

RAUNDS TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes: 7 January 2020: Start Time 7.30pm

PRESENT

Cllr R Levell (Chairman), Cllr L Wilkes, Cllr H Howell, Cllr O Curtis, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)

468.19 To Receive Apologies for Absence.

Apologies were received from Cllr D Hughes.

RESOLVED to note the report

469.19 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.

NONE RECEIVED

470.19 Notification of members questions in compliance with the council's standing orders.

NONE RECEIVED

471.19 Declarations of Interest.

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

NONE RECEIVED

472.19 Minutes: to confirm the minutes of the Finance and Policy Committee meeting held 7 November 2019

RESOLVED that the minutes of the Finance and Policy Committee meeting held on 7th November 2019 be confirmed as a true record.

473.19 Payments for approval: To approve the payments made since the last Finance Committee Meeting.

Members reviewed the payment lists as shown in appendix 1 and the Clerk answered members questions thereon.

RESOLVED to approve the payment lists.

474.19 Budget 2020/2021

- a. To consider the Councils budget for 2020/21 and to make a recommendation to the Full Council regarding the Council's precept.

Members reviewed the individual committee budgets as shown in Appendix 2 and following discussion it was...

RESOLVED to recommend to the Full Council:

- a) that the committee budgets be adopted as tabled.
- b) That the library services and devolved services budgets are merged.

Members then considered the overall budget for the council as shown in Appendix 3. It was noted that the increase in the council tax base (properties in Raunds) would lead to an increase in revenue for the council of £22,176 without raising the rate of council tax.

Following detailed discussion and in order to set a balanced budget and being mindful of possible future capping on town council precepts it was...

RESOLVED to recommend to the Full Council that the council tax rate be increased by 2% giving a precept of £501,070.**475.19 Audio Visual Equipment Saxon Hall:** To consider a charging schedule for use of the audio-visual equipment at Saxon Hall.

Members reviewed the draft policy as shown in Appendix 4, the Clerk advised that other local councils were not charging an additional fee for use of their AV equipment.

Following detailed discussion, it was....

RESOLVED to recommend to the Full Council that:

- a) the policy be adopted as shown in appendix 3.
- b) regular hirers would not be charged a hire fee, but a deposit of £50 would be taken for use of the equipment
- c) Private hirers would not be charged a fee, but a deposit of £150 will be taken
- d) The Clerk will investigate with our card provider can freeze an amount on a credit/debit card rather than actually taking and refunding the deposit.

476.19 Armed Forces Covenant: To consider the armed forces covenant and to consider the draft pledges and to make a recommendation to the Full Council on the pledges to be adopted or amended.

Members reviewed the covenant and following discussion it was...

RESOLVED to recommend to the Full Council that the covenant be signed as amended in appendix 5. The word “business” will also be removed from the 1st page as this isn’t required for the Town Council. The word country will be amended to community.

477.19 Paper Free Meetings – To consider how the Town Council can work towards paper free meetings.

Members discussed how the council could work towards paper free meetings. A number of alternatives were discussed, which would require further investigation.

Following discussion, it was...

RESOLVED

- a) to recommend to the Full Council that a working group be formed to investigate the matter.
- b) to recommend to the Full Council that all minutes are sent in hard copy with the Full Council meeting packs, but that committees will subsequently receive copies of minutes electronically.

There being no further business the meeting concluded at: 20:41

Approved: (Town Mayor)

Meeting date:15 January 2020.....(Council)

Confirmed: (Chairman)

Meeting date:3 March 2020.....(Committee)

Appendix 1

Date: 02/01/2020

Raunds Town Council

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Time: 11:57

Unity Trust A/C

List of Payments made between 01/10/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2019	ENC	DD	164.00		Business Rates - T/H C & R1
01/10/2019	ENC	DD	167.00		Business Rates - T/H F
01/10/2019	ENC	DD	90.00		Business Rates - T/H D
01/10/2019	ENC	DD	81.00		Business Rates - T/H E
01/10/2019	ENC	DD	106.00		Business Rates - T/H A
01/10/2019	ENC	DD	83.00		Business Rates - Cemetery
01/10/2019	ENC	DD	157.00		Business Rates - Public Conven
01/10/2019	ENC	DD	409.00		Business Rates - Saxon Hall
02/10/2019	Bluefish Office	BANK TRANS	114.14		Office Supplies
02/10/2019	Colson & Loaring	BANK TRANS	151.97		Repairs to S/H Disabled Toilet
02/10/2019	HMRC	BANK TRANS	1,616.50		PAYE & NI Sept 2019
02/10/2019	R F Blount & Sons	BANK TRANS	120.00		Service Boiler T/H
02/10/2019	Syntec Systems	BANK TRANS	720.00		Bundled IT Hours Support
02/10/2019	Turneys	BANK TRANS	713.40		Grounds Maintenance Works
02/10/2019	Webb House	BANK TRANS	36.00		Payroll Sept 2019
05/10/2019	southern electric	DD	785.73		Gas - Saxon Hall
10/10/2019	Peterborough Mayor's Charities	301185	45.00		Civic Event 26/11/19
11/10/2019	EN Community Responders	301186	1,000.00		Grant - 321.19 Council Oct 19
14/10/2019	Mick George	DD	139.98		Refuse & Waste Collection
14/10/2019	Vaughtons	BANK TRANS	1,732.92		Past Mayor's Medals
14/10/2019	Smiths Fire LLP	BANK TRANS	438.00		Central Station Monitoring S/H
14/10/2019	SLCC Enterprises Ltd	BANK TRANS	156.00		Course 03/10/2019
14/10/2019	Seagrave Inspection Services	BANK TRANS	309.00		5 Playground Inspections
14/10/2019	Rampchild	BANK TRANS	576.00		Repairs to Skate Park Oct 2019
14/10/2019	Proludic	BANK TRANS	600.91		Bassfords Equipment Repairs
14/10/2019	PPL PRS	BANK TRANS	568.58		Music Licence
14/10/2019	Pear Technology	BANK TRANS	3,426.00		Data & Mapping
14/10/2019	Mowerman	BANK TRANS	162.36		Grit for Grit Bins
14/10/2019	J H May Electrical	BANK TRANS	917.11		Audio Equip Electrical Works
14/10/2019	Alpine Cleaning Services	BANK TRANS	100.80		Window Cleaning
14/10/2019	1st Reaction Security	BANK TRANS	172.80		Lock & Unlock Barrier Sept 19
14/10/2019	Farm & Garden Central	BANK TRANS	30.98		Various Items
15/10/2019	World Pay	DD	11.94		Subscription Fees Oct 2019
15/10/2019	NCC Pension	BANK TRANS	2,790.05		Pension Contribution
16/10/2019	Brackley Town Council	BANK TRANS	50.00		Training
16/10/2019	ESPO	BANK TRANS	113.85		Janitorial Supplies
16/10/2019	Samson Lifting UK	BANK TRANS	807.60		Brackets Testing
16/10/2019	Scorpion Security	BANK TRANS	750.00		CCTV Works
17/10/2019	Mayor's Charity Account	301187	50.00		Civic Event 27/11/2019
18/10/2019	Councillor Expenses	BANK TRANS	20.00		Civic Event Harvest Festival
18/10/2019	J H May Electrical	BANK TRANS	3,127.93		Electrical Testing Town Hall
18/10/2019	Reids playground Maintenance	BANK TRANS	720.00		Installation Bassfords Equip
18/10/2019	Staff Expenses	BANK TRANS	32.40		Mileage Apr - Sep 2019
18/10/2019	Staff Expenses	BANK TRANS	98.55		Mileage Oct 2019
18/10/2019	Lloyds Card	Payment	1,171.05		Payment on Lloyds Card
19/10/2019	southern electric	DD	55.43		Unmetered Supply
21/10/2019	Wireless Logic	DD	33.08		Electronic Noticeboards

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/10/2019	Mayor's Charity Fund	301188	70.00		Civic Event 02/11/2019
21/10/2019	Corby Borough Council	301189	60.00		Civic Event 08/11/2019
22/10/2019	Mayor of Godmanchester Charity	301190	30.00		Civic Event 22/11/2019
22/10/2019	World Pay	DD	14.87		Transaction Charges Sept 2019
28/10/2019	southern electric	DD	205.45		Floodlight Parish Church
29/10/2019	Garston Entertainment	BANK TRANS	1,020.00		Viva Forever - Christmas Event
29/10/2019	Royal British Legion	301191	50.00		Wreath
29/10/2019	Nene Court App. Caravan Serv	301192	350.00		Big Heroes for Little Heroes
31/10/2019	Salaries	BANK TRANS	8,990.57		Salaries October 2019
31/10/2019	Unity Trust Bank	BANK TRANS	19.50		Credit Handling Charge
01/11/2019	ENC	DD	164.00		Business Rates - T/H C & R1
01/11/2019	ENC	DD	167.00		Business Rates - T/H - F
01/11/2019	ENC	DD	90.00		Business Rates - T/H D
01/11/2019	ENC	DD	81.00		Business Rates - T/H E
01/11/2019	ENC	DD	106.00		Business Rates - T/H A
01/11/2019	ENC	DD	83.00		Business Rates - Cemetery
01/11/2019	ENC	DD	157.00		Business Rates - Public Conven
01/11/2019	ENC	DD	409.00		Business Rates - Saxon Hall
01/11/2019	CF Corporate	DD	767.52		Photocopier Lease
05/11/2019	HMRC	BANK TRANS	2,027.21		PAYE & NI October 2019
05/11/2019	Proludic	BANK TRANS	1,342.59		Parts for Bassford's Equip (Amos Lawrence)
05/11/2019	Rampchild	BANK TRANS	360.00		Skate Park Repairs
05/11/2019	Red Occasions	BANK TRANS	5,952.96		Audio Visual Equip
05/11/2019	Scorpion Security	BANK TRANS	66.00		CCTV
05/11/2019	Seagrave Inspections	BANK TRANS	61.80		Annual Inspection - Skate park
05/11/2019	Stephen Pell	BANK TRANS	515.00		Various Works
05/11/2019	Best Kids Parties	BANK TRANS	185.00		Halloween Party Entertainer
05/11/2019	East Northamptonshire Council	BANK TRANS	6,821.14		Grounds Maintenance Sept 19
05/11/2019	Furnitubes	BANK TRANS	514.80		Bollard for T/H
05/11/2019	High Speed Training	BANK TRANS	252.00		Equity & Diversity Course
05/11/2019	A & R Print	BANK TRANS	1,284.96		Various Printing Works
07/11/2019	St Ives Town Council	301193	24.00		Civic Event - 6/12/19
07/11/2019	EN First Responders	301194	100.00		Donation for CPR Training
07/11/2019	Royal British Legion	301195	17.00		Wreath
07/11/2019	EN First Repsonders	301196	50.00		First Responder Attending
08/11/2019	Fully Fused Fireworks	BANK TRANS	2,880.00		Fireworks Display
09/11/2019	southern electric	DD	46.01		Electricity War Memorial
09/11/2019	southern electric	DD	238.79		Electricity Public Conven
11/11/2019	southern electric	DD	320.83		Gas - Town Hall
11/11/2019	southern electric	DD	138.33		Electricity Feeder 1
11/11/2019	southern electric	DD	60.08		Electricity Feeder 2
11/11/2019	southern electric	DD	402.42		Electricity The Hall Cellar
11/11/2019	southern electric	DD	639.98		Electricity Town Hall Stairs
11/11/2019	southern electric	DD	939.97		Electricity Saxon Hall
11/11/2019	Rushden Round Table	301197	50.00		Donation for use of Sleigh
15/11/2019	World Pay	DD	11.94		Subscription Fees Nov 2019
15/11/2019	Mick George	DD	128.78		Refuse & Waste Collection
19/11/2019	World Pay	DD	24.60		Transaction Fees Oct 2019
19/11/2019	Mayor's Charities	301198	0.00		Civic Event -
21/11/2019	Wireless Logic	DD	31.80		Electronic Noticeboards
28/11/2019	Actz Entertainment	DD	660.00		Stilt Walkers
28/11/2019	Alpha K9 Security Services	BANK TRANS	403.20		Drug Dog Search Team
28/11/2019	County Life Ltd	BANK TRANS	146.30		Advert NVN 16/11/19
28/11/2019	ESPO	BANK TRANS	140.18		Janitorial Supplies
28/11/2019	Filmbank Media	BANK TRANS	99.60		Film Afternoon October 2019
28/11/2019	Millennium Quest Ltd	BANK TRANS	877.68		Winning Light
28/11/2019	North Pole Productions	BANK TRANS	220.00		Various Works
28/11/2019	Pegasus Event Supplies	BANK TRANS	5,850.00		Various Works
28/11/2019	Proludic	BANK TRANS	8,940.00		New Equipment Amos Lawrence
28/11/2019	Staff Expenses	BANK TRANS	102.15		Mileage Sep - Nov
28/11/2019	A J Pearson	BANK TRANS	3,930.00		Ground Maintenance
Total Payments			85,415.07		

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Petty Cash

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/10/2019	Home Bargains	PC72	9.59		Events Items
Total Payments			<u>9.59</u>		

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Raunds Town Council

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Lloyds Card

List of Payments made between 01/10/2019 and 31/10/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/10/2019	Experian	LL101	29.99		Credit check supplier
18/10/2019	Spotify	LL1002	9.99		Subscription
18/10/2019	NINGBO	LL103	360.60		Replacement Tables -outdoor
18/10/2019	Amazon	LL104	15.98		Film Afternoon
18/10/2019	Amazon	LL105	19.66		Paper Disposable Cups
18/10/2019	QD Stores	LL106	0.99		QD Stores-water NVF
18/10/2019	Lloyds Pharmacy	LL107	9.00		Sun Tan Lotion - staff NVF
18/10/2019	Spar	LL108	5.00		Performer Refreshments
18/10/2019	Spar	LL109	6.90		Milk -NVF
18/10/2019	Every Day Essentials	LL1010	3.98		Every Day Essentials-misc supp
18/10/2019	ll1011	LL1011	129.20		Morrisons-Refreshments NVF
18/10/2019	Online Decor Supplies	LL1012	66.98		Weddings
18/10/2019	Post Office Ltd	LL1018	135.65		Post Office Ltd
18/10/2019	Amazon	LL1019	17.99		DVD - Film Afternoon
18/10/2019	Push The Button	LL1020	2.79		Craft Materials - coffee after
18/10/2019	Dougarts	LL1021	23.28		Graft Materials
18/10/2019	Push the Button	LL1022	13.53		Craft Materials
18/10/2019	Amazon	LL1023	50.82		Daffodil Bulbs
18/10/2019	Amazon	LL1024	18.95		Bread Baskets
18/10/2019	Amazon	LL1025	20.98		Weddings
18/10/2019	Survey Monkey	LL1026	35.00		Vison Questionnaire
18/10/2019	Post office	LL1027	29.88		Stamps
18/10/2019	Home Bargains	LL1028	33.96		Halloween Pary
18/10/2019	Cash Fee	LL1029	2.50		Cash Fee
18/10/2019	Card Fee	LL1030	3.00		Card Fee
18/10/2019	Morrisons	LL1031	20.00		Morrisons
18/10/2019	Coop	LL1032	4.45		Refreshments Bulb Planting
18/10/2019	Petty Cash	7	100.00		Petty Cash
Total Payments			<u>1,171.05</u>		

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NatWest

List of Payments made between 01/10/2019 and 30/11/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/10/2019	Nat West	BANK TRANS	5.00		Bank Charges
29/11/2019	Nat West	BANK TRANS	5.00		Bank Charges
Total Payments			<u>10.00</u>		

Appendix 2

Finance & Policy Committee Budget Part A

			Budget	Proposed Budget
			2019/2020	2020/2021
Meeting Costs			530	541
Elections			2500	2550
Mayor's Allowance			2500	2550
Chain of Office/Mayoral Board			1591	1623
Mayor's Civic Service			700	714
Professional Fees			2652	2705
Accountancy & Audit Fees			1910	2600
Health & Safety			1200	1224
IT/Office Equip/Upgrades			530	1300
Stationery Supplies			1061	1082
Postage			849	866
Insurance			7000	7140
Subscriptions			3000	3060
Printing & Photocopying			3090	3152
Cllrs Expenses			1061	1800
Civic Photograph			530	541
Newsletter			3000	3060
Website			530	541
Flags			160	163
Donations - S137			2060	2101
Remembrance Day - S137			57	58
Business Interface			2000	1000
Telephone			0	2700
Admin Expenditure			38,512	43,071
Income Sponsorship			0	0
Neighbourhood Plan			0	0
S 106 Income			0	0
Miscellaneous Income			371	382
Photocopying (Income)			159	164
Total Income			515	515

Offices (The Hall)	Budget 2019/2020	Proposed Budget 2020/2021
Professional Fees	600	612
Health & Safety	271	276
Janitorial Supplies/Cleaning	1082	1104
Repairs & Maintenance	5000	5100
Improvements	0	0
Vandalism	541	552
Electrical Works	5000	5100
General Grounds Maintenance	433	442
Security: General	271	276
Security: Intercom System	649	662
Security: CCTV	703	717
Security: Fire Alarm	812	828
Security: Burglar Alarms	216	221
Contract Cleaning	271	276
Equipment	271	276
Notice Boards	212	216
Utility Bills: Electricity	3787	3863
Utility Bills: Gas	2705	2759
Utility Bills: Water Rates	541	552
Utility Bills: Telephone/Inter	1623	1656
Refuse/Waste Disposal	541	552
Business Rates	6000	6120
Expenditure the Hall	31,529	32,160
Rents The Hall	23340	25000
Reimbursement of Cleaning Costs	0	0
Hiring The Hall	3090	5000
Income	26,430	30,000

Finance & Policy Committee Budget Part B

Banking Expenditure	Budget 2019/20	Proposed 2019/20
Bank Charges	360.5	368
Bad Debts	154.5	158
contingency	1030	1051
Business Interface	1030	1051
	2575	2627
Bank Interest & Dividends	1500	2000

Saxon Hall Budget:

Saxon Hall Expenditure	Budget 2019-20	Proposed 2020/21
Salaries	28,840	36,050
Pension	6180	7725
Protective Clothing	263	268
Professional Fees	263	268
Health & Safety	525	536
Janitorial Supplies	788	804
Advertising & Marketing	1576	1607
Repairs & Maintenance	2060	2101
Improvements	0	0
Vandalism	525	536
General Grounds Maintenance	1030	1051
Security: General	2101	2143
Security: CCTV	773	788
Security: Fire Alarm	515	525
Security: Burglar Alarms	263	268
Contract Cleaning	683	697
Equipment	525	536
Licenses	630	643
Utility Bills: Electricity	4202	4286
Utility Bills: Gas	5253	5358
Utility Bills: Water Rates	1051	1072
Utility Bills: Telephone/Inter	525	536
Utility Bills: Mobile Phones	105	107
Refuse/Waste Disposal	2627	2679
Business Rates	7354	4500
Piano	53	54
Total Expenditure	68,709	75,137
Saxon Hall Hire		
Saxon Hall Hire	35000	35000
Nett Expenditure	33,709.24	40,137

Events Committee Budget:

		Budget 2019/2020	Proposed 2020/2021
	Events		
	Christmas Event		
4905	Christmas: Trees	2200	2500
4910	Christmas: Lights Contractor	7700	22000
4915	Christmas: Other	5500	7000
4920	Christmas: New Lights Equip.	6600	0
	Christmas Subtotal	22,000	31,500
4925	Other Events		
	Mayors Show	6500	6500
	Summer Picnic	5400	5400
	Other	4200	0
	Halloween		550
	Nene Valley Festival		1500
	Remembrance Sunday		500
	VE Day		5000
	Events Contingency		1000
	Other Events Subtotal	16,100	20,450
	Floodlighting of Churches	550	750
	Equipment	275	500
	Other Subtotal	825	1250
	Total Expenditure Events	38,925	53,200
1000	Income Sponsorship	0	0
1015	Income Grants	0	0
1250	Christmas Sponsorship Income	0	0

Personnel Committee Budget:

		Budget 2019/20	Proposed 2020/21
4030	Staff/Cllr Training	£2,070.000	2500
4015	Pension Costs (Council Cont.)	£28,462.500	29174
4035	Payroll Charges	£569.250	569
4040	Personnel	£517.500	517
4000	Salaries (Office staff)	£91,615.261	93905
		£123,234.511	£126,665

ELR Committee Budget:

Open Spaces	Budget 2019/20	Proposed 2020/21
Professional Fees	500	510
Health & Safety	255	260.10
Improvements	4550	4641
Skate Park	3000	3060
Trees	10500	10710
Gardening/Horticulture	12500	12750
Grounds Maintenance/Agency	44000	44880
Play Equipment	4284	4370
Signs	0	0
GMC Admin/supervision Charge	10200	10404
Allotment Provision	0	0
Street Furniture	4500	4590
Expenditure	94,289	96,175
Open Spaces Hire	723	723
Fair		
Verge Mowing Reimbursement	2333	2333
Income	3056	3056
Cemeteries & Church Yards	Budget 2019/20	
Professional Fees	268	273
Health & Safety	268	273
Repairs & Maintenance	6300	6426
Improvements	0	0
Vandalism	0	0
Business Rates	1420	1449
Interments - Expenditure	4284	4370
Memorials Testing & Repair	2100	2142
Church Wall Maint & Repairs	536	546.21
Expenditure	15,175	15,479
Fees	3000	3000
Interments - Income	6000	6000
Income	9000	9000

Market	Budget 2019/20	Proposed 2020/21
Utility Bills: Electricity	600	612
Utility Bills: Water Rates	265	270
Expenditure	865	882.3
Market Rents		
Income	1500	2000
Car Parks	Budget 2019/20	
Repairs & Maintenance	510	520
Expenditure	510	520
Public Lighting	Budget 2019/20	
Repairs & Maintenance	1050	1071
Utility Bills: Electricity	500	510
	1550	1581
Public Conveniences	Budget 2019/20	
Business Rates	1366	1393
Utility Bills: Electricity	546	557
Utility Bills: Water Rates	536	546
Healthmatic Lease	11393	11621
Expenditure	13841	14117
Community Work	Budget 2019/20	
Youth Work	5000	5100
Creation of museum	1000	1020
Older people and social isolation	5000	5100
	11000	11220
Total Expenditure	137,230	139,974

Appendix 3

Cost Centre/Committee	Budget 2019/2020	Proposed Budget 2020-21
ELR Expenditure	137230	139974
ELR Income	13556	14056
Personnel Expenditure	123235	126665
Finance Expenditure	2575	2627
Finance Income	1500	2000
Saxon Hall Expenditure	68709	75137
Saxon Hall Income	35000	35000
Administration Expenditure	38512	43071
Administration Income	515	515
The Hall Expenditure	31529	32160
The Hall Income	26430	30000
Events Expenditure	38925	53200
RUNNING THE COUNCIL	440715	472834
TOTAL INCOME	77001	81571
NET EXPENDITURE	363714	391263
RTC Projects	74500	24500
Devolved Services	42000	82000 *
Library services	40000	-
Total Expenditure	520214	497763
Effect of increase in CTB	26500	22176
Transfer from/to Reserves	51145	-3307
Precept	469069	501070

* Includes expenditure on the library

Financial Year	Tax base	Band D tax	Notes
2017/18	2785	£117.00	Precept £325,845 2% increase in band D
2018/19	2916	151.89	Precept 442,912
2019/20	3088	151.89	469069
2020/21	3234	154.93	501070

Calculation:

Precept 2019/20	£469,069
Effect of change in council tax base 146 @ £151.89	£22,176
	£491,245
2% increase	£9,825
Precept 2020/21	£501,070

Appendix 4

POLICY FOR USE OF AUDIO VISUAL EQUIPMENT POLICY

Introduction

Raunds Towns Council, with support from East Northamptonshire Council's Community Facilities Fund, has invested in new audio-visual equipment for Saxon Hall.

The equipment includes a high-quality ceiling mounted projector, sound system, external microphones, connections for HDMI, Aux and VGA inputs and a Blu-ray DVD player.

The equipment can be used for a wide variety of purposes including:

- Presentations
- Film Shows
- PA System
- Sound Systems

Rules for Use

- Use of the Equipment must be booked in advance. Saxon Hall supervisors will not be authorised to give access to the equipment unless this has been pre-booked through the Town Council Office.
- Use of the equipment is restricted to persons over the age of 18.
- The site supervisor will demonstrate use of the equipment to you and it must be used in conjunction with a copy of the user guide which will be supplied.
- The user will remain responsible for ensuring that all copyright and licensing requirements are adhered to.
- This policy should be read in conjunction with our Saxon Hall Internet Policy, the system must not be used to display materials that are offensive or illegal.

Charges for use

The following non-refundable charges are made for use of the audio-visual equipment

Item	Regular Hirers	Private Parties
Sound Equipment only	Free of Charge	Free of Charge
Sound and Projector/Screen		
Microphones		

Damage Deposit

The damage deposit will be refunded to you by bank transfer within 7 days of your booking provided the equipment has not been damaged.

Item	Regular Hirers	Private Parties
Sound Equipment only	£50.00	£150
Sound and Projector/Screen		
Microphones		

Agreement

All Saxon Hall hirers granted the right to use the Council's Audio Visual Equipment are required to sign this agreement confirming their understanding and acceptance of this policy.

Signed..... Name..... (print)

Appendix 5**Section 2: Demonstrating our Commitment**

2.1 We recognise the value of serving personnel, reservists, veterans and military families; and will aim to uphold the principles of the Armed Forces Covenant, by:

- **Promoting the Armed Forces:** promoting the fact that we are an Armed Forces-friendly Council, to our members and wider public; by celebrating the work of the Armed Forces and encouraging positive interaction between them and members of the public;
- **Veterans:** Recognising that military veterans are a valued part of our community; by facilitating and encouraging their participation in civic and community events; and by providing a link to the Veterans Gateway on our website.
- **Cadet Organisations:** encouraging support for and membership of local military cadet units;
- **Armed Forces Charities:** encouraging support for Armed Forces charities by promoting Armed Forces events such as local Breakfast Clubs, Coffee Mornings, Armed Forces Day, Reserves Day, the Poppy Appeal Day and Remembrance activities;

2.2 We will publicise these commitments through our literature, on staff notices, and on our website, setting out how we will seek to honour them and inviting feedback from the Service community and our customers on how we are doing.