

BRACKLEY TOWN COUNCIL
20 High Street, Brackley, Northants, NN13 7DS
Telephone: (01280) 702441
www.brackleynorthants-tc.gov.uk
town.clerk@brackleynorthants-tc.gov.uk

To: Cllrs Baker, Bagot-Webb, Cartmell, Nash, Ross, Sharps, Stimpson, Thompson (ex-officio), Tiller, Waldron and P Wiltshire

You are hereby summoned to attend a Meeting of the **Finance and Policy Committee** to be held on **Monday 18 January 2021**, following on from Direct Responsibilities via Zoom following the Direct Responsibilities Meeting.

Join Zoom Meeting

<https://zoom.us/j/91040759507?pwd=T1Vta2U0SUJSZTIFLzh6K2YveWdxQT09>

Meeting ID: 910 4075 9507

Passcode: 603307

Residents are very welcome to ask questions or speak to Councillors at the start of the meeting in the usual way. Please email town.clerk@brackleynorthants-tc.gov.uk if you require further assistance.

13 January 2021



Town Clerk

AGENDA

Members of the press and public are invited to attend

387/20 Apologies for absence

Members are asked to receive and approve apologies.

388/20 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.

389/20 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. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 3 minutes. Members of the public should address their representations through the Chairman of the meeting.

390/20 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 21 December 2020.

391/20 Finance reports

To receive for approval:

- a) List of Accounts for December in the sum of £81,750.30
- b) Reconciliation Sheet for December 2020
- c) Balance Sheet for December 2020

392/20 Direct Debits

To agree to move Egerton Hall, the Town Hall and Unit 2 onto Direct Debit payments for utilities.

393/20 S/2020/1899/FUL Land Covenant

To discuss the land covenant on the above planning application and agree a way forward.

394/20 Town Centre Toilets

To agree permission for the Town Clerk to apply for funding from the Brackley Town Fund for the refurbishment program of the Town Centre toilets.

395/20 Local Council Award Scheme - Attached

To agree to progress the Local Council Award Scheme Quality Gold and agree the associated registration and accreditation fees of £250.

396/20 Matters for discussion or information

397/20 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.

398/20 Old Fire Station Café

The Town Clerk will give a verbal update on the OFS and members instruction is requested.

399/20 M on the Square

The Town Clerk will give a verbal update on M on the Square and members instruction is requested.

Minutes of the **Finance and Policy Committee** held on **Monday 21 December 2020**, following on from Direct Responsibilities via Zoom following the Direct Responsibilities Meeting.

Present: Cllrs Bagot-Webb, Cartmell, Nash, Ross, Sharps, Thompson (ex-officio), Tiller, Waldron and P Wiltshire

Officers: Town Clerk (A Moses) and Deputy Town Clerk (K Hale)

339/20 Apologies for absence

Apologies were received and accepted from Cllrs Baker, Ross and Stimpson.

340/20 Declarations of interest

None.

341/20 Public participation

None.

342/20 Approval of minutes

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

approve the minutes of the previous meeting of the Finance and Policy Committee held on Monday 16 November 2020.

343/20 Finance reports

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

receive for approval:

- a) List of Accounts for November in the sum of £41,491.92
- b) Reconciliation Sheet for November 2020
- c) Balance Sheet for November 2020

344/20 Draft budget for consultation

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

to approve the draft budget in order that members of the public can be consulted via the website. Results of the consultation will be tabled at the Full Council in January for approval.

345/20 Grants

Membership of the Grants Panel, which will meet in March 2021 will be Cllrs Thompson, Tiller, Cartmell, Sharps and P Wiltshire with E Wiltshire as substitute. This Task and Finish group will meet during the day.

346/20 Investment Strategy

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

adopt the Investment Strategy and the procedures identified within in and act as a basis for a future strategy that has more detail.

347/20 Review and approve the following policy

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

to approve the Risk Management Policy

348/20 Matters for discussion or information

None.

349/20 Exclusion of Press and Public

On the proposition of Cllr Bagot-Webb, 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.

350/20 Old Fire Station

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

Continue with the current arrangements and review it monthly.

Meeting closed at 20:48

Signed:

Dated:

Purchase Ledger for Month No 10

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
16/12/2020	20699	560	BLUEWIRE HUB LTD	BLU99001	755.00	0.00	755.00	4120	151	755.00	3D tours THEH & OFS
17/12/2020	000040516	DDJANO1	SGW	SGW	66.00	13.20	79.20	4025	101	66.00	Payroll Cost Month 9
18/12/2020	561	561	BRACKLEY COBBLERS	COB99001	15.00	0.00	15.00	4270	251	15.00	Keys Cutting for TH
18/12/2020	5065	562	RIO WORKWEAR	RIO99001	128.40	25.68	154.08	4270	201	128.40	12 x T-shirt & 2 x Trousers
25/12/2020	563	563	BRACKLEY	BTC	20,226.72	0.00	20,226.72	4000	101	10,808.78	Staff Salary - Office
25/12/2020	564	564	HMRC	HMRC	7,311.02	0.00	7,311.02	4002	101	9,417.94	Staff Salary - Ground
25/12/2020	565	565	NCC	NCC001	7,460.01	0.00	7,460.01	4010	101	4,089.44	Tax & NI - Office
								4020	101	3,221.58	Tax & NI - Grounds
21/12/2020	58488824	566	ZOOM	ZOO99001	11.99	2.40	14.39	4080	151	11.99	Zoom Meetings
11/01/2021	13955	567	MICROSHADE	MIC99001	556.40	111.28	667.68	4060	151	556.40	Citrix hosting Fee
05/01/2021	136057	568	RT MAC	RTMA0001	585.20	117.04	702.24	4251	201	585.20	Hedge Trimmer & Battery
24/12/2020	301134	569	GEORGE	GEO99002	70.09	14.02	84.11	4251	201	70.09	Strimmer spares - springs & Ho
24/12/2020	301133	570	GEORGE	GEO99002	13.85	2.77	16.62	4251	201	13.85	Paint
24/12/2020	301132	571	GEORGE	GEO99002	1,170.75	223.00	1,393.75	4251	201	1,170.75	Clearing Saw & Chain Saw
28/12/2020	M028 16	572	BT	BRI99001	101.67	20.33	122.00	4100	251	101.67	Broadband TH 01/12 - 31/12/202
04/01/2021	988421807	DDJAN02	GAS	BRI99003	171.96	8.59	180.55	4214	281	171.96	Electric 02/12/20 - 01/01/21
31/12/2020	158482	573	HYDRAMEX	HYD001	82.08	16.42	98.50	4200	201	82.08	Oils and workshop spares
21/12/2020	69876	574	WOODBERRY	WOO99001	854.50	170.90	1,025.40	4315	151	854.50	Memorial Bench - Recharge
14/12/2020	25028	575	TEXPREP	TEX	76.00	15.20	91.20	4510	501	76.00	Christmas Cards
30/09/2018	68201657	576	PHS	PHS	125.13	25.03	150.16	4265	261	125.13	Waste Collec 01/01/18-30/09/18
24/12/2020	10495	577	HEALTH	HEA99001	494.17	98.83	593.00	4265	261	494.17	Cleaning Public Toilets OFS
10/12/2020	578	578	BOWERMAN	BOW99001	41.66	0.00	41.66	4218	151	41.66	2 x parking spaces hire
22/12/2020	079974	579	CLEAN MACHINE DIRECT	CLE99002	18.65	3.73	22.38	4265	201	18.65	Toilet Descaler
13/12/2020	122990231	580	AMAZON	AMA99001	20.37	4.08	24.45	4265	201	20.37	10L Pro Cleaner Foam
13/12/2020	644766635	581	AMAZON	AMA99001	7.89	1.58	9.47	4200	201	7.89	Car & Truck Fuses
10/12/2020	IN1261311	582	LSENGINEERS	LSE99001	18.05	3.61	21.66	4251	201	18.05	Guide Bar with Nose Wheel

Purchase Ledger for Month No 10

Order by Invoices Entered

										Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description		
13/12/2020	1378417484	583	AMAZON	AMA99001	8.04	1.61	9.65	4200	201	8.04	Bike Pump		
14/12/2020	584	584	HM LAND REGISTRY	HML99001	3.00	0.00	3.00	4315	151	3.00	Land Registry Search		
14/12/2020	585	585	HM LAND REGISTRY	HML99001	3.00	0.00	3.00	4315	151	3.00	Land Registry Search		
13/01/2020	79880832	DDJAN03	O2	O299001	136.05	27.21	163.26	4100	151	136.05	Mobile Phones Charge		
11/01/2021	4019632	586	SNC	SNC	60.94	0.00	60.94	1360	351	60.94	OP2 Rent		
21/12/2020	84734	587	COUNTY ARCHITECTRL	COU99001	74.56	14.91	89.47	4270	251	74.56	Modular Deadlock Case TH		
04/01/2021	5130448	588	FUEL GENIE	FUEL	185.03	37.01	222.04	4225	201	185.03	Fuel - December		
17/12/2020	102506	589	E-ON	EON	83.37	16.67	100.04	4214	301	83.37	Electric High Street		
02/12/2020	976515147	DDJAN04	GAS	BRI99003	53.28	10.66	63.94	4214	281	53.28	Electric 20 Street 02/11-01/01		
23/12/2020	3530AHE266	590	TRAVIS	TPT	170.80	34.16	204.96	4350	351	170.80	Sand & Bags Leisure Centre		
01/01/2021	0619	591	ALPINE	ALP99001	768.00	153.60	921.60	4265	701	384.00	Cleaning Egerton Hall		
								4265	251	256.00	Cleaning Town Hall		
01/01/2021	10596955	592	ALTERNATIVE	ALT99001	50.10	10.02	60.12	4100	251	128.00	Cleaning 20 High Street		
06/01/2021	227702788/21	593	TGP	TOT99001	796.12	159.22	955.34	4214	251	50.10	Town Hall - Alarm Lines		
07/01/2021	227837791/21	DDJAN05	TGP	TOT99001	847.87	169.57	1,017.44	4212	251	796.12	Electric TH Decebmer 2020		
06/01/2021	119044921A	594	AMAZON	AMA99001	17.01	3.39	20.40	4200	201	847.87	Gas TH 30/11/2020 - 31/12/2020		
06/01/2021	7234457	595	AMAZON	AMA99001	13.53	2.71	16.24	4270	261	17.01	Internal Mirror Mule/Tractor		
06/01/2021	874610205	596	AMAZON	AMA99001	10.97	2.19	13.16	4251	201	13.53	Key Safe Toilets OFS		
07/01/2021	2907	597	2COMMUE	2COMM	925.00	185.00	1,110.00	4120	151	10.97	100xCable Ties for storage		
02/01/2021	H195538864	598	E-ON	EON	261.32	13.07	274.39	4214	301	925.00	Annual Website License		
10/01/2021	228557840/21	DDJAN06	TGP	TOT99001	349.63	69.92	419.55	4214	261	261.32	Street Lighting 01/10-31/12/20		
10/01/2021	228557851/21	DDJAN07	TGP	TOT99001	22.77	1.14	23.91	4214	201	349.63	Electric OFS December 2020		
10/01/2021	228685957/21	599	TGP	TOT99001	444.23	88.84	533.07	4214	701	22.77	Electric Unit 1 December 2020		
10/01/2021	228685946/21	600	TGP	TOT99001	68.46	6.42	74.88	4214	201	444.23	Electric EH December 2020		
01/12/2020	AUB8633	601	AUBERGINE	AUB99001	499.00	99.80	598.80	4120	151	68.46	Electric Unit 2 04/12-03/01/21		
12/01/2021	602	602	STAFF	STAFF	55.50	0.00	55.50	4500	501	499.00	TH Website Ann.Hosting Fee		
11/01/2021	1158395953	603	AMAZON	AMA99001	2.49	0.50	2.99	4200	201	55.50	Mayors Allowance		
25/01/2021	604	604	BRACKLEY	BTC	20,283.99	0.00	20,283.99	4000	101	2.49	Universal 3v Batteries		
										10,812.25	BTC Salary Office-January		

Purchase Ledger for Month No 10

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description		
								A/C	Centre	Amount			
25/01/2021	605	605	HMRC	HMRC	6,823.58	0.00	6,823.58	4002	101	9,471.74	BTC Salary Ground-January		
25/01/2021	606	606	NCC	NCC001	6,364.79	0.00	6,364.79	4010	101	6,823.58	Tax & NI		
								4015	101	3,685.51	Pension - Office		
								4030	101	2,679.28	Pension - Ground		
TOTAL INVOICES										79,764.99			
										81,750.30			
VAT ANALYSISCODE F @ 5.00%										524.51		29.22	553.73
VAT ANALYSISCODE S @ 20.00%										9,836.27		1,956.09	11,792.36
VAT ANALYSISCODE Z @ 0.00%										69,404.21		0.00	69,404.21
TOTALS										79,764.99		1,985.31	81,750.30

**Bank Reconciliation Statement as at 31/12/2020
for Cashbook 1 - Current Bank Accounts**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account - 00059916	31/12/2020	20	424,306.79
Treasurers Account - 26055660	31/12/2020	2	3,000.00
Capital Account - 25225068	31/12/2020	16	1,041,604.55
Deposit Account - 00228866	31/12/2020	27	201,234.43
			<u>1,670,145.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
23/12/2020 dddec08 Lloyds bank		10.55	
			<u>10.55</u>
			1,670,135.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,670,135.22
		Balance per Cash Book is :-	1,670,135.22
		Difference is :-	0.00

05/01/2021

Brackley Town Council

15:05

Balance Sheet as at 31/12/2020

31st March 2019

30th April 2020

Current Assets			
2,053	Debtors	2,795	
26,798	VAT Control A/c	12,453	
1,366,409	Current Bank Accounts	1,670,135	
0	Creditors	35,219	
<u>1,395,260</u>			<u>1,720,603</u>
1,395,260	Total Assets		1,720,603
Current Liabilities			
50,033	Creditors	0	
<u>50,033</u>			<u>0</u>
1,345,227	Total Assets Less Current Liabilities		1,720,603
Represented By			
1,170,473	General Reserves		1,545,849
174,754	Earmarked Reserves		174,754
<u>1,345,227</u>			<u>1,720,603</u>

The above statement represents fairly the financial position of the authority as at 31/12/2020 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

**BRACKLEY TOWN COUNCIL
Finance and Policy**

Monday 18 January 2021

PURPOSE OF REPORT: To update Members regarding Local Council Award Scheme

RECOMMENDATION: To agree to register and pay necessary registration fees to commence application

MAIN ISSUES AND CONSIDERATIONS:

The Local Council Award Scheme includes three levels: Foundation, Quality and Gold awards. In order to achieve Gold award, council is required to submit an application for all three awards.

FINANCIAL IMPLICATIONS:

Registration fee, payable to NALC – £50.00

Accreditation fee - £200

STAFFING IMPLICATIONS:

Staff time compose submission.

AUTHOR

Stephanie Campbell