

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Tuesday 5<sup>th</sup> September 2017** at **The Garth, Launton Road, Bicester OX26 6PS** at **7pm** for the transaction of the following business.

**Present:**

Cllr David Magee  
 Cllr Sean Gaul  
 Cllr Melanie Magee  
 Cllr Jason Slaymaker  
 Cllr Lawrie Stratford  
 Cllr Rose Stratford

**In attendance:**

Samantha Shippen – Chief Officer  
 Laura Wilson - Administrator

Minute No.	Agenda No.	MINUTE
170/1718	1.	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies be received from Cllr Jolanta Lis, Cllr Richard Mould and Cllr Les Sibley.</p>
171/1718	2.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>No declarations of interest were received.</p>
172/1718	3.	<p><b>MINUTES</b></p> <p><b>RESOLVED</b> to confirm the minutes of the Finance Committee meeting held on:</p> <p><b>FIN01/1718 19<sup>th</sup> June 2017</b></p>
173/1718	4.	<p><b>PUBLIC SESSION</b></p> <p>There were no public in attendance.</p>
174/1718	5.	<p><b>GRANT AID</b></p> <p><b>RESOLVED</b> that Committee:</p> <p>1. <b>AGREE</b> to grant ArCH the full sum of £400.</p>
175/1718	6.	<p><b>INTERNAL AUDITOR REPORT</b></p> <p><b>RESOLVED</b> that the Committee <b>RECOMMEND</b> to:</p> <p>1. <b>Seek alternative quotations for Internal Audit for 2017/18;</b>          2. <b>AGREE</b> the scope of Internal Audit for 2017/18 be formalised by the Chief Officer in consultation with the Chairman and Vice Chairman in line with Governance and Accountability for Smaller Authorities in England.          3. <b>Subject to 1 above, DELEGATE</b> the arrangement and confirmation of Internal Audit for 2017/18 to the Chief Officer in consultation with the Chairman &amp; Vice Chairman of this Committee.</p>

Minute No.	Agenda No.	MINUTE
176/1718	7.	<p><b>INCOME AND EXPENDITURE REPORT</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTE</b> the report.</p> <p>Committee request that code 106/1002 Inc-DHSS/CAB Rent be amended to <b>remove</b> DHSS.</p>
177/1718	8.	<p><b>FINANCE REPORT</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTE</b> the report.</p> <p>Committee request that page numbers are added to future Income &amp; Expenditure Reports.</p>
178/1718	9.	<p><b>BANK BALANCES</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTE</b> the report detailing bank balances.</p>
179/1718	10.	<p><b>ITEMS FOR INFORMATION</b></p> <p><b>RESOLVED</b> that the Committee <b>NOTE</b> with thanks the thank you letters received from Grant Aid recipients.</p>
180/1718	11.	<p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that:</p> <p><b>Investment Strategy</b> be added to the meeting on December 5<sup>th</sup> 2017.</p> <p><b>CLOSE OF MEETING: 7.50pm</b></p>