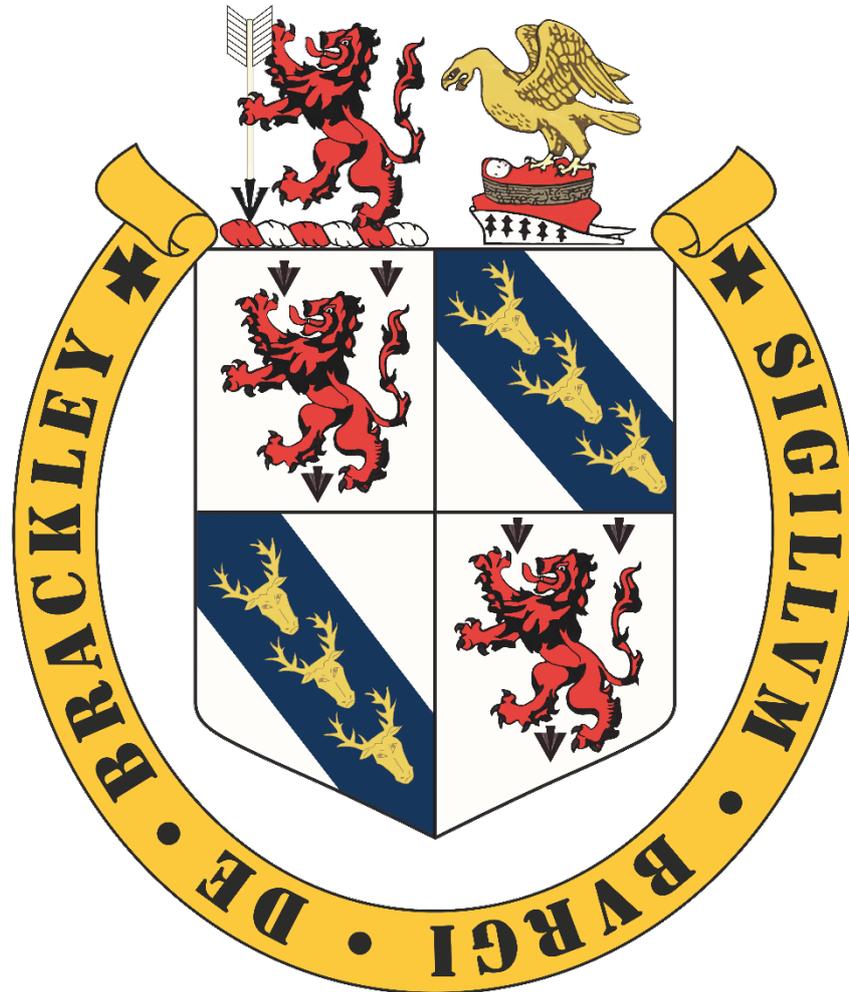


BRACKLEY TOWN COUNCIL



AGENDA & MINUTES

For the consideration of the Meeting

To be held on

Monday 13 January 2025

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: All Brackley Town Councillors

You are hereby summoned to attend a meeting of **Brackley Town Council**, to be held on **Monday 13 January 2025** at the Town Hall. Meeting at 7.05 pm.

8 January 2025



Town Clerk

AGENDA

Members of the Press and Public are invited to attend

323/24 Apologies for Absence

324/24 Town Mayor's Announcements

325/24 Public Participation

The meeting is open for the public to address the Council on matters relevant to its business. 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 Chair of the meeting. Please state your name and address before asking your question.

326/24 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 Localism Act 2011, the Brackley Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992.

327/24 Approval of Minutes

To receive and, if accepted, approve the minutes of the meeting of Council on Monday 2 December 2024.

Recommendation – to approve the minutes of the meeting of Council on Monday 2 December 2024.

328/24 Committee Minutes

To receive the following approved Committee minutes:

Planning & General Works 18 November 2024 and 2 December 2024
Finance & Policy 18 November 2024

Recommendation – to receive the Committee minutes en block

329/24 Questions for Chairs 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.

330/24 Unitary Council Representative – if available.**331/24 Appointment of Councillors for Monthly Payment Audit**

Two councillors are required to sign and approve the monthly payment audit following the next Finance and Policy Committee meeting or in the office on Tuesday 21 January between 10am and 2pm.

332/24 Approval of Budget - attached

To approve the budget of £1,402,326 recommended by the Finance & Policy Committee and following public consultation.

Recommendation: to approve the budget of £1,402,326

333/24 Approval of Precept 2025/2026 - attached

To approve the precept request of £1,095,354 which equates to a Band D charge of £181.88 (an increase of 2.75%) and to agree the completion and signing of the request to WNC (form attached).

Recommendation: to approve the precept request and signing of the form.

334/24 Proposed Election of Mayor and Deputy Mayor Procedure and Mayoral Handbook

For members consideration and approval

Recommendation: to adopt the new Election of Mayor and Deputy Mayor Procedure and Mayoral Handbook.

335/24 Matters for Information**336/24 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.

337/24 Intruder Alarms – Egerton Hall and Town Hall – report and quotes attached

Members are asked to consider the upgrade of the intruder alarm systems at Egerton Hall and the Town Hall.

338/24 Purchase of New Tractor – report and quotes attached

Members are asked to consider the purchase of a replacement for the current McCormick tractor.

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.brackleynorthants-tc.gov.uk

Minutes of **Brackley Town Council**, held on **Monday 2 December 2024** at the Town Hall.
Meeting at 7.05 pm.

Present: Mayor – Cllr E Wiltshire
Cllrs A Bagot-Webb, F Baker, C Cartmell, G Judd, J Kew, W King, S Langford,
S Manley, K Nash, S Sharps, B Tiller, A Watt, S Weaver, E Wiltshire, P Wiltshire
and L Young.

Officers: Town Clerk, Deputy Town Clerk and Estates Manager.

279/24 Apologies for Absence

None.

280/24 Town Mayor's Announcements

2 November Brackley Fireworks
4 November Paul Cataldo Funeral - well known Town Council volunteer.
10 November Brackley Remembrance Parade
11 November Armistice Act of Remembrance in Brackley with all the Schools on
Market Square.
13 November Northampton University Graduation Ceremony. Derngate
15 November Children in Need Pedal Brackley Care Home
16 November Cherwell District Council Chairman's Dinner Banbury
19 November Northampton Domestic Abuse Service Recognition Ceremony
Northampton
20 November Age UK AGM Moulton
21 November FEOFFE Meeting
30 November Brackley Light Switch On, Lantern Parade and Christmas Market.

281/24 Public Participation

Resident - Thank you to everyone that helped build the skate park. I believe this would be improved by installing a path. What we have is great but because it being situated in a field we have had a problem with bogginess.

Resident - what is happening with the Southfield site? I am still pursuing why it was closed and have contacted the information commissioner.

Email addresses were taken to respond.

282/24 Declarations of interest

Cllr Sharps – trustee of the SNYE.

283/24 Approval of Minutes

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

approve the minutes of the meeting of Council on Monday 4 November 2024.

284/24 Committee Minutes

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

receive the Committee minutes en block

Planning & General Works 21 October 2024 and 4 November 2024

Finance & Policy 21 October 2024

285/24 Questions for Chairs Relating to Received Minutes

None

286/24 Unitary Council Representative

Cllr Bagot-Webb

Highways

Forth coming long term road improvements on the A43 requiring closures.

Towcester - 15-month project through to March 2026 to construct a new roundabout connecting the A43 to recently built A5 Towcester relief road.

A43 Embankment Slippage – Northbound beyond the Whitfield turn – 6 January Monday to Friday for approximately 6 months to install 60 piles at one per night plus removal and re-instatement of the embankment.

A43 HS2 overbridge – two full weekend closures late Feb/early March. Installation of the bridge plus two more weekend closures in late summer to tie in the bridge lanes. Project will complete in Spring 2026 and not as stated on the boards of Spring 2025. Boards will be up-dated shortly.

I have been working closely with National Highways, who did not appear to know about both projects, and they are now working to see if the piles can be installed over the two early Spring weekend closures thus reducing the time of the piling project.

Manor Road Congestion – Cllr Baker and I have been working closely with both the Education and Place directorates to bring forward a plan/options to relieve the congestion and danger in Manor Road. The WNC Highways improvement team has recently appointed consultants to prepare schemes aimed at reducing the congestion and improve the safety of pedestrians and cyclists using the area. Work on preparing schemes will commence in the New Year.

Northampton Road/Radstone Road junction improvements are due to start on 25th Feb and take about 10 weeks.

Enforcement/Planning.

Mill Lane – photos of the flooding at Mill Lane have been sent to the enforcement / planning team.

Enforcement have finally reviewed the Costa Drive through area and found several planning infringements and now chasing the Developers. Plus, they are concerned about the unapproved advertising boards in the area.

The Neon flashing sign has recently been removed at the Crystal Nail bar.

Cllr F Baker

The Towcester Family Hub is due to open its doors early next year, final building working are taking place at the forum now. We do have an online help service for families that is now in place, and we will be transferring that to a bespoke app soon. We will be adding spokes to this hub - one of which will be in Brackley, we are just finalising a location for this.

West Northamptonshire Council (WNC) education team are keen to engage with residents to understand options for meeting the need for school places in Brackley over the next 10-20 years. WNC recognise that the challenges around education provision for the future are unique in Brackley and that there is no easy solution to meet the growing and changing demand for school places. We are keen to hear views from residents about all options – whether this be to create new provision, to expand, change or even close current school sites. The Council is also aware of the impact that education provision can have on residents and other partners, especially in relation to traffic and want to consider how any future plans will improve the current situation in Brackley. This approach does not prevent or change the need for formal consultation around new housing developments, or changes to any schools that may need to be made in future. Officers from the School Organisation Team within the Council will be available to lead these engagement sessions and will ensure all feedback is shared with relevant partners or teams within the Council who will be responsible for formal consultations and future decision making.

Cllr Sharps

Local Council tax reduction scheme will be in place for the financial year 2025-2026 and stays at 20% reduction, this was supported by all WNC members. This will significantly support residents across Brackley and Northamptonshire. The Scheme applies to working age claimants only, as the government prescribes the scheme for those of pension age of up to 100% support based on the circumstances of the individual.

Youth

The Recent Youth Summit held at Brackley Town Hall, held by the Rural south LAP was incredibly successful in bringing together Local Brackley Schools, Youth organisations, health professionals.

Environmental Crime

Three wardens have been appointed to the Environmental crime team this service kennelling strays, we are working towards developing a specific service for our needs. working with hard-to-reach communities, work has started on how to deal with flyposts and advertising (A-boards) across the west. Continuing our regular meetings with the Northamptonshire Traveller unit (NTU) working together for better understanding and communication long term.

Questions to Unitary Councillors**Question 1**

In relation to schools and shortage of places for school children in coming years. WNS/2021/0492/EIA Land West of Brackley – includes a detailed costed proposal

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to expand Waynflete and BJS. Is this being consulted on and have you considered the Southfield site to expand provision of school places in Brackley?

Response

Should not have been included in the application and I have not signed off any expansion. None of headteachers want expansion. We do have to put in a programme for education for S106 but this needs to be more generic. If the planning application comes back, we would like to see that it is turned down for this reason.

People do not believe me, but we put our concerns to DofE before Southfield closure, and they left us in a difficult situation. We have had meetings with them, and we are going to ask for funds for refurbishment. To refurbish the site, it is going to cost in the region of £4m. Members are not officers so we do not do the work and can only advise. I have advised many things. A consultation is happening. We currently do not have a shortage of spaces.

Question 2

The Southfield closure was done for 3 reasons – financially unviable, demand for school numbers were reducing and that it would have no impact on the quality of education in Brackley. The information that is now in the public domain on Southfields is raising significant concerns from residents, parents and others over the decision to close Southfield Primary Academy. I have had a look at the finances very carefully and in 2022/23 they had a surplus of £240K to a projected loss in 2024/25 of £240k seems unusual (and unexplained). I would encourage the team to address these issues directly at the forthcoming consultation to ensure that we allay concerns as we enter the next phase of planning. I will email further details.

287/24 Appointment of Councillors for Monthly Payment Audit

Cllr Watt and Cllr Weaver will sign and approve the monthly payment audit following the next Finance and Policy Committee meeting or in the office on Tuesday 17 December between 10am and 2pm.

288/24 To receive details of a Code of Conduct complaint – attached

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

Note the Monitoring Officer's suggestion and schedule equality and diversity training for all councillors in the 25/26 Council year.

289/24 South Northamptonshire Youth Engagement (SNYE) request for Funding

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

agree the match funding over the next two years and send out the suggested response.

290/24 SNYE Request to use 20 High Street as postal address

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

Agree to allow SNYE to use 20 High Street as a postal address.

291/24 Request for New Police Liaison Representative

Cllr S Langford will be the Police Liaison Representative for Brackley Town Council.

292/24 Signing of transfer of Carpenter's Place – Vistry (RB/11569)

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

approve the signing of the Land Transfer at Carpenter's Place.

293/24 Request to Purchase a mower – report attached

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

purchase a used Trimax Stealth mower to the value of £5000.

294/24 Matters for Information

Cllr King gave members an update on the Manor Road T&FG which is made up from councillors, residents, Unitary Councillors and schools.

Cllr Langford - There has been another drug related death of a young person in town – should we be joining scheme to highlight this?

Cllr Baker - The recent LAP meeting have liaised with the police who are going to be doing some targeting on this with talks taking place at the schools.

Cllr Nash has been overwhelmed by positive residents about the market on Saturday – thank you to everybody at the Town Council who made the event happen.

Town Clerk – if any councillors could help with a bucket shake on tractor run, please collect a bucket from the office.

295/24 Exclusion of Press and Public

On the proposition of Cllr Cartmell, 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.

296/24 Land Dispute

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

accept the recommendation on the report.

297/24 External works, Old Fire Station – Quote attached.

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

approve the quote for £4,125 plus VAT and to action the works as soon as possible.

Meeting closed at: 20.25

Signed:

Dated:

DRAFT

BRACKLEY TOWN COUNCIL

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Minutes of the **Planning & General Works Committee** held on **Monday 18 November 2024** in Brackley Town Hall, Market Place, NN13 7AB.

Present: Councillors Bagot-Webb (Chair), Manley, Nash, Watt, Weaver, E Wiltshire and P Wiltshire.

Officers: Town Clerk and Deputy Town Clerk

258/24 Apologies for Absence

Apologies received and accepted from Cllrs Baker, King and Langford

Absent – Cllr Kew

259/24 Declaration of interest

None

260/24 Public participation

None

261/24 Minutes

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

approve the minutes of the previous meeting held on 4 November 2024.

262/24 Planning Applications

Members considered the planning applications as outlined on the attached schedule. Comments will be submitted.

263/24 Cellnex mast – for information

Members noted Information received from Novo Technologies on behalf of Cellnex regarding proposal by Cellnex to install mobile phone communications apparatus.

A letter will be sent asking when this will be carried out and to check red light placement due to height.

264/24 Matters for Information

None

Meeting closed at 19:20

Signed:

APPROVED

Dated:

2/12/24

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Application Number	Closing Date	Location	Proposal	Town Council Comments
2024/5100/TPO	22 Nov 24	9 Rowan Close Brackley NN13 6PB	Reduction to 1 x Ash Tree Section fell to ground level 1 x Ash Tree Removal of epicormic growth to 1 x Lime Tree TPO: 14/1994	Support
2024/5144/FULL	27 Nov 24	19 Fern Court Brackley NN13 5GN	Construction of two hipped roof dormer windows to the front elevation of the existing dwellinghouse	Support
2024/5015/FULL	29 Nov 24	39 Manor Road Brackley NN13 6ED	Conservatory and porch	Support
For information only				
2024/2311/MAF	19 Nov 24	Land and public highway between HS2 safeguarded land to the north-west of Halse and Radstone Road substation	Installation of underground electrical cable.	Noted

Handwritten signature
2/12/24

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Minutes of the **Planning & General Works Committee** held on **Monday 2 December 2024** in Brackley Town Hall, Market Place, NN13 7AB.

Present: Councillors Bagot-Webb (Chair), Baker, Kew, King, Langford, Manley, Nash, Watt, Weaver, E Wiltshire and P Wiltshire.

Officers: Town Clerk, Deputy Town Clerk

298/24 Apologies for Absence

None

299/24 Declaration of interest

None

300/24 Public participation

Resident –concerns over one of the planning applications, I will be submitting my comments to West Northamptonshire Planning.

301/24 Minutes

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

approve the minutes of the previous meeting held on 18 November 2024.

302/24 Planning Applications

Members considered the planning applications as outlined on the attached schedule. Comments will be submitted.

303/24 Matters for Information

None.

Meeting closed at 20.48

Signed:

APPROVED

Dated:

16/12/24

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Application Number	Closing Date	Location	Proposal	Town Council Comments
2024/5370/FULL	11/12/24	123 Halse Road Brackley NN13 6EQ	Single storey extension to replace existing lean to extensions	Support
2024/5346/RM	11/12/24	Mercedes Benz Grand Prix, Lauda Drive, Brackley, NN13 7BD	Reserved matters application (appearance, landscaping, layout and scale) for Phase 3 pursuant to 2023/5463/MAF for the erection of a health and well-being hub. Discharge of conditions 5, 6, 7, 17 and 23 of application 2023/5463/MAF in respect of Phase 3 only.	Support
2024/5029/FULL	12/12/24	77A Johnson Avenue Brackley NN13 6JE	Proposed outbuilding, with associated external works	Object – the front garden development will be in front of the building line. It is out of keeping with the street scene. We have concerns over the accuracy of the drawings – more detailed plans are required. It has been brought to our attention that the land ownership is in question.

APPROVED*16/12/24*

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Minutes of the **Finance and Policy Committee** held on **Monday 18 November 2024** at Brackley Town Hall, Market Place, Brackley, NN13 7AB.

Present: Cllrs Bagot-Webb, Judd, Nash, Sharps, Weaver, E Wiltshire and P Wiltshire.

Officers: Town Clerk and Deputy Town Clerk

Cllr Weaver was elected as Chair for this meeting

272/24 Apologies for absence

Apologies received and accepted from Cllrs Cartmell, King, Tiller and Young

273/24 Declarations of interest

562 – Cllr E Wiltshire

274/24 Public participation

None

275/24 Approval of minutes

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

approve the minutes of the meeting of the Finance & Policy Committee on Monday 21 October 2024.

276/24 Finance reports

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

Receive the finance reports en block and approve.

- a) List of accounts for November Payment Schedule Part 1 of £24,162.69
- b) List of accounts for November Payment Schedule Part 2 of £102,824.49
- c) Bank Reconciliation October 2024
- d) Balance sheet October 2024

277/24 First Draft Budget

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

To accept the 2025/26 charges for venues/market/fair/cemetery and weddings.

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

To accept the staffing levels for 2025/26

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

Write to the Government regarding the increase in NI for Parish Councils

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

Take the first draft budget back to the Budget Task & Finish Group for review following the discussions on the Christmas Lights. The second draft budget will be brought back to this committee on Monday 16 December.

278/24 Matters for discussion

Cllr Sharpes SNYE have asked if the BTC office address could be used for their post. The Clerk will bring this to Full Council.

Meeting closed at 19:52

Signed:

APPROVED

Dated: 16/12/24

Total Income	£	33,340.00	£	33,453.00	£	35,178.00	£	20,116.00	£	36,450.00	£	33,050.00
4087 Uniform PPE rename to include Health & Safety	£	150.00	£	77.00	£	150.00	£	-	£	50.00	£	100.00
4100 Telephones	£	1,500.00	£	1,676.00	£	1,500.00	£	1,084.00	£	2,500.00	£	2,500.00
4210 Rates	£	7,000.00	£	5,264.00	£	5,500.00	£	4,940.00	£	4,940.00	£	5,500.00
4212 Gas	£	6,600.00	£	4,055.00	£	7,000.00	£	1,666.00	£	5,000.00	£	5,500.00
4214 Electricity	£	12,000.00	£	6,369.00	£	8,000.00	£	6,575.00	£	15,000.00	£	14,000.00
4216 Water	£	1,200.00	£	1,067.00	£	1,300.00	£	585.00	£	1,300.00	£	1,300.00
4250 Maintenance/Repairs (EXP)	£	8,000.00	£	8,921.00	£	9,000.00	£	5,409.00	£	10,000.00	£	10,000.00
4255 Internal Decoration DO NOT USE	£	1,000.00	£	100.00	£	1,000.00	£	-	£	1,000.00	£	-
4265 Cleaning	£	8,500.00	£	9,120.00	£	8,500.00	£	4,098.00	£	8,500.00	£	9,500.00
4270 Venue Equipment/Consumables	£	750.00	£	1,096.00	£	700.00	£	91.00	£	250.00	£	500.00
4275 Licences	£	700.00	£	494.00	£	2,300.00	£	2,340.00	£	2,340.00	£	1,000.00
4330 Signs	£	100.00	£	-	£	50.00	£	-	£	50.00	£	-
4365 Security Lettings	£	-	£	434.00	£	500.00	£	281.00	£	600.00	£	650.00
320 EMR Town Hall	£	-	£	-	£	5,000.00	£	-	£	5,000.00	£	2,000.00
Overhead Expenditure	£	47,500.00	£	38,672.00	£	50,500.00	£	27,066.00	£	56,530.00	£	52,550.00
261 Old Fire Station												
1110 Maintenance/Repairs (INC)	£	4,475.00	£	1,275.00	£	-	£	125.00	£	125.00	£	-
1216 Recharge Water/Sewage	£	750.00	£	245.00	£	750.00	£	206.00	£	450.00	£	450.00
1240 Recharge Cleaning	£	-	£	2,659.00	£	4,560.00	£	2,280.00	£	4,560.00	£	4,560.00
1260 Lettings - Old Fire Station	£	6,000.00	£	5,153.00	£	5,000.00	£	3,696.00	£	5,500.00	£	5,500.00
1261 Rental - Old Fire Station Cafe	£	12,000.00	£	10,000.00	£	12,000.00	£	5,000.00	£	10,000.00	£	10,000.00
1311 Electricity Recharge	£	1,400.00	£	1,562.00	£	1,600.00	£	1,202.00	£	2,000.00	£	2,500.00
1412 Recharge Gas	£	1,500.00	£	1,256.00	£	850.00	£	451.00	£	1,000.00	£	1,000.00
Total Income	£	26,125.00	£	22,151.00	£	24,760.00	£	12,960.00	£	23,635.00	£	24,010.00
4087 Uniform PPE rename to include Health & Safety	£	300.00	£	77.00	£	200.00	£	-	£	200.00	£	100.00
4100 Telephones	£	600.00	£	1,531.00	£	1,400.00	£	345.00	£	1,000.00	£	1,000.00
4210 Rates	£	1,500.00	£	823.00	£	1,000.00	£	823.00	£	823.00	£	1,000.00
4212 Gas	£	3,000.00	£	2,333.00	£	1,500.00	£	1,028.00	£	2,500.00	£	3,000.00
4214 Electricity	£	6,000.00	£	7,553.00	£	5,000.00	£	4,180.00	£	9,000.00	£	9,000.00
4216 Water	£	1,500.00	£	2,009.00	£	3,000.00	£	311.00	£	1,500.00	£	800.00
4250 Maintenance/Repairs (EXP)	£	5,000.00	£	11,489.00	£	5,000.00	£	4,500.00	£	9,000.00	£	8,000.00
4265 Cleaning	£	10,500.00	£	13,576.00	£	10,500.00	£	6,371.00	£	13,000.00	£	14,000.00
4270 Venue Equipment/Consumables	£	500.00	£	535.00	£	300.00	£	88.00	£	300.00	£	200.00
4275 Licences	£	600.00	£	358.00	£	400.00	£	183.00	£	183.00	£	250.00
4365 Security for Lettings	£	-	£	-	£	-	£	102.00	£	200.00	£	150.00
Overhead Expenditure	£	29,500.00	£	40,284.00	£	28,300.00	£	17,931.00	£	37,706.00	£	37,500.00
270 The Loft												
1245 Lettings - The Loft	£	13,200.00	£	8,501.00	£	13,200.00	£	8,044.00	£	13,200.00	£	14,000.00
Total Income	£	12,000.00	£	11,506.00	£	13,200.00	£	6,101.00	£	13,200.00	£	14,000.00

4210 Rates	£	-	£	-	£	-	£	549.00	£	549.00	£	600.00
4250 Maintenance/Repairs (EXP)	£	500.00	£	2,508.00	£	500.00	£	-	£	500.00	£	1,000.00
4265 Cleaning	£	4,000.00	£	3,544.00	£	4,000.00	£	1,814.00	£	4,000.00	£	4,000.00
4270 Venue Equipment/Consumables	£	1,000.00	£	242.00	£	1,000.00	£	304.00	£	1,000.00	£	1,000.00
4275 Licences	£	180.00	£	159.00	£	180.00	£	170.00	£	170.00	£	180.00
Overhead Expenditure	£	5,680.00	£	6,453.00	£	5,680.00	£	2,837.00	£	6,219.00	£	6,780.00
281 20 High Street												
4086 Insurance	£	-	£	481.00	£	-	£	-	£	500.00	£	500.00
4087 Uniform PPE <i>rename to include Health & Safety</i>	£	300.00	£	50.00	£	100.00	£	-	£	100.00	£	-
4100 Telephones	£	4,000.00	£	4,018.00	£	4,000.00	£	2,088.00	£	4,500.00	£	4,500.00
4210 Rates	£	3,500.00	£	1,572.00	£	2,000.00	£	1,622.00	£	1,622.00	£	1,800.00
4214 Electricity	£	6,000.00	£	1,782.00	£	3,000.00	£	1,256.00	£	3,000.00	£	3,000.00
4216 Water	£	600.00	£	400.00	£	600.00	£	209.00	£	600.00	£	600.00
4218 Rent	£	13,500.00	£	13,500.00	£	13,500.00	£	6,750.00	£	13,500.00	£	13,500.00
4250 Maintenance/Repairs (EXP)	£	500.00	£	2,226.00	£	800.00	£	1,012.00	£	2,500.00	£	1,500.00
4265 Cleaning	£	2,200.00	£	2,686.00	£	2,600.00	£	974.00	£	2,300.00	£	2,600.00
4270 Venue Equipment/Consumables	£	500.00	£	349.00	£	400.00	£	29.00	£	300.00	£	200.00
4275 Licences	£	-	£	159.00	£	-	£	-	£	-	£	-
4330 Signs	£	10.00	£	66.00	£	-	£	-	£	-	£	-
Overhead Expenditure	£	31,110.00	£	27,289.00	£	27,000.00	£	13,940.00	£	28,922.00	£	28,200.00
301 Town Centre												
1300 Fair Rights	£	3,300.00	£	3,300.00	£	3,465.00	£	3,465.00	£	3,465.00	£	3,465.00
1305 Friday Market	£	10,320.00	£	10,381.00	£	10,815.00	£	5,266.00	£	10,815.00	£	10,815.00
1311 Electricity Recharge	£	380.00	£	209.00	£	400.00	£	89.00	£	200.00	£	200.00
1605 Sale of BTC Land	£	-	£	240,000.00	£	-	£	-	£	-	£	-
Transfer from EMR Christmas Lights	£	-	£	-	£	-	£	-	£	17,500.00	£	-
Total Income	£	14,000.00	£	253,890.00	£	14,680.00	£	8,820.00	£	31,980.00	£	14,480.00
4214 Electricity	£	12,000.00	£	4,050.00	£	5,000.00	£	1,113.00	£	5,000.00	£	4,100.00
4216 Water	£	500.00	£	1,330.00	£	600.00	£	-	£	-	£	-
4250 Maintenance/Repairs (EXP)	£	1,000.00	£	-	£	500.00	£	2.00	£	100.00	£	300.00
4305 War Memorial	£	500.00	£	-	£	500.00	£	-	£	500.00	£	500.00
4307 Welcome Back Fund	£	-	£	-	£	-	£	-	£	-	£	-
4310 Street Furniture / Bus Shelter	£	1,000.00	£	-	£	-	£	-	£	-	£	-
4320 Toilets Town Centre	£	12,000.00	£	22,255.00	£	-	£	-	£	-	£	-
4330 Signs	£	500.00	£	360.00	£	500.00	£	-	£	-	£	100.00
4335 Brackley Flowerbeds	£	8,000.00	£	9,720.00	£	8,400.00	£	3,668.00	£	8,400.00	£	10,000.00
4340 Market Expenses	£	-	£	19.00	£	-	£	-	£	-	£	-
4345 Christmas Lights	£	23,000.00	£	18,109.00	£	23,000.00	£	20,835.00	£	35,000.00	£	25,000.00
4346 Town Centre CCTV	£	1,000.00	£	-	£	1,000.00	£	-	£	1,000.00	£	1,000.00
4347 Christmas Lights EMR	£	-	£	-	£	5,000.00	£	-	£	5,000.00	£	5,000.00

Overhead Expenditure	£	59,500.00	£	55,123.00	£	44,500.00	£	25,618.00	£	55,000.00	£	46,000.00
310 Town Centre Toilets												
4214 Electric	£	-	£	-	£	1,300.00	£	603.00	£	1,500.00	£	1,500.00
4216 Water	£	-	£	35.00	£	300.00	£	334.00	£	700.00	£	700.00
4250 Maintenance & Repair	£	-	£	-	£	4,000.00	£	705.00	£	2,000.00	£	1,000.00
4265 Cleaning	£	-	£	-	£	9,700.00	£	4,158.00	£	9,500.00	£	9,700.00
Overhead Expenditure	£	-	£	35.00	£	15,300.00	£	5,800.00	£	13,700.00	£	12,900.00
351 Parks & Open Spaces												
1216 Recharge Water/Sewage	£	-	£	136.00	£	120.00	£	-	£	120.00	£	120.00
1350 Ditches, Hedges & Trees Income	£	4,000.00	£	-	£	8,000.00	£	3,325.00	£	3,325.00	£	2,750.00
1355 Angling Club	£	1,800.00	£	1,800.00	£	1,800.00	£	-	£	1,800.00	£	1,800.00
1360 Open Space Income	£	100.00	£	459.00	£	-	£	212.00	£	212.00	£	-
1365 Recharge for Services	£	4,000.00	£	12,697.00	£	-	£	4,619.00	£	5,500.00	£	-
1370 Allotments	£	120.00	£	132.00	£	132.00	£	132.00	£	132.00	£	132.00
1375 Land Licences	£	40.00	£	85.00	£	60.00	£	36.00	£	60.00	£	-
1432 Arcitect & Legal Fees Inc	£	-	£	-	£	-	£	12,600.00	£	12,600.00	£	-
1602 S106 Income Open Space	£	22,980.00	£	-	£	35,600.00	£	43,116.50	£	43,116.50	£	35,500.00
c/f Trees from outurn 23/24	£	-	£	-	£	-	£	-	£	3,000.00	£	-
Skate Park EMR Transfer	£	-	£	-	£	-	£	-	£	290,000.00	£	-
Total Income	£	33,040.00	£	15,309.00	£	45,712.00	£	64,040.50	£	359,865.50	£	40,302.00
4055 Architect/Legal Fees/Land Sear	£	3,000.00	£	7,587.00	£	4,000.00	£	11,668.00	£	12,000.00	£	3,000.00
4250 Maintenance/Rapairs (Exp) DO NOT USE	£	-	£	29.00	£	-	£	2.00	£	2.00	£	-
4275 Licences DO NOT USE	£	200.00	£	140.00	£	200.00	£	163.00	£	163.00	£	-
4330 Signs DO NOT USE	£	345.00	£	49.00	£	250.00	£	-	£	-	£	-
4350 Open Space Equip.Repair/Fencing	£	25,000.00	£	22,795.00	£	25,000.00	£	1,448.00	£	25,000.00	£	20,000.00
4355 Play Equipment plus Inspection	£	1,500.00	£	3,766.00	£	4,000.00	£	2,406.00	£	4,000.00	£	4,500.00
4360 Skate Park	£	2,000.00	£	1,976.00	£	2,000.00	£	222,630.00	£	290,000.00	£	5,000.00
4375 St James' Lake Rent	£	3,200.00	£	3,121.00	£	3,200.00	£	3,121.00	£	3,200.00	£	3,121.00
4385 Litter Collect / Dog Clearance	£	11,590.00	£	8,625.00	£	10,000.00	£	3,946.00	£	10,000.00	£	10,000.00
4390 Open Spaces Rents	£	256.00	£	305.00	£	256.00	£	61.00	£	256.00	£	300.00
4395 Ditches, Hedges & Trees	£	20,000.00	£	5,701.00	£	20,000.00	£	7,717.00	£	20,000.00	£	15,000.00
4400 Grass Cutting	£	75,000.00	£	53,468.00	£	80,000.00	£	39,301.00	£	80,000.00	£	80,000.00
4410 Footway Lighting	£	2,000.00	£	738.00	£	1,000.00	£	99.00	£	500.00	£	500.00
EMR Trees new code											£	-
Overhead Expenditure	£	144,091.00	£	108,300.00	£	149,906.00	£	292,562.00	£	445,121.00	£	141,421.00
401 Cemetery												
1400 Burials	£	25,000.00	£	25,400.00	£	20,000.00	£	14,264.00	£	20,000.00	£	20,000.00
1405 Memorials	£	3,000.00	£	2,750.00	£	3,000.00	£	1,454.00	£	3,000.00	£	3,000.00
Total Income	£	28,000.00	£	28,150.00	£	23,000.00	£	15,718.00	£	23,000.00	£	23,000.00

4210 Rates	£	850.00	£	803.00	£	850.00	£	811.00	£	811.00	£	850.00
4216 Water	£	250.00	£	262.00	£	400.00	£	163.00	£	400.00	£	400.00
4250 Maintenance/Repairs (EXP)	£	2,000.00	£	905.00	£	2,000.00	£	246.00	£	500.00	£	1,500.00
4270 Venue Equipment/Consumables	£	1,000.00	£	-	£	500.00	£	-	£	-	£	-
4385 Litter Collect / Dog Clearance	£	-	£	658.00	£	550.00	£	230.00	£	550.00	£	600.00
Overhead Expenditure	£	4,500.00	£	1,922.00	£	4,100.00	£	1,815.00	£	2,261.00	£	3,350.00
451 Grants & Donations												
1455 Donations Received	£	-	£	-	£	-	£	10.00	£	10.00	£	-
Total Income	£	-	£	-	£	-	£	10.00	£	10.00	£	-
4450 S137 Grants	£	30.00	£	28.00	£	30.00	£	-	£	30.00	£	30.00
4455 Community Grants Exp	£	16,000.00	£	12,400.00	£	16,000.00	£	11,750.00	£	11,750.00	£	16,000.00
4460 SNYE Youth Budget	£	3,500.00	£	3,500.00	£	15,000.00	£	15,000.00	£	15,000.00	£	15,000.00
Overhead Expenditure	£	19,530.00	£	15,928.00	£	31,030.00	£	26,750.00	£	26,780.00	£	31,030.00
501 Civic												
1510 Mayor Allowance Income	£	-	£	1,877.00	£	-	£	-	£	-	£	-
Total Income	£	-	£	1,877.00	£	-	£	-	£	-	£	-
4055 Architect/Legal Fees/Land Search	£	-	£	448.00	£	-	£	-	£	-	£	-
4500 Mayor's Allowance	£	3,800.00	£	4,472.00	£	3,800.00	£	2,487.00	£	3,800.00	£	3,800.00
4510 Civic Costs	£	5,000.00	£	4,711.00	£	5,000.00	£	898.00	£	5,000.00	£	5,000.00
4520 Deputy Mayor's Allowance	£	380.00	£	-	£	380.00	£	-	£	380.00	£	380.00
4525 Civic Regalia Maintenance	£	550.00	£	641.00	£	700.00	£	-	£	700.00	£	700.00
Overhead Expenditure	£	9,730.00	£	10,272.00	£	9,880.00	£	3,385.00	£	9,880.00	£	9,880.00
601 Events												
1105 Events Income	£	12,000.00	£	36,741.00	£	37,000.00	£	2,011.00	£	28,500.00	£	28,000.00
Total Income	£	12,000.00	£	36,741.00	£	37,000.00	£	2,011.00	£	28,500.00	£	28,000.00
4086 Insurance	£	-	£	2,449.00	£	5,000.00	£	1,807.20	£	1,807.20	£	3,000.00
4275 Licences	£	1,100.00	£	624.00	£	1,000.00	£	-	£	1,000.00	£	1,000.00
4550 Event costs	£	35,000.00	£	46,955.00	£	40,000.00	£	16,553.00	£	35,000.00	£	40,000.00
4560 Events Marketing DO NOT USE	£	-	£	-	£	1,000.00	£	-	£	-	£	-
Overhead Expenditure	£	36,100.00	£	50,028.00	£	47,000.00	£	18,360.20	£	37,807.20	£	44,000.00
701 Egerton Hall												
1110 Maintenance/Repairs (INC)	£	-	£	120.00	£	-	£	-	£	-	£	-
1240 Recharge Cleaning	£	-	£	60.00	£	-	£	-	£	-	£	-
1252 Weddings Income (do not use)	£	1,500.00	£	1,312.00	£	-	£	-	£	-	£	-
1255 Lettings - Egerton Hall	£	25,000.00	£	38,855.00	£	35,000.00	£	23,678.00	£	40,000.00	£	45,000.00
Total Income	£	26,500.00	£	40,347.00	£	35,000.00	£	23,678.00	£	40,000.00	£	45,000.00
4055 Architect/Legal Fees/Land Sear	£	-	£	200.00	£	-	£	-	£	-	£	-
4086 Insurance	£	-	£	28.00	£	-	£	-	£	-	£	-

4087 Uniform & PPE plus Health safety	£	100.00	£	50.00	£	100.00	£	-	£	100.00	£	100.00
4100 Telephones	£	1,000.00	£	768.00	£	1,000.00	£	410.00	£	1,000.00	£	1,000.00
4210 Rates	£	4,500.00	£	1,801.00	£	3,000.00	£	7,925.00	£	7,925.00	£	8,000.00
4212 Gas	£	8,000.00	£	3,887.00	£	6,000.00	£	1,485.00	£	6,000.00	£	5,000.00
4214 Electricity	£	12,000.00	£	5,629.00	£	9,000.00	£	2,988.00	£	8,000.00	£	8,000.00
4216 Water	£	1,000.00	£	585.00	£	1,000.00	£	202.00	£	1,000.00	£	1,000.00
4240 Refund on Lettings	£	-	£	681.00	£	-	£	-	£	-	£	-
4250 Maintenance/Repairs (EXP)	£	10,500.00	£	8,736.00	£	10,000.00	£	12,193.00	£	20,000.00	£	15,000.00
4255 Internal Decoration DO NOT USE	£	1,500.00	£	-	£	1,000.00	£	-	£	-	£	-
4265 Cleaning	£	5,200.00	£	5,284.00	£	8,000.00	£	2,124.00	£	8,000.00	£	7,000.00
4270 Venue Equipment/Consumables	£	1,000.00	£	935.00	£	1,000.00	£	488.00	£	1,000.00	£	1,000.00
4275 Licences	£	450.00	£	785.00	£	750.00	£	496.00	£	500.00	£	500.00
4330 Signs do not use	£	-	£	-	£	-	£	-	£	-	£	-
4365 Security	£	-	£	1,760.00	£	1,020.00	£	340.00	£	1,000.00	£	1,000.00
4385 Litter Collect / Dog Clearance	£	-	£	1,140.00	£	1,000.00	£	520.00	£	1,100.00	£	1,200.00
4465 Wedding Refund DO NOT USE	£	-	£	-	£	-	£	-	£	-	£	-
Overhead Expenditure	£	45,250.00	£	32,269.00	£	42,870.00	£	29,171.00	£	55,625.00	£	48,800.00
WNC Contingency											£	15,000.00

Income	£	1,692,393.50	£	306,971.84
Expenditure	£	1,580,473.20	£	1,402,326.00
outturn	£	111,920.30	£	1,095,354.16

Precept	181.88
Percentage Inc	2.75%



SECTION A – Notification of Parish Precept Requirement

Parish of: **Brackley**

Precept required for the Year to 31st March 2026: **£1,095,354**

Please submit amounts in whole pounds

Authorised by:

Countersigned by:

Date:

Date:

Chairman to the Parish*Council/Meeting

Clerk to the Parish*Council/Meeting

(*Delete as appropriate)

SECTION B – Parish Banking Details

Have bank details changed in the last 12 months? No

Bank: _____

Bank Address: _____

Bank Account Name: _____

Bank Sort Code: _____

Bank Account Number: _____

Signed by: _____

Date: _____

Please complete by the 15th January 2025 and return this form to:-

parish.precepts@westnorthants.gov.uk

DRAFT

Election of Mayor and Deputy Mayor

Policy for the Election of Mayor and Deputy Mayor

Background

The 1972 Local Government Act s7815 (2) requires that the first item of business at the Annual Meeting of the Town Council is to elect a Chair/Mayor for the municipal year.

The 1972 Local Government Act sch 12 para 7(2) in a year which is a year of ordinary elections of parish councillors, the annual meeting of a parish council shall be held on, or within 14 days after, the date on which the councillors elected at that election take office and in any other year the annual meeting shall be held on such date in May that the parish council may determine.

The current custom and practice at the Town Council is to pre-select the Mayor and Deputy Mayor. The election and installation take place at the Annual Meeting.

Traditionally the Deputy Mayor would step forward to become the Mayor and the election process would be for a new Deputy Mayor. If the Deputy Mayor is unable to take the position of Mayor, this policy sets out a revised process for the nomination of a Mayor Elect and Deputy Mayor Elect, and subsequent installation in both election and non-election years.

Nomination and Election of Mayor and Deputy Mayor

1 In a non-election year

- 1.1 At the meeting of full council held in March the outgoing Mayor will call for written nominations for the office of Mayor and Deputy Mayor.
- 1.2 Nomination will be by written submission, proposed and seconded by two members of the Town Council and countersigned by the nominee.
- 1.3 Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations which happens at the March Full Council meeting.
- 1.4 A special meeting of the Town Council will be held within 28 days of the issue of the call for nomination (the March Meeting) where the only items of business are to elect the Mayor-Elect and Deputy Mayor-Elect.
- 1.5 The Town Clerk shall circulate the names of the nominated candidates with the agenda
- 1.6 Before the vote for each election:
 - 1.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of the candidate's surname.
 - 1.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of the candidate's surname.
- 1.7 Where there is only one candidate for a post, a vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- 1.8 If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with the process outlined above.
- 1.9 Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by show of hands.

- 1.10 Where there are more than two candidates, the successful candidate must achieve a clear majority (of all councillors present at the meeting when the vote takes place excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- 1.11 The candidate achieving the clear majority will be nominated as Mayor at the Annual Meeting of the Council held in May.
- 1.12 The casting vote of the Chair, usually the outgoing Mayor of the meeting, will settle a tie in votes.
- 1.13 The election of the Mayor shall be the first item of business at the Annual Meeting of Council in May. The outgoing Mayor will Chair the start of the meeting. The election of the Deputy Mayor shall be the second item of business.
- 1.14 At the Annual Meeting of the Council in May, the successful candidate will sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.
- 1.15 There will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Town Council.

2 In an election year (where the Annual Meeting must be held within 14¹ days of the election)

- 2.1 As soon as possible after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days. A schedule of dates will be issued in an election year (2025 schedule attached).
- 2.2 Nomination will be by written submission, proposed and seconded by two members of the Town Council and countersigned by the nominee.
- 2.3 Completed nominations must be submitted to the Town Clerk.
- 2.4 The Town Clerk shall circulate the names of the nominated candidates with the agenda.
- 2.5. The Annual Meeting of the Council will be held no later than fourteen working days after the election where the first item of business will be the election of the Mayor.
- 2.6. Before the vote for each election:
 - 2.6.1. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of the candidate's surname.
 - 2.6.2. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of the candidate's surname.
- 2.7. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- 2.9. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.

¹ Working days include Saturdays but exclude Sundays and Bank Holidays

- 2.10. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- 2.11. The casting vote of the Chair, usually the outgoing Mayor, will settle a tie in votes.
- 2.12. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.
- 2.13. There will be a Ceremonial Installation of the Mayor at a date to be arranged following the Annual Meeting of the Council.

3. Nomination of Mayor During The Municipal Year

- 3.1 The Deputy Mayor will take on the position of Mayor for the remainder of the year and the vacancy will be to fill the position of Deputy Mayor as detailed in Para 4.1. If the Deputy Mayor is unable to take the position of Mayor, Para 3.2 will be followed.
- 3.2 Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with this policy except that the timetable shall run from the date of the vacancy rather than of the election.
- 3.3 The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the Mayor which will take place as the first item of business at the next meeting of Brackley Town Council.

4. Nomination of Deputy Mayor During The Municipal Year

- 4.1 Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance with this policy except that the timetable shall run from the date of the vacancy rather than of the election.

5. 2025 Election year schedule for the election of Mayor and Deputy Mayor

1st May – Election Day

5th May – Bank Holiday

6th May – Election results day

6th/7th May – New Councillors to sign Declarations of acceptance of office

8th May – VE Day

12th May – Nominations call and committee member requests

13th May – Close nomination window

14th May – Annual Meeting of the Council agenda issued

19th May – Annual Meeting of the Council plus committee meetings. The Annual Meeting of the Council will be adjourned after the selection of committee membership as usual, then the Committee meetings will be held. On the 2nd June the continuation of the Annual Meeting of the Council will take place.

24th May – Celebration of the election of the Mayor

26th May – Bank Holiday

2nd June – Continuation of the Annual Meeting of the Council

Note – these dates may be subject to change due to uncertainty of the results being issued by WNC and the possibility of an additional Bank Holiday for VE Day.

6. Mayoral events and budgets

6.1 Mayor's Allowance

The Mayor's Allowance is provided to ensure the Mayor can carry out the duty of the Mayor.

Travel to events outside of the parish (taxi or mileage), purchase of tickets for events, raffle tickets, clothing, small gifts, and any other mayoral-related costs in the year (special guest tickets for Civic Dinner etc).

This expenditure is reimbursed to the Mayor on the presentation of a completed expense form and receipts where possible.

The Deputy Mayor's Allowance follows the same guidelines and is there to ensure that the Deputy Mayor can carry out the duty of Deputy Mayor.

6.2 Civic Costs - £5000

This is used for the following:

- Past Mayor's medals
- Mayor Making Buffet
- Remembrance Day costs
- Armistice Day costs
- Christmas Carols
- Christmas Cards and postage
- Official photograph during the year
- Civic regalia costs
- Any other town civic event-related costs in the year

6.3 Clerk's Civic Duty

The contracted duty for the Clerk to attend Civic events covers – Remembrance, Mayor Making, and Full Council meetings. The requirement does not extend to Civic Dinners, Burns Night Suppers, or any other event that the Mayor may choose to put on.

6.4 Fundraising events

During the Mayoral year, it is traditional for the Mayor to put on fundraising events during their term. These events must be self-funding and not financially supported by the Mayor's Allowance or the Civic Costs budget.

In the unlikely situation that a proposed event fails to sell enough tickets to cover the entire cost of putting the event on, the event cannot go ahead.

Any money raised must first be used to cover the cost of the event, any money left over then goes into the Mayor's Fundraising Account.

Any money raised in buckets at events must be presented to the Finance Officer as soon after the event as is practical. Finance Officers will then count and collate these funds and bank as quickly as possible.

6.5 Venues

The Mayor can use/book the BTC venues free of charge for such events, subject to them being available, though the Mayor does not have precedence in booking the venues if they are already booked out.

The Mayor is responsible for the setting up and clearing away of any venue used to host an event and BTC staff should not be used for this purpose.

6.6 Comms

The Mayor is responsible for making posters and advertising their Fundraising events and posting these on the Mayor's Facebook page, BTC comms will then share this information on the Town Council Facebook page if appropriate.

6.7 General Admin Support

BTC decided to remove the role of Mayor's Secretary and therefore there are limited resources available to the Mayor during their term due to other operational demands and should not be relied upon.

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Mayoral Handbook

1. Introduction

The Mayoral Handbook has been produced to assist the Mayor and Deputy Mayor in understanding their role and responsibilities and provide some useful information which may be of assistance when undertaking civic duties.

The handbook is intended to be used as a guide to assist Mayors and council employees to apply a consistent approach when dealing with civic functions. Not all eventualities will be covered by this handbook, however assistance is always available from officers.

2. Background – Town Mayor

Section 245 (6) of the Local Government Act 1972 gives Parish Councils the power by resolution to allow themselves the title of Town Council and the Chairman of a Town Council is entitled to the title of 'Town Mayor'.

A Town Mayor has the same rights and duties as a Parish Council Chairman. The office and leadership role of Town Mayor must be respected by all members of the Council.

3. The Importance And Role Of Town Mayor

The Mayor, as First Citizen of the town, should act as a focal point in times of crisis, tragedy or triumph. The history of Mayoralty is important because it is the one well known and continuous factor in people's experiences. The power of the Mayor has undoubtedly reduced throughout the centuries, but the Office continues to have a central part to play in modern Local Councils and modern society and part of this role is as a result of the traditions it inherits.

The Mayor represents the town as a whole and the Office is held in deep respect. The Mayor should adopt an impartial role in discharging the duties of the Office and be scrupulously fair in conducting business at formal meetings of the Council.

The Mayor, by virtue of the Office, can use their position to stimulate community pride, encourage business, promote the voluntary sector and encourage social cohesion. A Mayor also has the responsibility of attending a considerable number of meetings of Council, with dignitaries and other engagements and is in the public eye for the whole year.

The Mayor is the ambassador of the Town and can help in the promotion of the Council's objectives in the local community. They should use their influence and standing in the role to stimulate community pride, encourage business, and promote the voluntary sector.

The Town Council has certain expectations of the Mayor during the Civic year:

- That the Mayor is appointed to serve the people of Brackley
- That the Mayor is the figurehead and public face of the Town Council

The role of Mayor does not confer any powers to be exercised other than those of a Town Councillor. During the civic year the Mayor will be asked to support a wide variety of events throughout the Town Council area.

4. Deputy Mayor's Role

The Deputy Mayor will be expected to attend all the annual Civic functions and chains of office should be worn as appropriate. As a general rule the chain of office should be worn at all the major annual Civic events and when the Deputy represents the Mayor at official engagements. However, at all other events/receptions attended by the Mayor in an official capacity the Deputy Mayor's chain of office should not be worn unless they have been specifically requested to do so by the Mayor.

The Deputy Mayor will deputise for the Mayor at those functions which the Mayor is unable to attend. All invitations will be sent to the Mayor initially and if they are unable to attend they must advise the Officers who will contact the Deputy Mayor with a request that they attend a particular function.

The Deputy is also an ex-officio on council committees.

Under normal circumstances, the Deputy Mayor will be required to provide their own transport for attending functions and be responsible for their chain of office. If the Mayor is not present at a Full Council meeting, the Deputy will preside. In effect, the Deputy has no standing as a Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when they are deputising for the Mayor.

5. Is Being Mayor Right For You?

For those chosen or thinking of putting themselves forward, being Mayor is different from being a Councillor; it has different rules, different working hours, different restraints and is a physically and mentally tiring job. It can, however, be a hugely enjoyable and rewarding role.

Councillors should consider the following factors:

Effect on Family and Friends - The Mayor will inevitably be "out of the house" more than an ordinary Councillor and often at unsocial hours. A Mayor's social life is disrupted and supplanted with a new social life not of their making and thus keeping up with their own interests and friends may prove more difficult.

Effect on Career/Job - Careful discussions will need to take place with the Mayor's employer, if appropriate, to ensure a good balance is maintained. Some employers make provision for leave for employees fulfilling a public role.

Effect on Political Career - The Mayor is traditionally neutral and steps back from politics for the term of Office. That is not to say they do not have a vote in Council - they continue to play a role in the decision making of the Council and in the event of an equity in voting are expected to exercise their casting vote.

Effect on Personal and Religious Beliefs - As Mayor, a Councillor represents all sections of the Council, not merely those who support a particular political, social or religious view. It is the role of the Mayor to acknowledge, celebrate and support diversity in the area. A Mayor will be invited to institutions they are politically opposed to, and church services

opposed to their own religious beliefs. It must be remembered that the Office of Mayor belongs to the public and not the individual that occupies it.

Pomp and Ceremony - Some Mayors will feel uncomfortable with the formality of the traditional Office of Mayor. There are Chains of Office to wear and numerous protocols to follow. The public may expect such trappings of Office. Mayors should operate within such constraints but should not be afraid to add their own personality and flair to the proceedings.

Effect on Non-Councillor Interests - The Mayor, as they do in their capacity of Councillor, must act within the Code of Conduct and as such must be conscious of their private activities and any potential impact they might have on their public role.

Effect on Mayor's Partner - The Consort will be expected to play a full part in the Mayoral Role. It must, however, be stressed that whilst a Councillor is in politics because they want to be, it may be difficult for their partner to be pushed into a public role.

Mayor's Relationship with other Councillors - The Mayor is amongst, but separate from, other Councillors. They will spend less time on Committee work and there may be some loss of "political" contact. Senior members will undoubtedly seek the Mayor's help in promoting Council initiatives and as such they are likely to see a wider cross-section of Council work than before.

Mayor's Relationship with their Constituents - The Mayor is still a Councillor and their constituents will still need help.

The Mayor should undertake the following duties:

- Attending and chairing Town Council meetings. The Town Mayor can attend all other meetings of the Town Council and is ex-officio.
- Being the figurehead at Town Council organised events.
- Attending events and functions within Belper, organised by other organisations and bodies.
- Attending events and functions outside of the Town Council area organised by other organisations and bodies.
- Giving a monthly report on their activities to each meeting of the Full Town Council.
- Acting as host on behalf of the Town Council at civic functions.
- Undertaking official openings and presentations.

6. Mayoral Skills

If you consider yourself suitable for the position of Mayor, there are certain skills that are required to carry out the role effectively.

Leadership

- Advanced ambassadorial skills to be able to represent the Council in a variety of settings.
- Mentoring the Deputy Mayor.

- Ability to lead civic ceremonies, promote the civic role and encourage community participation.
- Ability to carry out the role with dignity and gravitas, affording the office of Mayor respect.

Chairing

- Advanced chairing skills, in order to manage the business of Full Council meetings.

Organisational Skills

- Ability to plan and prioritise meetings / events and entrust engagements to the Deputy Mayor.
- Team Working and Relationship Building
- Ability to build strong, effective relationships between the Council, its partners and communities.
- Ability to act with political neutrality.
- Tact, diplomacy and the ability to mediate and broker agreement across political groups.

Communication

- Ability to communicate the Council's messages and themes out into the community and to work towards achieving the council's social, economic and environmental aims.
- Advanced listening and public speaking skills and basic speech-writing skills

Knowledge

- Advanced knowledge of the civic role and responsibilities and the Council's Code of Conduct and constitutional arrangements and Standing Orders.
- Advanced knowledge and understanding of the customs and beliefs of different cultural groups which make up the diverse community of the Council area

7. Formal Address Of The Mayor

The full title of the Mayor is The Mayor of Brackley, Councillor (Name) or The Mayor of Brackley. The positions of 'Mayoress' and 'Mayor's Consort' are not recognized by statute. They are usually the partner of the Mayor, although they can choose any person they wish to act in that capacity.

8. Preparing For The Role

Be committed - There can be a heavy time commitment. You will be spending a considerable amount of time on council duties.

Get your family behind you - Recognise the likely impact on those close to you, especially your partner, children and/or any family member you have chosen as your consort/escort.

Get advice - Talk to the outgoing Mayor and previous incumbents about anything and everything to do with the role. They will each have their own tips for survival.

Check and practise your skills - The role requires a different mix of skills from those of a general councillor, particularly in terms of self-presentation and public speaking. Recognise your shortcomings and get some practical training if you think you need it.

Talk to your Officers - They are there to help you and can advise you on most aspects of the role. Invest some time early on in building good working relationships with the mayoral support staff in particular. They will be crucial to your success.

Read the Mayor's Handbook - It will contain detailed guidance on issues such as the role, protocols, appropriate clothing, and giving and receiving gifts. This is essential preparation.

Attend events that the current Mayor is attending Watch closely - Think how you would handle the situation, and what changes you would make to be effective and create the right impression.

Start distancing yourself from controversial matters - Once you are Mayor you will need to be outside of party politics and non-partisan when chairing meetings. Don't take on the role if you are not prepared to be apolitical for a year.

9. Support For The Mayor

The Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unavailable or has another engagement.

Day-to-day administrative support for the Mayor and Deputy Mayor is provided by the Officers of the Council. The Admin Officer will deal with invitations for the Mayor to attend various functions. The Mayor will inevitably receive some invitations directly, which should be passed to the office for attention.

10. Dietary Requirements

The Mayor should inform the Clerk of any dietary requirements, such as vegetarian and/or diabetic.

Dress Code The Mayor should look smart and well-groomed at all engagements.

11. Political Activities

The Mayor's role is apolitical; political points should not be made. The Mayor should not attend any political gatherings in their capacity as Mayor and no reference to politics should be made during conversation or during speech. Your political colleagues should support you in this and respect your neutrality, enabling the office of Mayor to be seen as 'above politics'.

12. Mayor's Allowance

The Mayor has a budgeted allowance to meet the expenses of the office (LGA1972, ss15 (5) and 34 (5)). The Local Government Act does not stipulate the type of category of expenditure for which the Mayor may use the allowance. However, it is commonly described to recompense for the expenses of their office:

General Expenditure items – associated with their roles:

- Clothing
- Donations to charities (including without attending events)
- Collections
- Personal hospitality (including lunches and dinners)
- Cost of tickets for the Mayor and consort
- Mayor Making expenses
- One-off events held by the Mayor

It is important that the purpose to which the allowance is put can withstand public scrutiny. Much of it will be used for hospitality.

13. Civic Insignia And Use Of Mayoral Chains

The Mayor's chain is the outward sign of the Civic Office held and The Mayor should wear the chain at ceremonial occasions, such as the Civic Service, Remembrance Day etc. The Mayor may also wear the chain, when officially invited as Town Mayor, to external functions.

Civic Regalia – Guidelines for Safekeeping:

- **Council's Responsibilities** - The Council will maintain insurance cover for all civic regalia.
- **The Mayor's Responsibilities** - The Mayor must ensure the specific conditions of the Council's insurance are followed as outlined in the guidance below; and as far as is practical follow the other guidelines as to the safe custody of the regalia. The Mayor is responsible for the maintenance of the regalia including any damage or wear and tear, etc.

The chain would normally also be worn at functions outside of the Town Council area when invited in an official capacity. Permission is required from the Mayor or Chairman of a principal or Parish/Town Council to wear the chain in that Council area. There are some exceptions to this, such as where an official invitation specifies that chains should be worn.

Other Practical Measures

- The chains, unless being worn, should be kept in the case provided by the Council.
- The chains should not be left unattended in their case and should not be left in an unlocked vehicle.
- The chains should not be cleaned with anything other than with a soft cloth. Any damage or wear and tear should be reported to the Town Clerk's office as soon as possible.
- Chains should not be loaned or placed in the custody of any other person other than the Town Clerk.
- The Mayor and Deputy Mayor should inform the Town Clerk's office immediately if their Chains of Office are lost, mislaid, stolen or otherwise missing in order that the Council's insurers can be informed.

14. Mayor's Events

The Mayor receives invitations to a range of events and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor is asked to attend on behalf of the Mayor.

Annual Civic Service

This is usually organised by Officers of the Council in consultation with the Mayor and marks the completion of the Mayor's year of Office.

The format of the Service is entirely for the Town Mayor to decide but must be within budget and held within the parish boundary. Civic dignitaries from the Council's designated list together with leaders from local community groups, organisations, colleagues, friends and family should be invited.

Remembrance Day Parade & Service

The Mayor is expected to attend the Remembrance Day Parade and Service on Remembrance Sunday.

15. Gifts And Hospitality

When the Mayor attends an event to which they have been invited they may be presented with a token of appreciation – often in the form of a bouquet of flowers. According to the Code of Conduct, any such gifts that have a value of more than £25 must be reported to the Town Clerk.

16. Council Meetings

Annual Parish Meeting - This is separate to the Annual Meeting of the Council. It is a legal requirement that all Parishes in England hold an 'Annual Parish Meeting' to which all local electors are entitled to attend. It must be held between 1st March and 1st June each year, and must start no earlier than 6.00pm.

Full Council Meetings - The Mayor has a number of statutory functions to undertake as set out below:

- If present at Town Council meetings, they must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1).
- Has a casting vote in the event of a tie in any voting at a Town Council meeting.
- Should ensure, together with the Town Clerk, that the Council makes legal decisions.
- Has a duty to ensure that the items on the Agenda are properly followed.
- If the Mayor is not present at a Council meeting, the Deputy Mayor should preside.

The Basics

Legally, the primary duty as Civic Mayor is to act as chairperson in presiding over meetings of their Full Council. In this role, you must ensure the proper conduct of meetings in compliance with both the law and the Council's own Standing Orders and procedural rules.

The Mayor is also required to:

- Decide whether or not to call an extraordinary meeting of the Council in line with Standing Order (6).
- Exercise, if they wish to, a 'casting' vote at Council in the event of an equal vote on any issues.
- In the role, they will be advised by the Council's Clerk or Deputy Clerk.

Importance of the Chair

Committee meetings are a mainstay of the political management process and it is the chair's job to ensure that the business of the council is conducted effectively in the council chamber.

There are no hard and fast rules about how to chair a council meeting. The approach the chair takes and the style they adopt will depend largely on the nature of the meeting, the people involved and their own personality.

Chairing council meetings can sometimes be a demanding process because of the personalities involved. People respond in different and sometimes unpredictable ways when trying to convince others of their point of view, particularly when this is overlaid with the essential politics of local government.

Arguments are common and conflict is not unusual. Recognising that people often behave differently in committees can help the Mayor, tactically, to be more effective in chairing meetings.

Much of this role is about watching and listening to group behaviour and using their own judgement about when to intervene and when to sit back as discussions unfold and people exchange views or come into conflict.

Effective Chairing

Effective chairing provides for clear leadership and direction, ensuring that discussions are held within some framework for debate, that is based on an agreed agenda and adhering to established ground rules, Standing Orders and the ethical governance framework of the Council.

It results in debates which are focused and balanced, involving discussion from all members who wish to articulate a view, particularly where conflicting opinions are being expressed. Enabling decisions to be reached, allowing members to agree on the way forward and any further action that needs to be taken.

Effective chairing also contributes to team working, allowing members to build rapport and contribute to committee discussions. This can often help to inform, unite and inspire people. Ensuring that resources are used to effectively, saving time and energy and allowing information, views and evidence to be gathered in an efficient and timely manner.

Chairing Council Meetings:

Be seen to be apolitical - Be firm, but fair to all sides. Look in all directions when inviting contributions and note who is waiting to speak.

Know your Standing Orders - Know them without having to look them up, particularly those related to the rules of debate, motions, seconders, amendments, voting, points of order and personal explanations.

Keep to time - Be punctual, stick to the agenda and don't let individual members 'hijack' the debate.

Be attentive to the subject under discussion

Prepare well and read the agenda papers thoroughly. Know what the 'hot topics' are and the points of likely contention.

Have pre-meetings with officers

Get to know what is really going on behind the scenes so that you can distance yourself from the contentious issues.

Be human

Keep calm, remain tolerant and be polite. Facilitate, don't dominate.

Use the support available

Ask for the advice of your officers if you feel exposed.

17. Chair's Additional Responsibilities

The Council's Policies and Procedures (including Standing Orders, Financial Regulations, Scheme of Delegation) provides for the instances when the Mayor exercises functions in addition to that of other members. These include the following:

- The Town Mayor should be consulted on the content of the agenda (as the legal signatory, the Clerk has the final say).
- Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- The Chair of the Council may convene an extraordinary meeting of the Council at any time.

18. Dealing With The Press And Media

The press will frequently ask the Mayor or Deputy Mayor to comment on issues. The Mayor, as Chairman of Council, should only speak on behalf of Council on issues that have been discussed by Council. If the matter has been discussed, the Mayor is at liberty to divulge that which Council has resolved but no more. As Chairman of Council, by inference, it appears that the Mayor speaks on behalf of the Town Council, which indeed they should, on ratified issues carried by a majority vote.

It may be helpful to remove the word 'I' from any statement to the Press. If the word 'I' is removed, it must be replaced with either 'we' or 'Council', which focuses the mind and reminds the Mayor that they are issuing a statement not as themselves, but as the representative of Council.

Reference should be made to the Communications Working Group, who issues press releases on behalf of the Town Council. Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff should be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

Handling the Media

- Don't respond to press calls that come out of the blue. Ask for background information and a deadline, then respond when you have prepared your answer.
- Think of key messages and good, punchy quotes you can give to the media.
- Don't point the finger, complain or consistently say 'no comment'. This could give you a bad reputation.
- Build a long-term relationship with the media. For example, write letters and suggest news stories.
- Don't use jargon or council-speak, and don't use inflammatory words – these might come back to haunt you.
- Act quickly and have a consistent approach to media enquiries. Be honest, concise and helpful.

19. Interested In Becoming Mayor?

If, after considering the information within this Handbook, the role of Mayor is something that interests you and you would like to put yourself forward for, you are encouraged to speak to your fellow Councillors, the current Mayor and the Town Clerk regarding the role. They will be best placed to offer you guidance and answer any questions you may have.

