

BICESTER TOWN COUNCIL



MEETING OF BICESTER TOWN COUNCIL

Ref: BTC07/1718

MONDAY 15TH JANUARY 2018

at

7.00 pm

**THE GARTH,
LAUNTON ROAD,
BICESTER
OX26 6PS**

Circulation:

Town Mayor: Councillor Les Sibley

Committee Members

**Cllr David Anderson
Cllr Nick Cotter
Cllr Sean Gaul
Cllr Jolanta Lis
Cllr Dave Magee
Cllr Melanie Magee
Cllr Nick Mawer
Cllr Richard Mould
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Dan Sames
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Lawrie Stratford
Cllr Rose Stratford**

Non Committee Members

**Cllr Tom Wallis - CDC
Cllr Michael Waine - OCC**

**Bicester Advertiser
Bicester Review
Bicester Library
BTC Copy**



Council Offices,
The Garth,
Launton Road,
Bicester
Oxon, OX26 6PS

Telephone: 01869 252915
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Monday 8th January 2018

Sir/Madam

All members of Bicester Town Council are summoned to attend a meeting of the Council on **Monday 15th January 2018 at The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.00 pm** for the transaction of the following business.

Samantha Shippen
Chief Officer

Members of the public and press are welcome to attend in accordance with the Public Bodies (Admission to meetings) Act 1960

Copy Attached	Agenda item No	AGENDA
✓	1	APOLOGIES FOR ABSENCE
	2	DECLARATIONS OF INTEREST
	3	Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
	4	MINUTES OF TOWN COUNCIL MEETING To confirm the minutes and RESOLUTIONS of the following Town Council meetings: BTC06/1718 13 November 2017
	4	PUBLIC SESSION In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda. Time allocated shall not exceed 10 minutes. No member of the public shall speak for more than 2 minutes.

Copy Attached	Agenda item No	AGENDA
	5	<p>POLICE</p> <p>Representative from Thames Valley Police will give an update on local police matters.</p>
✓	6	<p>MINUTES OF THE PLANNING COMMITTEE MEETING</p> <p>To confirm the minutes of the following Planning Committee meetings:</p> <p>PL07/1718 27 November 2017 PL08/1718 19 December 2017</p>
✓	7	<p>MINUTES OF THE POLICY COMMITTEE MEETING</p> <p>To confirm the RESOLUTIONS contained in the minutes of the following Policy Committee meeting:</p> <p>POL04/1718 20 November 2017 POL05/17/18 12 December 2017</p>
✓	8	<p>MINUTES OF THE FINANCE COMMITTEE MEETING</p> <p>To confirm the RESOLUTIONS contained in the minutes of the following Finance Committee meeting:</p> <p>FIN03/1718 12 December 2017</p>
✓	9	<p>MINUTES OF THE ENVIRONMENT COMMITTEE MEETING</p> <p>To confirm the RESOLUTIONS contained in the minutes of the following Environment Committee meeting:</p> <p>ENV04/1718 11 December 2017</p>
✓	10	<p>QUESTIONS ON WORKING PARTIES & OTHER GROUPS</p> <p>Members are asked to raise any questions they may have regarding the minutes of Working Parties and Other Groups contained in the Minute Book.</p>
	11	<p>REPORT FROM OXFORDSHIRE COUNTY/ CHERWELL DISTRICT COUNCILLORS</p> <p>A report may be delivered to Bicester Town Council from Oxfordshire County and Cherwell District Councillors.</p>
✓	12	<p>REPORT OF THE TOWN MAYOR</p> <p>Members are asked to note the report of the Town Mayor.</p>

Copy Attached	Agenda item No	AGENDA
✓	13	<p>BUDGET 2017/18</p> <p>Members are asked to consider the attached report.</p>
✓	14	<p>LEASE OF ALLOTMENTS AT ALCHERSTER TERRACE</p> <p>Persuant to Minute Reference 117/1718:</p> <p>RESOLVED that Council agreed to approve the application of the seal in accordance with Standing Order 14 only following the assurance of Cherwell District Council that the land in question is no longer contaminated.</p> <p>Members are asked to consider the new engrossment of the Deed of Surrender of Part and Deed of Variation.</p>
	15	<p>DATE OF NEXT MEETING: Monday 12th March 2018 at 7pm.</p>

Mayors Report - 6th November to 31st December 2017

The Mayor and his Consort have attended the following functions in a Mayoral Capacity:

10-Nov	Remembrance at St Edburgs Church, Bicester Learning Academy Trust
11-Nov	Armistice Day Service, Caversfield
12-Nov	Bicester Town Council Remembrance Day Service and Parade
17-Nov	Cherwell Democracy Challenge, CDC
20-Nov	The Cherwell-M40 Investment Partnership
25-Nov	Bicester Town Mayor Charity Dinner
26-Nov	Celebration of Completion of works at St Edburgs Church
30-Nov	Bicester Town Council Christmas Lights Switch on
1, 2, 3, 4 Dec	Advent celebrations in Neunkirchen Seelschied
07-Dec	The Coming of Christmas, Dorchester Abbey
08-Dec	St Edburgs Christmas Tree Festival
08-Dec	Mayor of Witney's Christmas Carol Service
09-Dec	OCC Chairman's Charity Dinner
11-Dec	Lord Mayor's & Councillors Christmas Reception
11-Dec	Presentation to Best Dressed Window Winners, Bicester
12-Dec	Bicester Cub and Beaver Carol Service, St Edburgs Church
13-Dec	Bells of Hell, Soldiers of Oxfordshire, Woodstock
14-Dec	Jack and the Beanstalk, Oxford Playhouse Theatre
17-Dec	Lord Mayor of Oxford's Carol Concert
17-Dec	Reading at St Lawrence's Church, Caversfield

The Mayor has attended the following functions on his own:

11-Dec	Be A Santa to a Senior, Tesco
17-Dec	Bicester Town Council Santa Fun Run
18-Dec	St Edburgs Cooper School and Glory Farm Christmas Concert
19-Dec	Christmas visit to Thames Valley Police
19-Dec	Christmas visit to Fire Station
22-Dec	Christmas visit to Sorting Office
24-Dec	Christmas visit to Bicester Community Hospital

**BICESTER TOWN COUNCIL
TOWN COUNCIL**

Monday 15th January 2018

BUDGETS 2018/2019

Chairman: Councillor Les Sibley
sibleygold@aol.com

Contact Officer: Samantha Shippen – Chief Officer
☎ 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All

1. Introduction /Background

- 1.1 The level of Band D equivalent during the current financial year (2017/18) is £122.36, with a tax base of 10,947.5. The tax base for 2018/19 has not yet been confirmed although an estimate from officers at Cherwell District Council show an increase of 305.7 to 11,253.2.
- 1.2 The revenue budget summary attached indicates the actual spends for 2014/15, 2015/16 and 2016/17; the current year budget, 2017/18 actuals to 30/9/17 (6 months), expected outturn for 2017/18 and a draft budget figure for 2018/19.
- 1.3 An initial draft was presented to a meeting of councillors on 22nd November, following which the Chief Officer made suggested adjustments. This has been reviewed on a line by line basis by the Policy Committee on 12th December 2017, the attached budget proposal comes as a recommendation of that Committee.
- 1.4 Government has confirmed that there will not be cap for 2018/19.

2. Attached papers

- 2.1 The attached papers show the detailed budget for all cost centres, a summary of net expenditure by budget heading and a preliminary precept calculation.
- 2.2 The overall requirement for funding on this draft budget is £1,399,420. Band D raised by £2.00 per year which equates to 1.63% at £124.36 and multiplied by the anticipated tax base of 11,253.2.

3. Assumptions

- 3.1 It is clear that certain assumptions have to be made in order to set this budget. The additional number of Band D properties is estimated and for the purposes of this draft budget, a figure of 305.7 has been advised by Cherwell District Council.
- 3.2 If the additional band D figures are greater than those assumed, the amount of precept could be reduced.
- 3.3 If the additional Band D numbers are fewer than those assumed here, the opposite effect will happen and either funds can be taken from reserves or reductions to the budgets will have to be made.

4. Recommendation:

The Council is recommended to:

AGREE the budget for 2018/19 as recommended by the Policy Committee for adoption, with a resulting precept of £1,399,420 making a Band D of £124.36.

Precept calculation

	2017/18	2018/19	
Budget Requirement	1,339,590	1,399,420	
Band D equivalent	10,947.5	11,253.2	305.7 increase
Band D cost	122.36	124.36	1.63%

Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2018/19

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
102 Civic & Democratic									
4021 Office Telephone & Fax	180	0	0	0	0	0	0		
4028 Meetings/Hospitality	-182	140	68	400	0	400	400		
4150 Mayor's Expenses	1,500	1,500	1,500	1,500	1,500	1,500	1,750		
4160 Civic Expenses	6,865	3,584	8,954	7,500	3,574	10,000	14,000		
4189 Councillors Travel Expenses	0	0	0	50	0	0	0		
4209 Members Allowances	12,796	12,769	12,769	13,500	12,600	12,600	13,500		
Civic & Democratic :- Expenditure	21,159	17,993	23,291	22,950	17,674	24,500	29,650		
1010 Inc-Garth Rooms Lettings	435	0	60	0	0	0	0		
Civic & Democratic :- Income	435	0	60	0	0	0	0		
Net Expenditure over Income	20,724	17,993	23,231	22,950	17,674	24,500	29,650		6,700

105 Central Support

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
4000 Salaries	106,373	109,609	110,732	121,000	59,782	120,200	125,500	2.5% included no additional for GDPR	
4001 Er's NI	7,370	7,079	7,548	10,800	5,435	11,000	11,350	2.5% included	
4003 Er's Superannuation	32,624	29,175	26,753	38,000	18,973	38,100	39,300		
4008 Conferences	0	0	0	500	610	0	0	Combined with Training 4070	
4009 Staff Travel	263	498	307	500	46	750	750		
4012 Health & Safety	1,135	1,077	392	3,500	29	2,000	3,500		
4020 Mobile Phones	1,339	1,434	1,226	1,500	585	1,000	1,050		
4021 Office Telephone & Fax	2,062	2,834	2,348	3,500	1,212	2,500	2,700		
4022 Post	3,521	2,556	2,556	4,000	1,374	2,600	2,600		
4023 Stationery	1,522	969	882	2,500	472	1,000	1,500		
4024 Subscriptions	4,567	4,399	3,950	5,700	4,262	4,500	4,750		
4025 Insurance	18,100	18,940	16,952	19,200	17,415	17,500	18,000		
4026 Printing	571	172	866	500	95	300	500		
4027 Ref Books/Publications	26	0	195	100	0	100	100		
4030 Advertising/Promotion	1,120	939	841	1,000	65	1,000	1,000		
4032 Recruitment Adverts	0	0	4,470	1,000	0	1,000	1,000		
4033 Office Expenses	1,297	1,518	1,150	1,300	604	1,300	1,300		
4034 Computer Hardware Support	5,295	5,765	6,851	5,500	1,910	6,000	9,000	combined with 4070 ?GDPR	
4035 R&M Office Equipment	17	44	159	1,000	0	250	250		
4041 Lease Photocopier	3,707	3,722	2,746	4,000	1,996	4,000	4,000		
4056 Legal & Professional Fees	2,081	1,746	950	5,000	1,600	5,000	10,000	Additional for GDPR	
4057 Audit Fees	3,630	3,670	4,070	5,000	2,420	5,000	5,000		
4058 Accountancy	7,317	6,354	5,363	8,000	2,494	6,500	6,500		
4070 Training & Conferences	1,319	1,925	555	6,000	587	5,000	8,000	Additional for GDPR	
4075 Upgrade Computer Software	4,305	3,969	0	2,500	1,219	2,500	0	Combined with 4034	
4097 HR	1,798	0	840	3,000	0	1,000	1,500		
Central Support :- Expenditure	211,359	208,394	202,702	254,600	123,185	240,100	259,150		
1014 Inc-Miscellaneous	0	-11	0	0	290	290	0		
Central Support :- Income	0	-11	0	0	290	290	0		
Net Expenditure over Income	211,359	208,405	202,702	254,600	122,895	239,810	259,150		4,550

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
106 Garth House									
4004 Cleaning Contract	2,699	3,137	3,448	3,500	1,696	3,600	3,600		
4011 Rates	8,676	8,874	8,946	9,000	7,109	9,000	24,000	Outreach	
4014 Utility Bills	4,648	2,339	6,377	5,000	2,065	6,400	6,500		
4017 Cleaning Materials	381	142	105	200	15	100	100		
4036 Buildings R & M	1,904	3,986	2,120	10,000	494	3,000	10,000		
4038 Furniture & Furnishings	898	30	0	500	0	0	0		
4096 Refurb works	184,259	17,348	0	0	0	0	0		
4102 R&M Outreach Building	26	1,393	177	1,000	0	0	0		
4103 R&M CAB Building	5,248	365	1,373	1,000	303	500	1,000		
4130 CCTV/Alarms	740	1,824	1,610	1,500	480	1,500	1,500		
4203 Window Cleaning	574	664	498	600	332	600	600		
Garth House :- Expenditure	210,053	40,102	24,654	32,300	12,494	24,700	47,300		
1001 Inc-OCC Rent	10,000	10,000	10,000	10,000	5,000	5,000	0		
1002 Inc-CAB Rent	3,400	4,250	4,250	4,250	0	4,250	4,250		
1007 Inc-Registrars	2,500	2,500	2,500	2,500	750	2,500	2,500		
1010 Inc-Garth Rooms Lettings	4,825	8,539	7,825	2,500	3,343	6,500	6,500		
1019 Inc-Grants received	174,826	17,348	514	0	0	0	0		
Garth House :- Income	195,551	42,637	25,089	19,250	9,093	18,250	13,250		
Net Expenditure over Income	14,502	-2,535	-435	13,050	3,401	6,450	34,050		21,000

difference
to
17/18 budget

107 Other Operating Income & Exp.

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
4059 Bank Charges	50	254	2,086	3,000	1,066	2,400	2,500		
4306 loan repayments	26,479	26,291	26,102	27,000	12,981	26,000	26,000		
4900 Lloyds 2 Year deposit	0	525,000	0	0	0	0	0		
Other Operating Income & Exp. :- Expenditu	26,529	551,545	28,188	30,000	14,047	28,400	28,500		
1014 Inc-Miscellaneous	55	663	110	0	397	397	0		
1019 Grants Received	18,812	8,479	0	0	0	0	0		
1076 Inc-Precept	1,042,656	1,106,845	1,262,320	1,339,590	1,339,590	1,339,590	1,399,420	TBC	
1077 Inc-Precept support Grant	61,716	61,716	61,716	61,716	61,716	61,716	61,716		
1078 Maturity of 2 Year Investment	0	0	0	0	525,000	525,000	0		
1096 Inc-Bank Interest	10,409	14,664	14,341	5,000	2,012	10,000	10,000		
Other Operating Income & Exp. :- Income	1,133,648	1,192,367	1,338,487	1,406,306	1,928,715	1,936,703	1,471,136		
Net Expenditure over Income	-64,463	466,023	-47,979	-36,716	-575,078	-568,713	-43,216	Precept Excluded	-6,500

108 Central Services to the Public

4040 Website			385	0	225	500	5000	revised or new website	
4063 Community Arts Project Scheme	5,000	5,000	0	0	0	0	0		
4112 Repairs & Maint.-Clocks	404	440	790	500	0	500	500		
4133 Partnerships			0	0	192	9500	10000	Balance with grants	
4159 Election Expenses	0	0	5,918	4,000	3,876	3,876	8,000	Elections 2019	
4169 Newsletter	9,326	14,466	14,000	15,500	9,333	14,000	14,000		
Central Services to the Public :- Expenditu	14,730	19,906	21,093	20,000	13,626	28,376	37,500		
Net Expenditure over Income	14,730	19,906	21,093	20,000	13,626	28,376	37,500		17,500

difference to 17/18 budget

NOTES

Budget 2018/19

Expected Outturn 17/18

Actual to 30/09/2017

Budget 2017/18

Actual 2016/17

Actual 2015/16

Actual 2014/15

109 Grants

4060 Citizens Advice Bureau	8,250	8,250	8,250	8,250	8,250	0	8,250	8,250	
4061 Grants To Voluntary Org.	16,670	17,400	16,339	17,500	14,809	14,809	16,500	22,500	
4062 Shopmobility/Dial A Ride	0	9,500	0	9,500	0	0	0	0	
4065 TVP Crime Partnership	3,600	3,600	3,600	3,600	0	0	3,600	3,600	
4131 Bicester Vision Manager	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	
Grants :- Expenditure	33,520	43,750	33,189	43,850	19,809	19,809	33,350	39,350	
Net Expenditure over Income	33,520	43,750	33,189	43,850	19,809	19,809	33,350	39,350	-4,500

110 Projects

4100 Purchase New Machinery	17,100	3,495	0	5,000	0	0	5,000	5,000	TBC
4300 New Computer Equipment	7,815	3,809	0	2,500	0	0	2,500	2,500	TBC
4301 Garth House Redevelopment	0	0	0	30,000	0	0	30,000	30,000	TBC
4305 New cemetery	0	6,130	0	50,000	0	0	50,000	50,000	TBC
4312 Asset maintenance	0	0	0	15,000	0	0	15,000	15,000	TBC
4313 Playarea/openspace investment Future Projects	0	0	7,998	50,000	0	0	50,000	152,500	TBC
Projects :- Expenditure	24,915	13,434	7,998	152,500	0	0	152,500	152,500	
Net Expenditure over Income	24,915	13,434	7,998	152,500	0	0	152,500	152,500	0

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
300 External Works									
4000 Salaries	150,481	173,515	174,396	220,580	90,113	180,500	220,500	allows for additional staff	
4001 Er's NI	8,577	9,923	13,633	14,000	7,193	14,400	19,000	allows for additional staff	
4003 Er's Superannuation	17,265	22,484	23,224	35,000	17,528	35,000	48,000	allows for additional staff	
4016 Uniforms	507	451	535	1,000	855	1,000	1,400		
4020 Mobile Phones	1,046	742	641	1,620	1,117	2,350	2,400		
4042 R&M Machinery	2,305	3,395	5,339	6,000	357	6,000	7,000		
4044 Petrol, Oil & Gas	4,520	4,592	4,521	6,000	2,063	4,500	5,000		
4068 Contract hire vehicle	7,768	4,451	5,381	5,000	2,830	5,170	5,000		
4178 R&M Council owned vehicle	1,491	3,031	4,979	3,000	1,764	3,000	3,000		
4200 Christmas Lights maint/storage	7,051	7,875	11,483	10,000	0	13,250	15,000		
External Works :- Expenditure	201,011	230,459	244,132	302,200	123,820	265,170	326,300		
Net Expenditure over Income	201,011	230,459	244,132	302,200	123,820	265,170	326,300		24,100
301 Playing Fields									
4175 Maintenance of open Spaces	1,496	5,264	6,914	10,000	2,246	7,500	7,500		
4204 Pest Control Contract	862	0	0	700	130	500	500		
Playing Fields :- Expenditure	2,358	5,264	6,914	10,700	2,376	8,000	8,000		
Net Expenditure over Income	2,358	5,264	6,914	10,700	2,376	8,000	8,000		-2,700
303 Football Pitches									
Football Pitches :- Expenditure									
1037 Inc-Keta Field Pitches	2,110	1,835	2,064	1,300	1,061	2,000	2,000		
1038 Inc-Bure Park pitches	536	100	0	850	0	150	150		
1040 Inc-Keble Road pitches	352	390	2,907	1,000	133	1,500	1,250		
1046 Inc-Football Pitches Other	528	420	830	750	325	500	500	SS/SW to look at code detail	
Football Pitches :- Income	3,526	2,745	5,801	3,900	1,519	4,150	3,900		
Net Expenditure over Income	-3,526	-2,745	-5,801	-3,900	-1,519	-4,150	-3,900		0

Rationalise

difference to 17/18 budget

to 17/18 budget

NOTES

Budget 2018/19

Expected Outturn 17/18

Actual to 30/09/2017

Budget 2017/18

Actual 2016/17

Actual 2015/16

Actual 2014/15

305 Pingle Field Pavilion

4014 Utility Bills	2,797	2,362	3,616	4,500	1,097	3,000	3,500	split out
4017 Cleaning Materials	85	29	91	50	18	100	150	
4036 Buildings R & M	1,040	1,390	1,278	2,000	321	1,400	3,000	
4130 CCTV/Alarms	656	518	397	1,000	234	1,000	1,000	

Pingle Field Pavilion :- Expenditure

	4,578	4,299	5,382	7,550	1,670	5,500	7,650	
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1035 Inc - Pingle Field Pitches

	3,329	4,771	4,544	5,500	6,661	7,000	5,500	
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Pingle Field Pavilion :- Income

	3,329	4,771	4,544	5,500	6,661	7,000	5,500	
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Net Expenditure over Income

	1,249	-472	838	2,050	-4,991	-1,500	2,150	100
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306 Sunderland Drive Pavilion

4014 Utility Bills	4,220	2,827	3,027	3,000	2,564	4,000	4,000	
4036 Buildings R & M	1,003	793	879	3,000	588	3,000	3,000	
4130 CCTV/Alarms	510	1,229	234	1,000	919	1,800	1,000	

Sunderland Drive Pavilion :- Expenditure

	5,733	4,849	4,140	7,000	4,071	8,800	8,000	
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1036 Inc-Sunderland Drive pitches

	3,995	3,976	4,160	3,500	702	2,000	2,000	
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Sunderland Drive Pavilion :- Income

	3,995	3,976	4,160	3,500	702	2,000	2,000	
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Net Expenditure over Income

	1,738	873	-20	3,500	3,369	6,800	6,000	2,500
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	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
307 Bicester Fields Pavilion									
4014 Utility Bills	1,311	1,614	4,621	5,500	-1,931	0	2,600		
4036 Buildings R & M	1,061	825	857	2,000	303	2,000	2,000		
4130 CCTV/Alarms	404	380	150	1,000	209	400	500		
Bicester Fields Pavilion :- Expenditure	2,776	2,819	5,628	8,500	-1,419	2,400	5,100		
1039 Inc-Bicester Fields pitches	3,769	1,681	2,187	3,000	1,151	2,000	2,000		
1201 Contribution from commuted sum	5,004	0	0	0	0	0	0		
Bicester Fields Pavilion :- Income	8,773	1,681	2,187	3,000	1,151	2,000	2,000		
Net Expenditure over Income	-5,997	1,138	3,441	5,500	-2,570	400	3,100		-2,400
308 Sports village									
4069 S W Sports Village operator conts	0	0	0	60,000	0	26,600	54,800		
SW Sports Village Sinking fund						0	10,000		
4190 Parks & Gardens Contract	0	0	0	25,000	0	25,000	70,000		
Sports village :- Expenditure	0	0	0	85000	0	51,600	134,800		
1201 Contribution from Commuted Sum	0	0	0	25,000	0	25,000	59,500	85% of cost of GM	
Contribution from earmarked Reserve							10,000		
Sports village :- Income	0	0	0	25,000	0	-25,000	69,500		
Net Expenditure over Income	0	0	0	60000	0	26,600	65,300		5,300

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
401 Garth Park									
4014 Utility Bills	3,236	2,489	5,966	5,000	4,689	7,500	7,500		
4036 Buildings R & M	11,595	4,502	3,173	2,000	1,950	3,500	5,000		
4039 Rubbish Removal	6,444	7,476	9,555	8,500	3,161	6,500	8,500		
4046 Horticultural Supplies	483	1,226	291	2,000	298	2,000	4,000	Shrub bed improvements	
4050 R&M Bowls Club	149	547	953	1,000	2,378	1,000	2,000		
4052 Garth Lodge Costs	2,820	2,632	1,744	2,500	1,148	22,500	3,000	agreed by Policy Cttee	
4123 R&M Play areas	0	69,822	0	0	0	0	0		
4128 Garth Park cafe	0	0	2,600	2,500	400	400	0		
4129 Garth Park toilets	0	0	10,000	10,000	5,000	10,000	10,000		
4130 CCTV/Alarms	0	0	0	0	72	0	0		
4132 R&M Tennis Club	646	303	353	500	303	303	500		
4176 R&M Skateboard Park	0	144	0	15,000	0	15,000	3,000		
4177 R&M Bandstand and Well	0	0	0	500	4,242	4,242	1,000		
Garth Park :- Expenditure	25,373	89,141	34,635	49,500	23,641	72,945	44,500		
1003 Inc-Garth Stables	5,900	5,886	5,900	5,750	4,700	5,900	5,900		
1004 Inc-Garth Garage & Yard	8,793	7,228	4,709	0	0	4,320	4320		
1005 Inc-Garth Depot Upper Rooms	3,500	3,500	3,500	3,500	0	3,500	3500		
1006 Inc-Garth Lodge	1,050	6,227	9,949	8,500	3,756	3,756	10,000		
1008 Inc-Bowls Club	1,300	1,350	1,350	1,400	0	1,350	1,350		
1009 Inc-Tennis Club	1,050	1,150	1,150	1,100	1,250	1,250	1,250		
1014 Inc - Miscellaneous	484	0	0	0	0	0	0		
1015 Inc-Garth Park cafe	0	0	10,855	14,000	12,406	18,608	18,608		
1019 Inc-Grants received	0	69,822	30,000	0	11,381	11,381	0		
1047 Inc-Skateboard park	0	0	580	0	0	0	0		
Garth Park :- Income	22,077	95,163	67,993	34,250	33,493	50,065	44,928		
Net Expenditure over Income	3,296	-6,022	-33,358	15,250	-9,852	22,880	-428		-15,678

difference
to
17/18 budget

NOTES

Budget
2018/19

Expected
Outturn 17/18

Actual to
30/09/2017

Budget
2017/18

Actual
2016/17

Actual
2015/16

Actual
2014/15

402 Play Areas

4123 R&M Play areas	4,324	257	5,076	7,500	243	7,500	10,000
4180 ROSPA Inspection	3,427	3,427	3,488	4,000	3,488	3,500	4,000
4500 Grant Funded Expenditure			5,047	0	0	0	0

Play Areas :- Expenditure

1014 Inc - Miscellaneous	7,751	3,684	13,611	11,500	3,731	11,000	14,000
1019 Inc-Grants received	0	7,500	12,000	0	8,479	8,479	0
1201 Contribution from Commuted Sum	5,003	0	0	2,500	0	0	0

Play Areas :- Income

	5,003	7,500	12,000	2,500	8,479	8,479	0
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Net Expenditure over Income

	2,748	-3,816	1,611	9,000	-4,748	2,521	14,000
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403 Grounds Maintenance

4190 Parks & Gardens Contract	202,042	318,601	292,314	367,940	0	330,000	403,414
4191 Floral Provision	2,300	0					
4193 Kerb, channel & Weed Control	12,350	0					
4199 Grounds Maintenance Contingency	498	0					
4207 CDC Admin support	38,481	0					

Grounds Maintenance :- Expenditure

	255,671	318,601	292,314	367,940	0	330,000	403,414
1014 Inc - Miscellaneous	209	0					
	185,004	0					

Grounds Maintenance:- Income

	185,213	0	0	0	0	0	0
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Net Expenditure over Income

	70,458	318,601	292,314	367,940	0	330,000	403,414
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35,474

5,000

CHECK

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
404 Allotments									
4054 R&M Allotments	568	1,740	279	2,000	295	500	2,000		
4155 Rent-Allotment Land	972	922	852	1,000	841	850	850		
Allotments :- Expenditure	1,540	2,662	1,131	3,000	1,136	1,350	2,850		
1011 Inc-Allotment Rents	6,518	4,517	2,481	5,000	4,947	7,345	7,000		
1044 Inc-Claypits allotments	1,378	2,241	2,186	0	2,245				
Allotments :- Income	7,896	6,758	4,667	5,000	7,192	7,345	7,000		
Net Expenditure over Income	-6,356	-4,096	-3,536	-2,000	-6,056	-5,995	-4,150		-2,150
405 Trees									
4154 Tree Maintenance	43,663	986	46,082	80,000	0	80,000	40,000	any additional to be funded from earmarked reserve	
Trees :- Expenditure	43,663	986	46,082	80,000	0	80,000	40,000		
Net Expenditure over Income	43,663	986	46,082	80,000	0	80,000	40,000		-40,000

501 Town Council Events

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
4000 Salaries	0	0	0	0	0	350	0		
4022 Post			0	0	0	57	0		
4030 Advertising/Promotion	850	905	1,416	2,000	538	750	0	Merged into events	
4039 Rubbish Removal	19	8	156	0	0	0	0		
4046 Horticultural Supplies			28	0	0	0	0		
4051 Car Show			571	500	47	150	500		
4071 Robbie tribute	5,034	3,972	5,014	5,500	5,425	5,500	7,000		
4088 Motown/Rewind 80s	2,782	3,538	5,683	6,500	4,524	5,600	7,000		
4092 Teddy Bears Picnic	821	1,144	967	1,000	3,534	3,600	4,000		
4093 Inc- Fees			0	0	153	153	0		
4094 School Proms			6,450	0	0	0	0		
4115 Music Festival 16	0	22,985	4,659	0	3,991	3,691	10,000		
4120 Carnival	6,098	6,338	8,355	7,000	5,475	5,500	8,000		
4134 The Ramps			0	0	4,241	5,000	5,000		
4157 Christmas Lights switch on	2,524	2,953	2,332	2,500	25	2,500	4,000		
Town Council Events :- Expenditure	18,128	41,843	35,631	25,000	28,360	32,851	45,500		
1018 Inc-Carnival	4,357	8,484	5,246	5,500	5,640	5,640	5,000		
1030 Robbie tribute	3,887	8,306	7,366	6,750	2,896	2,896	6,750		
1031 Inc-School Proms			7,375	0	0	0	0		
1032 Motown/Rewind 80s	6,019	5,192	8,426	6,750	9,903	9,903	6,750		
1034 Inc-Childrens Entertainment	300	330	0	0	3,780	2,580	0		
1041 Music festival 16	0	24,528	9,781	0	0	0	10,000	WWI in 2018	
1045 Inc Christmas Lights	320	1,800	610	1,000	1,180	2,400	2,500		
1048 Inc-Fees			0	0	260	260	0		
1049 Inc - The Ramps			0	0	5,083	5,083	5,000		
Town Council Events :- Income	14,883	48,640	38,804	20,000	28,742	28,762	36,000		
Net Expenditure over Income	3,245	-6,797	-3,173	5,000	-382	4,089	9,500		4,500

difference to 17/18 budget

601 Cemetery

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
4014 Utility Bills	774	1,129	1,083	1,500	845	1,200	1,200		
4036 Buildings R & M			0	0	56	100	500		
4039 Rubbish Removal	1,355	1,839	1,458	1,750	863	1,750	1,800		
4042 R&M Machinery	0	24				0	0		
4105 War Memorial	611	0	0	500	0	0	0		
4173 Repair of Memorials	0	0	0	2,000	0	0	0		
4186 Cemetery Improvements	19	0				0	0		
Cemetery :- Expenditure	2,759	2,992	2,541	5,750	1,764	3,050	3,500		
1020 Inc-Int Fees/Purch Graves/Mem	23,824	23,030	21,723	15,000	17,556	25,000	20,000		
Cemetery :- Income	23,824	23,030	21,723	15,000	17,556	25,000	20,000		
Net Expenditure over Income	-21,065	-20,038	-19,182	-9,250	-15,792	-21,950	-16,500		-7,250

605 Community Safety

4170 CCTV	5150	5,150	5,150	5,150	5,150	5,150	5,150		
Community Safety :- Expenditure	5150	5150	5150	5150	5150	5,150	5150		
Net Expenditure over Income	5150	5150	5150	5150	5150	5,150	5150		

801 Highways Miscellaneous

4029 Street Furniture			0	2,000	404	1000	2000		
4083 Pedestrianisation Scheme	13,000	13,000	13,000	15,000	0	13,000	13,000		
4151 Litter Bins/Dog Bin Provision		754	2,992	10,000	463	3,000	5,000		
4216 Litter/dog bin emptying	10,788	12,012	12,132	17,000	4,004	12,200	12,500		
Highways Miscellaneous :- Expenditure	23,788	25,766	28,124	44,000	4,871	29,200	32,500		
Net Expenditure over Income	23,788	25,766	28,124	44,000	4,871	29,200	32,500		-11,500

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES	difference to 17/18 budget
TOTAL NET EXPENDITURE	577,047	1,311,227	803,335	1,365,374	-303,997	563,488	0		59,830
Inc-Precept	1,042,656	1,106,845	1,262,320	1,339,590	1,339,590	1,339,590	1,399,420		34046
1900 Earmarked Reserves							0	Shortfall	
9000 Capital Receipts Reserve	0	203,977							
9007 Community and Elections	3,000	10,492	0	8,855	0	0			
9011 Play Area & Open Spaces Inv.	500	121,941	124,181	70,716	386				
9012 Maintenance Provision (Assets)	0	625	13,751	53,109	1,531				
9013 Equipment Replacement	987	2,688	10,529	38,919	23,294				
9014 Tree Programme	350	0	0	171,357	0				
9015 Future Projects	0	134,704	8,828	224,396	0				
9016 Commuted Sum Replacement	0	0	0	227,700	0				
9020 Garth House	0	0	22,921	140,320	0				
9036 Allotments	0	0	0	24,093	0				
9039 Burial Ground Provision	0	0	0	398,246	0				
9042 SW Sports Village Contribution	0	0	0	80,000	0				
9043 Skate Park (War Memorial 2014/15)	1,660	0	0	15,580	0				
9044 Partnership	0	0	0	9,500	0				
Earmarked Reserves :- Expenditure	6,497	474,427	180,210	1,462,791	25,211	0	0		

Bicester Town Council
Net Expenditure by Budget Heading 2014-19

	Actual 2014/15	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual to 30/09/2017	Expected Outturn 17/18	Budget 2018/19	NOTES
102 Civic & Democratic	20,724	17,993	23,231	22,950	17,674	24,500	29,650	
105 Central Support	211,359	208,405	202,702	254,600	122,895	239,810	259,150	
106 Garth House	14,502	-2,535	-435	13,050	3,401	6,450	34,050	
107 Other Operating Income & Exp.	-64,463	466,023	-47,979	-36,716	-575,078	-568,713	-43,216	
108 Central Services to the Public	14,730	19,906	21,093	20,000	13,626	28,376	37,500	
109 Grants	33,520	43,750	33,189	43,850	19,809	33,350	39,350	
110 Projects	24,915	13,434	7,998	152,500	0	152,500	152,500	
300 External Works	201,011	230,459	244,132	302,200	123,820	265,170	326,300	
301 Playing Fields	2,358	5,264	6,914	10,700	2,376	8,000	8,000	
303 Football Pitches	-3,526	-2,745	-5,801	-3,900	-1,519	-4,150	-3,900	
305 Pingle Field Pavilion	1,249	-472	838	2,050	-4,991	-1,500	2,150	
306 Sunderland Drive Pavilion	1,738	873	-20	3,500	3,369	6,800	6,000	
307 Bicester Fields Pavilion	-5,997	1,138	3,441	5,500	-2,570	400	3,100	
308 Sports village	0	0	0	60000	0	26600	65300	
401 Garth Park	3,296	-6,022	-33,358	15,250	-9,852	22,880	-428	
402 Play Areas	2,748	-3,816	1,611	9,000	-4,748	2,521	14,000	
403 Grounds Maintenance	70,458	318,601	292,314	367,940	0	330,000	403,414	
404 Allotments	-6,356	-4,096	-3,536	-2,000	-6,056	-5,995	-4,150	
405 Trees	43,663	986	46,082	80,000	0	80,000	40,000	
501 Town Council Events	3,245	-6,797	-3,173	5,000	-382	4,089	9,500	
601 Cemetery	-21,065	-20,038	-19,182	-9,250	-15,792	-21,950	-16,500	
605 Community Safety	5150	5150	5150	5150	5150	5150	5150	
801 Highways Miscellaneous	23,788	25,766	28,124	44,000	4,871	29,200	32,500	
TOTAL	577,047	1,311,227	803,335	1,365,374	-303,997	663,488	1,399,420	

Law & Governance

Nigel Bell – Interim Legal Services Manager



DISTRICT COUNCIL
NORTH OXFORDSHIRE

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Your Ref:		Fax:	01295 263143

12 December 2017

Dear Sam

Lease of allotments at Alchester Terrace, Bicester

Further to my email of 26 October, I now enclose a new engrossment of the Deed of Surrender of Part and Deed of Variation, incorporating the revised plans, for sealing by Bicester Town Council in readiness for completion. I am arranging for a second copy of the Deed to be sealed by Cherwell District Council.

Please return the Deed to me when it has been sealed and I will then arrange for it to be completed and registered at the Land Registry.

With regard to the contamination issue, I am instructed that the District Council has not undertaken any work on the land that will be retained by the Town Council, other than the agreed works (i.e. making good potholes to the access road and resurfacing, levelling parking area where low, rebuilding new entrance wall and refixing gates, etc). This work is not the subject of the certificate of remediation. The main works, including any on the area of land that will be surrendered by the Town Council, will be the subject of a certificate of remediation, but this will not be issued for some time.

I look forward to hearing from you.

Yours sincerely

Malcolm Saunders
Legal Executive