposed that the confidential session be brought to a close.

2.) Day rate for hire of Community Space

Members had agreed that the hire rate, equivalent to the current rates for the Lower Town Hall would be applied to the Fire Station in the first instance.

An enquiry had been received for the hire of the Fire Station by local artists as part of the South Northants Art Trail in October. Even allowing for the resident rate, two days hire would cost a considerable amount. As this is part of a public event which generates little direct income for the artists, Councillors were asked to consider whether it might apply a 'one off' rate for this event.

After discussion and on the proposition of Cllr Ross, it was **RESOLVED** that:

A charge equating to 50% of the normal residents concessionary rate be offered for this booking (£132.00).

Cllr Baker abstained from the voting.

60/16 PENSIONS

Members were advised that all parish and town councils have new duties under the Pension Act 2008, which includes auto-enrolment. As the Town Council is a member of the Local Government Pension Scheme, there is no requirement to find alternative pension arrangements for staff. The Council's staging date is October 2016 and, to ensure that the Council would be fully compliant, the payroll provider had been authorised to make all the necessary submission and arrangements with HMRC on the Council's behalf.

All members of staff were currently enrolled in the pension scheme, with the exception of the Activity Planner and it was proposed that she be admitted to the scheme on 1st June 2016.

Members were reminded that although the salary and on costs for the Activity Planner were included in the HLF bid, they were employed by Brackley Town Council.

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

The Activity Planner be enrolled in to the Pension Scheme provided to all Council Staff from 1st June 2016.

61/16 RECOMMENDATIONS FROM THE PLANNING & GENERAL WORKS COMMITTEE

The Planning and General Works Committee asked that the committee considers the outcome of its discussion regarding parking measures for Waynflete Avenue and makes any necessary budget provision.

Cllr Broomfield would fund 50% of the costs from his County Council Community Fund. Members thanked Cllr Broomfield for this and on the proposition of Cllr Ross, it was **RESOLVED** to:

Finance the remainder of total cost of £972.95 plus VAT (£486.47) from Miscellaneous/Street Furniture Budget.

62/16 MATTERS FOR DISCUSSION OR INFORMATION

None

Meeting closed at: 9.15pm

Chairman

Date

Authorise Payments - June 2016

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Payments made between meetings							
05/04/2016	21/09/8755	2016/049	AGU Treecraft Ltd	£ 585.00	£ 117.00	£ 702.00	Brackley Park - Elm x 4
27/05/2016	0	2016/050	L Carter	£ 168.15	-	£ 168.15	Expenses
11/05/2016	303782262	2016/051	SNC	£ 407.00	-	£ 407.00	Rates - 2 The Sidings
Salary/Tax & NI/Pension							
25/06/2016	-	2016/June01	Salaries	£ 11,806.82	-	£ 11,806.82	Salary
25/06/2016	-	2016/June02	Tax & NI	£ 4,386.77	-	£ 4,386.77	Tax & NI
25/06/2016	-	2016/June03	Pension	£ 4,361.21	-	£ 4,361.21	Pension
On-line payments							
31/03/2015	0	2016/052	GSS architecture	£ 4,560.29	£ 912.06	£ 5,472.35	OFS
08/04/2016	104365	2016/053	Hazchem Safety	£ 157.80	£ 31.56	£ 189.36	No Dog Signs
29/04/2016	149983	2016/054	TBS Hygiene Ltd	£ 715.50	£ 143.10	£ 858.60	Dog Waste collection
01/05/2016	0	2016/055	BT	£ 211.08	-	£ 211.08	Telephone - Town Hall
12/05/2016	4000394	2016/056	SNC	£ 4,000.00	-	£ 4,000.00	Brackley Toilet Contribution
13/05/2016	4000543	2016/057	SNC	£ 760.00	-	£ 760.00	Commercial Bins
13/05/2016	4000406	2016/058	SNC	£ 60.94	-	£ 60.94	OP2 Rent
21/05/2016	A4497	2016/059	Auditing Solutions Ltd	£ 410.00	£ 82.00	£ 492.00	Internal Audit Services
05/05/2016	0	2016/060	BT	£ 81.60	£ 16.32	£ 97.92	Telephone - 9 Market Place
26/05/2016	5767	2016/061	NCALC	£ 102.00	-	£ 102.00	Training - Finance for Councillors
26/05/2016	0	2016/062	Mark Morrell	£ 11.70	-	£ 11.70	Expenses
26/05/2016	0	2016/063	Basil Wyatt & Sons Ltd	£ 2,440.00	£ 488.00	£ 2,928.00	Intrusive Survey
27/05/2016	0	2016/064	GSS architecture	£ 2,356.79	£ 471.36	£ 2,828.15	OFS
27/05/2016	0	2016/065	Parish Online	£ 196.00	£ 39.20	£ 235.20	Parish Online Annual Subscription
27/05/2016	2705001	2016/066	AGU Treecraft Ltd	£ 345.00	£ 69.00	£ 414.00	Blenheim Croft - Ash x1
27/05/2016	9725	2016/067	PRS for Music	£ 282.69	£ 56.54	£ 339.23	Music Licence
29/05/2016	180	2016/068	Dixon House Maintenance	£ 30.00	-	£ 30.00	Repairs - 9 Market Place
31/05/2016	2098857	2016/069	FuelGenie	£ 100.58	£ 20.11	£ 120.69	Fuel - May
31/05/2016	105703	2016/070	Hydramex Ltd	£ 856.00	£ 2.80	£ 856.00	Consumables - unit
31/05/2016	13712	2016/071	MP Printers	£ 107.48	-	£ 107.48	Town Talk - Printing
31/05/2016	080616TC	2016/072	Merlin Cookware	£ 249.00	£ 49.80	£ 298.80	Hoover & Hot Water Dispenser
01/06/2016	02520p	2016/073	Rainbowprintmedia	£ 36,737.00	£ 7,347.40	£ 44,084.40	Town Talk - Artwork
01/06/2016	6584	2016/074	Haverstock	£ 14.45	-	£ 14.45	Brackley Town Hall - HLF
03/06/2016	0	2016/075	L Carter	£ 14.45	-	£ 14.45	Bunting
06/06/2016	293813	2016/076	NCC	£ 972.95	£ 194.59	£ 1,167.54	Dragons Teeth posts - Waynflete Ave
06/06/2016	3	2016/077	K Hunter	£ 350.00	-	£ 350.00	Town Talk - Delivery
25/06/1904	1638	2016/078	Art Contracts	£ 36,947.87	£ 7,389.57	£ 44,337.44	OFS
11/06/2016	9040	2016/079	Microshade	£ 191.96	£ 38.39	£ 230.35	Hosting
30/06/2016	6630129436	2016/080	Lyreco	£ 28.88	£ 5.78	£ 34.66	Stationery
08/06/2016	730239	2016/081	Wicksteed	£ 1,066.80	£ 213.36	£ 1,280.16	Gate - Brackley Park
30/05/2016	9000492	2016/082	FireRisk Pro	£ 295.00	£ 59.00	£ 354.00	OFS - Fire Risk Assessment
29/05/2016	1817	2016/083	Complete Weed Control	£ 535.00	£ 107.00	£ 642.00	Giant Hogweed treatment
31/05/2016	119508	2016/084	RVS	£ 185.48	£ 37.10	£ 222.58	Photocopier hire
31/05/2016	206	2016/085	Ingham Pinnock Associates	£ 2,500.00	£ 500.00	£ 3,000.00	Town Hall - Development phase
Direct Debit							
01/06/2016	0	2016/082	SGW Payroll	£ 34.00	£ 6.80	£ 40.80	Month 3
01/06/2016	0	2016/083	Utility Warehouse	£ 17.58	£ 3.52	£ 21.10	Mobile phones - May
01/06/2016	0	2016/084	BT	£ 115.00	£ 23.00	£ 138.00	Internet - Town Hall
01/06/2016	0	2016/085	E-on	£ 10.78	£ 0.54	£ 11.32	Electricity - Unit 1
01/06/2016	0	2016/086	E-on	£ 24.96	£ 1.25	£ 26.21	Electricity - Town Centre
01/06/2016	0	2016/087	E-on	£ 129.15	£ 25.83	£ 154.98	Electricity - Town Hall
				£ 119,920.26	£ 18,451.98	£ 138,372.24	

Authorise Payments - May 2016

Invoice Date	Invoice No	Our Ref Number	Supplier Name	Net Value	VAT	Invoice Total	Analysis Description
Payments made between meetings							
01/04/2016	1054/1055	2016/001	SNVB	£ 3,000.00	£ -	£ 3,000.00	BTC contribution
27/02/2016	149896	2016/002	Harrisons Jewellers Ltd	£ 166.67	£ 33.33	£ 200.00	Mayors Past Jewel
-	-	2016/003	xxxxx	£ -	£ -	£ -	-
27/04/2016	0	2016/004	F Baker	£ 178.00	£ -	£ 178.00	Deputy Mayors Allowance
27/04/2016	5645932	2016/005	Chubb	£ 421.23	£ 84.24	£ 505.47	Alarms - Town Hall
27/04/2016	0	2016/006	Hummingbirds	£ 100.00	£ -	£ 100.00	Deposit - Mayor Making
27/04/2016	0	2016/007	L Carter	£ 20.00	£ -	£ 20.00	Expenses - pettion
27/04/2016	0	2016/008	S Munday-Webb	£ 71.24	£ -	£ 71.24	Expenses - website/travel
27/04/2016	0	2016/009	M Banner	£ 39.99	£ -	£ 39.99	Expenses - grass seed
27/04/2016	0	2016/010	A Moses	£ 30.00	£ -	£ 30.00	Expenses - Robe dry cleaning
22/04/2016	0	2016/011	N Wiles	£ 906.50	£ -	£ 906.50	Civic Ball 2016 - Bar
05/05/2016	1631	2016/012	Art Contracts	£ 131,724.67	£ 26,344.93	£ 158,069.60	DFS - Build
Salary/Tax & NI/Pension							
25/05/2016	-	2016/may01	Salaries	£ 11,683.75	£ -	£ 11,683.75	Salary
25/05/2016	-	2016/may02	Tax & NI	£ 4,285.77	£ -	£ 4,285.77	Tax & NI
25/05/2016	-	2016/may03	Pension	£ 4,295.49	£ -	£ 4,295.49	Pension
On-line payments							
17/05/2016	0	2016/013	Cilr C Waldron	£ 14.85	£ -	£ 14.85	Expenses - Travel
17/05/2016	70516	2016/014	Hummingbirds	£ 524.00	£ -	£ 524.00	Mayor Making
12/05/2016	119920	2016/015	SLCC	£ 48.00	£ 9.60	£ 57.60	Leadership in Action - L Carter
16/05/2016	0	2016/016	S Munday-Webb	£ 5.99	£ -	£ 5.99	Expenses - Refreshments - Volunteers
11/05/2016	8971	2016/017	Microshade	£ 193.96	£ 38.79	£ 232.75	Cloud hosting
30/04/2016	11990	2016/018	Maylarch	£ 1,500.00	£ 300.00	£ 1,800.00	Asbestos survey - Town Hall
05/05/2016	505002	2016/019	AGU Treecraft Limited	£ 1,710.00	£ 342.00	£ 2,052.00	Treeworks - 12 Winston Crescent
03/05/2016	2062956	2016/020	FuelGenie	£ 164.38	£ 32.88	£ 197.26	Fuel - April
05/05/2016	0	2016/021	Neopost	£ 100.00	£ -	£ 100.00	Postage top up
30/04/2016	0	2016/022	Gill Judd	£ 279.00	£ -	£ 279.00	Civic Ball 2016 - Table cloths
28/04/2016	160418	2016/023	NIC	£ 260.00	£ -	£ 260.00	Window cleaning - Town Hall
04/05/2016	3365	2016/024	Hewitts Tyres	£ 320.00	£ 64.00	£ 384.00	Tyres & fitting - Tractor
30/04/2016	203	2016/025	Ingham Pinnock Associates	£ 2,500.00	£ 500.00	£ 3,000.00	Delivery Phase - Town Hall
29/04/2016	0	2016/026	Great Central Big Band	£ 150.00	£ -	£ 150.00	Donation from Mayors Chairty - refund from Mayors Charity
28/04/2016	0	2016/027	Nordoff Robbins (Brackley Rock Choir)	£ 100.00	£ -	£ 100.00	Donation from Mayors Chairty - refund from Mayors Charity
26/04/2016	0	2016/028	David Upstone	£ 246.23	£ -	£ 246.23	Utilities - 9 Market Place
30/04/2016	6630128433	2016/029	Lyreco	£ 153.91	£ 30.78	£ 184.69	PPE - M Banner
29/04/2016	10561	2016/030	GSS architecture	£ 4,560.28	£ 912.06	£ 5,472.34	OFS - Professional services
12/04/2016	104535	2016/031	Hazchem Safety	£ 71.25	£ 14.25	£ 85.50	Refuse sacks
18/04/2016	Q003 Y&	2016/032	BT	£ 175.90	£ 35.18	£ 211.08	Telephones - Town Hall
11/04/2016	0	2016/033	Anglian water	£ 189.26	£ -	£ 189.26	Water - Town Hall
14/04/2016	5757155	2016/034	Chubb	£ 113.25	£ 22.65	£ 135.90	Additional works on alarms - Town Hall
26/04/2016	0	2016/035	Richard Horth	£ 135.87	£ -	£ 135.87	Insurance contribution - 9 Market Place
17/04/2016	154	2016/036	Kevin Dixon	£ 40.00	£ -	£ 40.00	Repair to ladies toilet - Town Hall
21/04/2016	149939	2016/037	TBS Hygiene Ltd	£ 572.40	£ 114.48	£ 686.88	Dog Waste collection
25/04/2016	6562	2016/038	Haverstock	£ 97,469.00	£ 19,493.80	£ 116,962.80	Design - Town Hall Development
21/04/2016	1008	2016/039	Soundwave Audio Limited	£ 120.00	£ 24.00	£ 144.00	Civic Ball 2016
25/04/2016	5599	2016/040	Limes Farm	£ 487.50	£ 97.50	£ 585.00	Civic Ball 2016
15/04/2016	0	2016/041	Robert D Bowerman	£ 41.66	£ -	£ 41.66	Parking
29/05/2016	4403174256	2016/042	PEAC	£ 339.00	£ 67.80	£ 406.80	Photocopier rental
Direct Debit							
01/05/2016	0	2016/043	SGW Payroll	£ 34.00	£ 6.80	£ 40.80	Month 2
01/05/2016	0	2016/044	Utility Warehouse	£ 17.34	£ 3.47	£ 20.81	Mobile phones - April
01/05/2016	0	2016/045	E-on	£ 51.57	£ 2.58	£ 54.15	Electricity - Town Hall
01/05/2016	0	2016/046	E-on	£ 20.61	£ 1.03	£ 21.64	Electricity - Unit 1
01/05/2016	0	2016/047	E-on	£ 243.68	£ 48.74	£ 292.42	Electricity - Town Hall
01/05/2016	0	2016/048	BT	£ 70.35	£ 14.07	£ 84.42	Telephones
				£ 269,946.55	£ 48,638.96	£ 318,585.51	