

RAUNDS TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes: 7 November 2019: Start Time 7.30pm

PRESENT

Cllr D Hughes (Chairman), Cllr L Wilkes, Cllr H Howell, Cllr O Curtis,
Cllr J Duff, Cllr R Levell, Cllr R Beattie.

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk (Minutes)
Miss Joanne Coduri, Assistant to the Clerk (Minutes)

**365.19 To Receive Apologies for Absence.
NONE RECEIVED**

**366.19 Notification of requests from members of the public to address
the meeting in compliance with adopted protocol.
NONE RECEIVED**

**367.19 Notification of members questions in compliance with the
council's standing orders.
NONE RECEIVED**

368.19 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

Cllr Curtis declared a personal interest in item 365.19

369.19 Minutes: to confirm the minutes of the Finance and Policy Committee
meeting held 3 September 2019

**RESOLVED that the minutes of the meeting held on the 3rd
September 2019 be confirmed as a true record.**

370.19 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

371.19 Finance and Policy Budget Review and Planning:

a. To review progress against the 2019/2020 budget

Members reviewed the report of progress year to date against budget
as shown in appendix 2. It was noted that audit fees had increased
substantially, this was due to a change the audit regime across the
country.

It was noted that the telephone costs were higher than budget and this was on the agenda for later in the meeting.

It was noted that Cllr Expense were over budget and noted that this would be discussed later in the meeting.

RESOLVED to note the report.

- b. To consider a breakdown of the Cllr Expenses budget

Members reviewed the breakdown of expenses as shown in appendix 3.

The Clerk explained that Cllr Expenses in the main related to mileage expenses for the Mayor or other representative attending civic functions. Other expenses such as parking charges were included but this amounted to a small percentage of the total.

It was noted that £377.25 of expenditure related to 2018/19, bringing the total expenditure for 2018/19 to £1789.

Following discussion, it was agreed that the budget in future years should reflect the accurate costs.

RESOLVED to note the report.

- c. To consider the 2020/2021 budget.

Members considered the budget for 2020/21 and it was agreed that alterations should be made to the following cost centres:

Expenditure Account

- Accountancy and Audit Fees increased to £2,600
- Cllr Expense increased to £1,800
- Business Interface reduced to £1,000
- Telephony increase to £2,700

Income Account

- Hiring the Hall increased to £5,000

All other cost centres will be increased in line with any inflationary increase that may be applied when the council considers the overall budget.

RESOLVED to recommend to the Full Council that the budget for the Finance and Policy Committee be adopted as detailed above.

- 372.19 Town Council Phone Systems:** To consider a report on implementing a new phone system for the Town Council.

Members considered the report of the Assistant to the Clerk as shown in appendix 4 and following detailed discussion it was...

RESOLVED to appoint Hosted Connections as the Councils telephony provider as this offered the most versatile solution that could be altered based on the council’s future requirements.

373.19 Administrative support for the Mayor: To consider a report on administrative support for the Mayor.

Members reviewed the report of the Clerk as shown in appendix 5 and following discussion it was...

RESOLVED to note the report.

374.19 Audio Visual Equipment Saxon Hall: To consider a policy on terms of use for the audio-visual equipment at Saxon Hall.

Members reviewed the report of the Clerk as shown in appendix 6 and it was agreed that before charges were set for private hirers the Clerk would research charges at other venues.

RESOLVED that

- a) all hirers of the audio-visual equipment would be required to pay of deposit of £50;**
- b) Regular hirers to Saxon Hall would not be charged a usage fee for the equipment;**
- c) Fees for Private hirers and ad-hoc hirers would be considered at the next meeting of the Finance and Policy Committee.**

There being no further business the meeting concluded at: 20:53

Approved: (Town Mayor)

Meeting date:12 November 2019.....(Council)

Confirmed: (Chairman)

Meeting date:3 December 2019.....(Committee)

Appendix 1: Payment Lists

Date:	Raunds Town Council		Page 1		
15/10/2019	Unity Trust A/C				
Time: 14:47	List of Payments made between 01/08/2019 and 31/08/2019				
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2019	Huntingdon Town Council	301151B	-54.00		Refund of cheque 301151
01/08/2019	ENC	DD	164.00		Business Rates - T/H C & R1
01/08/2019	ENC	DD	167.00		Business Rates - T/H F
01/08/2019	ENC	DD	90.00		Business Rates - T/H D
01/08/2019	ENC	DD	81.00		Business Rates - T/H E
01/08/2019	ENC	DD	106.00		Business Rates - T/H A
01/08/2019	ENC	DD	83.00		Business Rates - Cemetery
01/08/2019	ENC	DD	157.00		Business Rates - Public Conven
01/08/2019	ENC	DD	409.00		Business Rates - Saxon Hall
01/08/2019	CF Corporate	DD	767.52		Photocopier Lease
01/08/2019	A J Pearson	BANK TRANS	715.00		Grounds Maintenance - July '19
01/08/2019	Bluefish	BANK TRANS	67.57		Office Supplies
01/08/2019	Bluefish	BANK TRANS	-67.57		Error
01/08/2019	Bluefish	BANK TRANS	6.83		Office Supplies
01/08/2019	Colson & Loaring	BANK TRANS	60.00		Cemetery Pump Call Out
01/08/2019	Datacenta Hosting	BANK TRANS	60.00		Email Accounts - 2/8/20
01/08/2019	ESPO	BANK TRANS	98.65		Janitorial Supplies
01/08/2019	HMRC	BANK TRANS	1,828.06		PAYE / NI July 2019
01/08/2019	J Butler	BANK TRANS	275.00		Punch & Judy Aug Market
01/08/2019	Rampchild	BANK TRANS	216.00		Skate Park Repairs 30/07/19
01/08/2019	SLCC Enterprises Ltd	BANK TRANS	118.80		ILCA Training EW
01/08/2019	SLCC Enterprises Ltd	BANK TRANS	118.80		ILCA Training JC
06/08/2019	Mayor's Charity Account	301170	20.00		Civic Event 13/09/2019
08/08/2019	Garston Entertainments Ltd	BANK TRANS	180.00		Main Act Christmas Lights Dep.
09/08/2019	ICO	DD	35.00		Data Protection Subscription
12/08/2019	Wings Appeal RAFA	301171	20.00		Civic Event 12/09/2019
12/08/2019	southern electric	DD	1,472.02		Electricity - The Hall (Cellar
12/08/2019	southern electric	DD	118.55		Gas - Town Hall
12/08/2019	southern electric	DD	103.44		Electricity - Public Conven
12/08/2019	southern electric	DD	811.00		Electricity - Saxon hall
12/08/2019	southern electric	DD	42.02		Electricity - Feeder 2
13/08/2019	M K Promotions Ltd	BANK TRANS	350.00		Jazz Band - Nene Valley Fest
13/08/2019	J H May Electrical	BANK TRANS	208.12		Repairs to lighting - S/H
13/08/2019	1st Reaction Security	BANK TRANS	172.80		Lock / Unlock Barrier July '19
13/08/2019	ESPO	BANK TRANS	41.04		Janitorial Supplies
13/08/2019	Turneys	BANK TRANS	1,584.00		Tree Works
13/08/2019	Homegrownandraised	BANK TRANS	550.00		Animals for Christmas Event
13/08/2019	Farm & Garden Central Ltd	BANK TRANS	31.97		Various Items
14/08/2019	Higham Ferrers Mayor's Charity	301172	40.00		Civic Event 12/10/19
14/08/2019	Peterborough Mayor's Charities	301173	50.00		Civic Event 01/10/19
14/08/2019	southern electric	DD	-54.03		Credit - Electric The Hall
14/08/2019	Unity Trust	BANK TRANS	24.00		Bank Charges
15/08/2019	Mick George	DD	129.07		Refuse & Waste Collection
15/08/2019	World Pay	DD	11.94		Subscription August 2019
16/08/2019	Mayor of kettering Chairty Acc	301174	30.00		Civic Event 26/09/19
16/08/2019	Blachere Illuminations	BANK TRANS	-1,824.00		Refund of Lights
19/08/2019	501st AF Ball&Face to Face Ass	301175	120.00		Civic Event 20/09/2019
19/08/2019	southern electric	DD	44.89		Electricity - War memorial
19/08/2019	southern electric	DD	58.36		Electricity - Unmetered Supply
19/08/2019	southern electric	DD	288.61		Electricity - Feeder 1
20/08/2019	World Pay	DD	18.29		Card Services
21/08/2019	Wireless Logic	DD	31.97		Electronic Noticeboards
22/08/2019	NCC Pensions	BANK TRANS	2,990.07		Pension Contribution July 2019
23/08/2019	A & R Print	BANK TRANS	422.25		NVF Flyers / Delivery
23/08/2019	Adams Apple	BANK TRANS	135.00		Strawberries & Cream - Picnic
23/08/2019	Alpine Cleaning	BANK TRANS	40.80		Saxon Hall Windows
23/08/2019	Constant & Co	BANK TRANS	919.20		Bassford Rec Eviction
31/08/2019	Salaries Aug 2019	BANK TRANS	8,406.30		Salaries Aug 2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2019	ENC	DD	164.00		Business Rates - T/H c & R1
01/09/2019	ENC	BANK TRANS	167.00		Business Rates - T/H F
01/09/2019	ENC	DD	90.00		Business Rates - T/H D
01/09/2019	ENC	DD	81.00		Business Rates - T/H E
01/09/2019	ENC	DD	106.00		Business Rates - T/H A
01/09/2019	ENC	DD	83.00		Business Rates - Cemetery
01/09/2019	ENC	DD	157.00		Business Rates - Public Conven
01/09/2019	ENC	DD	409.00		Business Rates - Saxon Hall
01/09/2019	Staff Expenses	BANK TRANS	68.40		Mileage Aug - Sept 2019
04/09/2019	Bluefish	BANK TRANS	340.31		Office Supplies
04/09/2019	Colson & Loaring	BANK TRANS	208.80		Cemetery Pump
04/09/2019	Clr Expenses	BANK TRANS	207.80		July - Sep 2019
04/09/2019	East Northamptonshire Council	BANK TRANS	7,272.85		Grounds Maintenance July 19
04/09/2019	Helen Goodinson	BANK TRANS	200.00		Face Painter Sept Market
04/09/2019	Hygiene Solutions	BANK TRANS	186.95		Sanitary Waste Removal
04/09/2019	Professional Pest Mangement	BANK TRANS	432.00		Pest Control Outside Store
04/09/2019	Style Midlands	BANK TRANS	270.00		Repairs to Partitions - Aug 19
04/09/2019	Webb House	BANK TRANS	36.00		August 2019 Payroll
04/09/2019	St Peter's Enterprise Centre	301176	130.00		Booked for Grotto
04/09/2019	HMRC	BANK TRANS	1,807.70		PAYE & NI Aug 2019
10/09/2019	St Ives Town Council	301177	60.00		Civic Event 26/10/19
10/09/2019	ENC	301178	21.00		Tens Licence
11/09/2019	A & R Print	BANK TRANS	1,396.25		Various Printing Works
11/09/2019	East Northamptonshire Council	BANK TRANS	27.43		Associated Servs Dec 2018
11/09/2019	ESPO	BANK TRANS	153.01		Janitorial Supplies
11/09/2019	Farm & Garden Central Ltd	BANK TRANS	34.91		Various Items
11/09/2019	Fimbank	BANK TRANS	99.60		Film Afternoon - August 2019
11/09/2019	Red Occasions Ltd	BANK TRANS	12,086.76		Part 1 Install-Film Equipment
11/09/2019	Smiths Fire LLP	BANK TRANS	372.00		Fire Alarm & Lighting Service
11/09/2019	Staff Expenses	BANK TRANS	21.60		Mileage June - August 2019
11/09/2019	Turneys	BANK TRANS	360.00		Tree Works
13/09/2019	D W Williams	BANK TRANS	360.00		Benches - NVF
13/09/2019	Scorpion Security	BANK TRANS	1,644.00		CCTV - 2 Cameras @ Spinney
13/09/2019	Smiths Fire LLP	BANK TRANS	189.96		Fire Extinguisher Service
13/09/2019	Webb House	BANK TRANS	36.00		Payroll May 2019
13/09/2019	Webb House	BANK TRANS	36.00		Payroll July 2019
14/09/2019	1st Raunds Scout Group	301179	478.00		Grant Awarded Minute 262.19
15/09/2019	Mick George	DD	149.78		Refuse & Waste Removal
16/09/2019	World Pay	DD	11.94		Subscription Fees Sept 2019
16/09/2019	Mayor of Kettering Charity Acc	301180	73.00		Civic Event 15/11/19
16/09/2019	Stamford Mayor's Charity	301181	60.00		Civic Event 25/10/19
16/09/2019	Lloyds Card	Card	118.69		Card Payments
17/09/2019	Anglian Water	DD	86.31		Water Rates - Public Conven
19/09/2019	World Pay	DD	22.56		Transaction Charges Aug 2019
19/09/2019	NCC Pensions	BANK TRANS	2,958.93		Pension Contribution August 19
19/09/2019	1st Reaction Security	BANK TRANS	158.40		Barrier Lock/Unlock Aug 2019
19/09/2019	Actz Entertainment	BANK TRANS	300.00		Singer at Coffee Afternoon Sep

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/09/2019	Actz Entertainment	BANK TRANS	660.00		Performers
19/09/2019	Alpine Cleaning	BANK TRANS	76.80		Window Cleaning Saxon Hall
19/09/2019	J H May Electrical	BANK TRANS	1,504.57		Electrical Testing - S/H
19/09/2019	Neil Mason Associates	BANK TRANS	1,800.00		Valuation Advise - Library
19/09/2019	Nutec Security	BANK TRANS	226.80		Annual Maintenance
19/09/2019	Miss S Phillips	BANK TRANS	-100.00		Refund of Deposit
19/09/2019	Staff Expenses	BANK TRANS	52.62		Mileage June - August 2019
19/09/2019	Voyant Design	BANK TRANS	1,152.00		Annual Report Design
19/09/2019	EN Community Responders	301183	50.00		First Aid at NVF
19/09/2019	Miss S Phillips	BANK TRANS	100.00		Correction
20/09/2019	Anglian Water	DD	127.21		Water Rates - The Hall
20/09/2019	Anglian Water	DD	209.01		Water Rates - Saxon Hall
20/09/2019	southern electric	DD	59.77		Unmetered Electric Supply
21/09/2019	Wireless Logic	DD	31.68		Electronic Noticeboards
23/09/2019	Anglian Water	DD	23.39		Water Rates - Market Square
24/09/2019	Northamptonshire ACRE	301184	10.00		Cllr Training 24/10/2019
27/09/2019	5 Star Loos	BANK TRANS	318.00		Portable Toilets & Handwash
27/09/2019	Colson & Loaring	BANK TRANS	1,960.50		Underfloor Heating
27/09/2019	Eclipse Marquee	BANK TRANS	360.00		Marquee Hire
27/09/2019	East Northamptonshire Council	BANK TRANS	369.07		Associated Servs July 2019
27/09/2019	East Northamptonshire Council	BANK TRANS	8,458.55		Grounds Maintenance Aug 2019
27/09/2019	Filmbank	BANK TRANS	99.60		Film Afternoon Sept 2019
27/09/2019	PKF Littlejohn LLP	BANK TRANS	1,560.00		Audit for Year End 31/03/19
27/09/2019	Red Occasions	BANK TRANS	1,803.48		Sound Equip for Film Equip
27/09/2019	Smiths Fire LLP	BANK TRANS	1,047.99		Various Works
27/09/2019	Syntec Systems	BANK TRANS	183.12		PC Security
27/09/2019	Wilson Browne Solicitors	BANK TRANS	487.20		Sheffield Court
30/09/2019	Salaries	BANK TRANS	7,965.53		Salaries - Sept 2019
30/09/2019	Unity Bank	BANK TRANS	57.45		Bank Charges

Total Payments 64,388.28

Date: 04/11/2019

Raunds Town Council

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Time: 12:13

NatWest**List of Payments made between 01/08/2019 and 30/09/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/08/2019	Natwest Bank	BANK TRANS	5.00		Bank Charges
04/09/2019	BT Payment Services	BANK TRANS	936.80		BT Charges
15/09/2019	BT Payment Services	DD	227.84		Internet Charges
30/09/2019	Nat West	BANK TRANS	5.00		Bank Charges

Total Payments 1,174.64

Date: 04/11/2019

Raunds Town Council

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Time: 12:13

Petty Cash**List of Payments made between 01/08/2019 and 30/09/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/08/2019	Co-op	PC65	11.66		Meeting Costs
16/08/2019	Co-op	PC66	5.46		Meeting Costs
16/08/2019	Co-op	PC67	12.37		Meeting Costs
16/08/2019	Co-op	PC68	22.05		Meeting Costs
16/08/2019	Chelsea Hire	PC69	8.54		Glass Hire
11/09/2019	Coop	PC70	1.30		Cleaning Supplies

Total Payments 61.38

List of Payments made between 01/08/2019 and 31/08/2019

16/08/2019	Coop	LL081	16.00	Coffee Afternoon
16/08/2019	Coop	LL082	2.18	Coffee Afternoon
16/08/2019	Kitchen Professional Ltd	LL083	27.44	Popcorn Cones (Picnic)
16/08/2019	Amazon	LL084	33.84	Amazon
16/08/2019	Eventbrite (Huntingdon TC)	LL0804	30.00	Eventbrite
16/08/2019	Coop	LL085	3.00	Meeting Costs
16/08/2019	Enterprise	LL0805	-200.00	Refund
16/08/2019	Enterprise	LL0806	246.80	Van Hire (Picnic)
16/08/2019	QD	LL0807	39.96	Summer Picnic (Bins)
16/08/2019	Amazon	LL0808	63.76	Laminator
16/08/2019	Interflora	LL089	28.00	Flowers-Gift Film Afternoon
16/08/2019	Cardtronics	LL0810	2.50	Cash Fee
16/08/2019	Lloyds	LL0811	3.00	Card Fee
16/08/2019	ILP	LL0812	70.00	Health and Safety Guide
16/08/2019	Wickes	LL0813	107.00	Play sand
16/08/2019	Chelsea Hire	LL0814	51.00	Glasses
16/08/2019	QD Stores	LL0815	3.98	Paper
16/08/2019	Post Office Ltd	LL0916	3.30	Stamps
16/08/2019	Amazon	LL0817	11.49	Air fresheners
16/08/2019	Amazon	LL0818	129.98	Sandpits - Market
16/08/2019	UK Planning Maps	LL0819	15.60	Sheffield Court - Plans
16/08/2019	Pendred Signs	LL-820	48.00	Honours Board
16/08/2019	Amazon	LL0821	15.99	Film Afternoon
16/08/2019	Amazon	LL0822	14.46	Padlock
16/08/2019	Amazon	LL0823	42.00	Janitorial Supplies
16/08/2019	Home Bargains	LL0824	12.94	Saturday Market
16/08/2019	George@Asda	LL0825	224.50	1Saturday Market (Deckchairs)
16/08/2019	Amazon	LL0826	23.19	Garden Bags
16/08/2019	Brunel Engraving	LL0827	189.90	Memorial Tree
16/08/2019	Ornamental Trees	LL0828	295.78	Memorial Tree
16/08/2019	Card Fee	LL0829	3.00	Card Fee
16/09/2019	Brunel Engraving	LL0902	-29.40	Corection
16/09/2019	Spotify	LL0902	9.99	Spotify Premium
16/09/2019	Amazon	LL0903	23.91	Memory Card cctv
16/09/2019	Coop	LL0904	12.00	Refreshments -Tree Plant Cerem
16/09/2019	Stocksigns Ltd	LL0905	15.16	Fire Safety Signs
16/09/2019	Amazon	LL0906	8.99	Fire log book
16/09/2019	Amazon	LL0907	24.85	Paper Plates -NVF
16/09/2019	Survey Monkey	LL0908	35.00	Vision - survey Monkey
16/09/2019	Click Me	LL0909	15.19	Weights for A Frame Boards
16/09/2019	Lloyds	LL0910	3.00	Card Fee
Total Payments			118.69	

Appendix 2: Budget 2019/20

04/11/2019	Raunds Town Council				Page 1	
14:23	Detailed Income & Expenditure by Budget Heading 04/11/2019					
Month No: 7	Cost Centre Report					

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Administration</u>						
Income Sponsorship	1,500	0	0	0		
S 106 Income	131,172	0	0	0		
Miscellaneous Income	1,173	(181)	371	552		
Grants	0	2,980	0	(2,980)		
Insurance Claim Received	0	1,120	0	(1,120)		
Photocopying (Income)	34	21	159	138		
Precept	442,912	469,069	469,069	0		
Bank Interest & Dividends	2,790	1,728	1,500	(228)		
	579,581	474,737	471,099	(3,638)		
Administration :- Income						
Car & Expenses Allowances	311	(0)	0	0		0
Staff/Cllr Training	82	0	0	0		0
Payroll Charges	60	0	0	0		0
Meeting Costs	391	1,040	530	(510)		(510)
Elections	0	0	2,500	2,500		2,500
Mayor's Allowance	2,801	1,412	2,500	1,088		1,088
Chain of Office/Mayoral Board	2,806	40	1,591	1,551		1,551
Mayor's Civic Service	588	836	700	(136)		(136)
Bank Charges	691	343	361	18		18
Contingency	3	427	0	(427)		(427)
Professional Fees	2,558	714	2,652	1,938		1,938
Accountancy & Audit Fees	1,964	2,576	1,910	(666)		(666)
Health & Safety	16	145	1,200	1,055		1,055
Janitorial Supplies/Cleaning	136	1	0	(1)		(1)
IT/Office Equip/Upgrades	325	621	530	(91)		(91)
Stationery Supplies	1,236	858	1,061	203		203
Postage	354	197	849	652		652
Insurance	6,654	6,620	7,000	380		380
Subscriptions	3,177	2,856	3,000	144		144
Printing & Photocopying	2,796	1,279	3,090	1,811		1,811
Cllrs Expenses	1,413	1,250	1,061	(189)		(189)
Civic Photograph	80	0	530	530		530
Newsletter	2,029	2,929	3,000	72		72
Website	400	450	530	80		80
Flags	0	0	160	160		160
Equipment	0	22	0	(22)		(22)
Bad Debts	0	0	155	155		155
Contingency	4,683	472	1,030	558		558
Business Interface	590	0	3,030	3,030		3,030
	36,143	25,087	38,970	13,882	0	13,882
Administration :- Indirect Expenditure						
Net Income over Expenditure	543,438	449,650	432,130	(17,520)		

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Raunds Town Council

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Detailed Income & Expenditure by Budget Heading 04/11/2019

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Offices (The Hall)</u>						
Sale of Assets	150	0	0	0		
Rents The Hall	28,952	14,478	23,340	8,862		
Hiring The Hall	3,331	4,178	3,090	(1,088)		
Offices (The Hall) :- Income	32,433	18,656	26,430	7,774		
Pension Costs (Council Cont.)	(1)	0	0	0		0
Car & Expenses Allowances	41	0	0	0		0
Staff/Cllr Training	36	0	0	0		0
Professional Fees	0	360	600	240		240
Health & Safety	0	0	271	271		271
Janitorial Supplies/Cleaning	868	17	1,082	1,065		1,065
Repairs & Maintenance	5,874	1,714	5,000	3,286		3,286
Vandalism	0	0	541	541		541
Electrical Works	4,635	217	5,000	4,783		4,783
General Grounds Maintenance	0	0	433	433		433
Security: General	0	0	271	271		271
Security: Intercom System	2,183	0	649	649		649
Security: CCTV	0	0	703	703		703
Security: Fire Alarm	938	1,477	812	(665)		(665)
Security: Burglar Alarms	300	0	216	216		216
Contract Cleaning	507	236	271	35		35
Equipment	263	327	271	(56)		(56)
Notice Boards	584	0	212	212		212
Utility Bills: Electricity	3,515	2,151	3,787	1,636		1,636
Utility Bills: Gas	2,858	1,141	2,705	1,564		1,564
Utility Bills: Water Rates	526	434	541	107		107
Utility Bills: Telephone/Inter	3,073	1,338	1,623	285		285
Refuse/Waste Disposal	0	0	541	541		541
Business Rates	5,940	3,644	6,000	2,356		2,356
Weddings	0	63	0	(63)		(63)
Offices (The Hall) :- Indirect Expenditure	32,139	13,117	31,529	18,412	0	18,412
Net Income over Expenditure	294	5,538	(5,099)	(10,637)		
<hr/>						
Grand Totals:- Income	612,014	493,393	497,529	4,136		
Expenditure	68,282	38,205	70,499	32,294	0	32,294
Net Income over Expenditure	543,732	455,188	427,031	(28,157)		
Movement to/(from) Gen Reserve	543,732	455,188				

Appendix 3: Cllr Expenses

04/11/2019		Raunds Town Council			Page 1	
13:46		Analysis of Cllr Mileage Expenses			User :KMJ	
A/c Code	Cllrs Expenses		Annual Budget		1061	
Centre	100 Administration					
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	02/04/2019	301154	Cashbook	Mileage May 2018 - March 2019	355.05	
1	03/04/2019	301156	Cashbook	Mileage March	22.50	
				Expenses relating to previous financial year	377.55	
1	23/04/2019	BANK TRANS	Cashbook	Mileage / Expenses	195.25	
2	16/05/2019	BANK TRANS	Cashbook	Mileage / Expenses April - May	238.60	
4	12/07/2019	BANK TRANS	Cashbook	Mileage & Expenses May - July	230.55	
6	04/09/2019	BANK TRANS	Cashbook	July - Sep 2019	207.80	
				Expenses relating to current financial year	872.20	
		Account	Car & Expenses Allowances	Account Totals	1249.75	0
		Centre	Administration	Net Balance Month 6		0

Appendix 4: Telephone System

Summary: A report on a new telephone system for the Town Hall & Saxon Hall												
Attachments: None												
1.0	<p>Background.</p> <p>Raunds Town Council's BT telephone and internet contracts have expired.</p> <p>In the future, all telephone lines will be via the internet rather than a cable. (VOIP)</p> <p>The telephone handset system in the office now is 12 years old, has no maintenance contract and is very outdated.</p> <p>As the BT contracts are now obsolete, it would be prudent to obtain a new telephone and internet contract along with new handsets.</p> <p>Three Quotations were obtained from companies that can supply new telephone handsets along with a new contract for telephone and broadband connections.</p> <p>Our last quarterly BT bill was for £970. This included broadband & line rental for the Town hall and Saxon Hall and for the cost of calls of approximately £95.00 per month.</p> <p>The cost for us to keep the one line with BT for our Redcare system at the Town Hall would be: £27.50 per month for line rental.</p>											
2.0	<p>We required the following:</p> <table border="1"> <tr> <td rowspan="7">Town Hall</td> <td>• Broadband connection</td> </tr> <tr> <td>• 4 new telephone handsets</td> </tr> <tr> <td>• Voicemail</td> </tr> <tr> <td>• Caller ID</td> </tr> <tr> <td>• Main Phone Lines moved to VOIP</td> </tr> <tr> <td>• Second Line keep with BT for Red Care</td> </tr> <tr> <td>• Care/Maintenance Package</td> </tr> <tr> <td rowspan="2">Saxon Hall</td> <td>• Phone Line</td> </tr> <tr> <td>• Broadband connection</td> </tr> </table>	Town Hall	• Broadband connection	• 4 new telephone handsets	• Voicemail	• Caller ID	• Main Phone Lines moved to VOIP	• Second Line keep with BT for Red Care	• Care/Maintenance Package	Saxon Hall	• Phone Line	• Broadband connection
Town Hall	• Broadband connection											
	• 4 new telephone handsets											
	• Voicemail											
	• Caller ID											
	• Main Phone Lines moved to VOIP											
	• Second Line keep with BT for Red Care											
	• Care/Maintenance Package											
Saxon Hall	• Phone Line											
	• Broadband connection											

3.0	Quotation:																		
	<table border="1"> <thead> <tr> <th>Company</th> <th>Set Up Charge</th> <th>Monthly Charge</th> <th>Total Cost (Inc Calls)</th> </tr> </thead> <tbody> <tr> <td>Syntec</td> <td>£1,224 Inc: Handsets purchased, Broadband & Install</td> <td>£88 Broadband & Line Rental Average calls £150 per month + BT second line £27.50 per month</td> <td>£265.50 approx</td> </tr> <tr> <td>BT</td> <td>£0.00 Inc: handsets – on lease to RTC & Broadband & Install</td> <td>£207.29 Phone Lease, Unltd Calls, Broadband & Line Rental for all lines</td> <td>£207.29 + possible Broadband Costs</td> </tr> <tr> <td>Hosted Connections</td> <td>£690 Inc: Handsets purchased, Broadband & Install</td> <td>£223.00 inc: Free calls to 01,02,03 & 07 number + BT second line £27.50 per month</td> <td>£250.50</td> </tr> </tbody> </table>	Company	Set Up Charge	Monthly Charge	Total Cost (Inc Calls)	Syntec	£1,224 Inc: Handsets purchased, Broadband & Install	£88 Broadband & Line Rental Average calls £150 per month + BT second line £27.50 per month	£265.50 approx	BT	£0.00 Inc: handsets – on lease to RTC & Broadband & Install	£207.29 Phone Lease, Unltd Calls, Broadband & Line Rental for all lines	£207.29 + possible Broadband Costs	Hosted Connections	£690 Inc: Handsets purchased, Broadband & Install	£223.00 inc: Free calls to 01,02,03 & 07 number + BT second line £27.50 per month	£250.50		
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4.0	Recommendation:																		
	That the Town Council agree on a contractor to set up and install new handsets and move the phone and broadband line accordingly.																		

Appendix 5: Admin Support

Summary: A report on administrative support for the Mayor.	
1.0	<p><u>Background</u> The Mayor's handbook states that the office will give any administrative support necessary to assist the Mayor in carrying out his civic functions. In order to understand the level of support required the Mayor asked for a breakdown of this support.</p> <p>On a day to day basis this support is carried out by the two assistants to the clerk and the office administrator.</p> <p>Assistant 1 – Supports mayoral events with design of promotional materials and invites</p> <ul style="list-style-type: none"> • Designs Posters • Designs Invites • Designs Table Plans 10 hours per (larger) event <p>Wine Tasting Burns Night Curry Night 30 hours per annum</p> <p>Office Administrator– Diary management for the Mayor and Deputy Manages Richard /Lees diary</p> <ul style="list-style-type: none"> • Receives invites • Circulates • Responds • Raises payment requests

- Ensures Mayor and Deputy receive tickets / venue information

This takes an average of 1hr per day

Assistant 2 – Manages invitations to Raunds events

- Sending out invites,
- Making notes of received acceptances & apologies,
- Keeping Richard informed of any special requirements / how it's going
- Liaising with Richard about additional invitees to include in the list,
- Checking the invite list is up to date,
- Sending reminders to all mayor's/chairmen again of event,
- Receipting, banking, checking off payments received,
- Chasing payments / reply slips if not received,
- Sending out maps / further information / tickets to attendees.

30 minutes per day when we have sent out invite for event – (on average)

Recommendations

- To note the report.

Appendix 6: Audio Visual Equipment

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	To Be Advised
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	To Be Advised
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)