

BICESTER TOWN COUNCIL



FINANCE COMMITTEE

Ref: FIN04/1718

MONDAY 19TH MARCH 2019

at

7 pm

THE GARTH, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Les Sibley

Committee Members

**Cllr Dave Magee – Chairman
Cllr Rose Stratford
Cllr Nick Cotter
Cllr Sean Gaul
Cllr Jolanta Lis
Cllr Melanie Magee
Cllr Richard Mould
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Lawrie Stratford**

Non Committee Members

**Cllr David Anderson
Cllr Nick Mawer
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Dan Sames**

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Monday 12th March 2018

To all Members of the Finance Committee

Sir/Madam

You are hereby summoned to attend a meeting of the Finance Committee on **Monday 19th March 2018** at **The Garth, Launton road, Bicester OX26 6PS** to commence at **7pm** 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 Councillors are reminded to declare any interests on any item on this agenda in accordance with Bicester Town Council's Code of Conduct.
✓	3	MINUTES Committee is asked to confirm the minutes of the meeting held on: FIN03/1718 - Tuesday 12th December 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 shall speak for more than 2 minutes.

Copy Attached	Agenda item No	AGENDA
✓	5	<p>GRANT AID 2018</p> <p>Councillors are asked to consider the attached Grant Aid requests. The top copy is enclosed. Further information is available in the office.</p>
✓	6	<p>GRANT AID RECIPIENTS 2017 REPORTS</p> <p>Committee are asked to note that reports from last year's recipients on how they spent their grant aid are available to view in the office.</p>
✓	7	<p>FINANCE REPORT</p> <p>Committee is asked to note the attached Income, Expenditure and Variances Report to Month 10.</p>
✓	8	<p>BANK BALANCES</p> <p>Committee is asked to note the attached report detailing bank balances and nominate a Councillor to sign the bank reconciliation.</p>
✓	9	<p>BACS PAYMENTS</p> <p>Committee is asked to approve the payment schedules since the previous Finance Committee on Tuesday 12th December 2017.</p>
	10	<p>CEMETERY MEMORIAL</p> <p>Pursuant to Environment Minute No 365/1718, Committee is requested to allow a waive of the fee of £109 for a memorial installation as a one-off goodwill gesture.</p>
✓	11	<p>FORWARD PLAN</p> <p>Members are asked to review and comment on the forward plan.</p>
	12	<p>DATE OF NEXT MEETING: Tuesday 3rd July 2018, 7pm</p>

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Tuesday 12th December 2017** at **The Garth, Launton Road, Bicester OX26 6PS** at **8pm** for the transaction of the following business.

Present:

Cllr David Magee – Chairman
 Cllr Jolanta Lis
 Cllr Richard Mould
 Cllr Lynn Pratt - substitute
 Cllr Jason Slaymaker

In attendance:

Samantha Shippen – Chief Officer
 Angie Suter - Administrator

Minute No.	Agenda No.	MINUTE																																																
295/1718	1	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies be received from Cllr Melanie Magee, Cllr Les Sibley, Cllr Lawrie Stratford, Cllr Rose Stratford.</p>																																																
296/1718	2	<p>DECLARATIONS OF INTEREST</p> <p>No declarations of interest were received.</p>																																																
297/1718	3	<p>MINUTES</p> <p>RESOLVED to confirm the minutes of the Finance Committee meeting held on:</p> <p>FIN02/1718 Tuesday 5th September 2017</p>																																																
298/1718	4	<p>PUBLIC SESSION</p> <p>There were no members of the public in attendance.</p>																																																
299/1718	5	<p>GRANT AID</p> <p>RESOLVED that Committee AGREE to grant Forget Me Not (Bicester) Ltd the full sum of £500.</p>																																																
300/1718	6	<p>FINANCE REPORT</p> <p>RESOLVED that the Committee NOTE the report and income, expenditure and exceptions and approved the payments as follows:</p> <table border="1"> <thead> <tr> <th><u>Date</u></th> <th><u>Pg ended</u></th> <th><u>Amount</u></th> <th><u>Officer</u></th> <th><u>Councillor</u></th> <th><u>Councillor</u></th> </tr> </thead> <tbody> <tr> <td>19/09/17</td> <td>2015</td> <td>£12,329.58</td> <td>S Shippen</td> <td>R Stratford</td> <td>R Mould</td> </tr> <tr> <td>03/10/17</td> <td>2021</td> <td>£36,396.43</td> <td>S Shippen</td> <td>L Pratt</td> <td>R Mould</td> </tr> <tr> <td>20/10/17</td> <td>2025</td> <td>£11,072.66</td> <td>S Shippen</td> <td>L Sibley</td> <td>R Mould</td> </tr> <tr> <td>06/11/17</td> <td>2029</td> <td>£12,437.37</td> <td>S Shippen</td> <td>L Pratt</td> <td>R Mould</td> </tr> <tr> <td>23/11/17</td> <td>2033</td> <td>£8,194.75</td> <td>S Shippen</td> <td>L Pratt</td> <td>R Mould</td> </tr> <tr> <td>07/12/17</td> <td>2038</td> <td>£15,299.06</td> <td>S Shippen</td> <td>R Mould</td> <td>L Pratt</td> </tr> <tr> <td>07/12/17</td> <td>2039</td> <td>£190,439.29</td> <td>S Shippen</td> <td>R Mould</td> <td>L Pratt</td> </tr> </tbody> </table>	<u>Date</u>	<u>Pg ended</u>	<u>Amount</u>	<u>Officer</u>	<u>Councillor</u>	<u>Councillor</u>	19/09/17	2015	£12,329.58	S Shippen	R Stratford	R Mould	03/10/17	2021	£36,396.43	S Shippen	L Pratt	R Mould	20/10/17	2025	£11,072.66	S Shippen	L Sibley	R Mould	06/11/17	2029	£12,437.37	S Shippen	L Pratt	R Mould	23/11/17	2033	£8,194.75	S Shippen	L Pratt	R Mould	07/12/17	2038	£15,299.06	S Shippen	R Mould	L Pratt	07/12/17	2039	£190,439.29	S Shippen	R Mould	L Pratt
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Minute No.	Agenda No.	MINUTE
301/1718	7	<p>BANK BALANCES</p> <p>RESOLVED that the Committee NOTE the report detailing bank balances and Cllr Mould verifies the bank statements.</p>
302/1718	8	<p>INVESTMENTS</p> <p>RESOLVED that the Committee:</p> <p>AGREE to approve the removal of a sum to CCLA up to £2M, look at a range of high street banks to access best rate of interest and bring back to committee by March 2018.</p>
303/1718	9	<p>FORWARD PLAN</p> <p>RESOLVED that:</p> <p>Review of Internal Audit contract be removed as a new audit company has now been appointed.</p>
304/1718	10	<p>DATE OF NEXT MEETING: Monday 19th March 2018, 7pm</p> <p>CLOSE OF MEETING: 20:30pm</p>

DRAFT

<u>Name</u>	<u>Amount required</u>	<u>Amount previous year Award 2018/2019</u>
Launton Over 60's Club	500.00	0.00
The Countess of Jersey's Educational Foundation	1000.00	0.00
Trinity Camerata Orchestra	500.00	500.00
Friends of Bicester North Station	500.00	0.00
BCOS	600.00	600.00
Hanover Gardens	824.00	764.00
Oxfordshire Play Association (OPA)	500.00	550.00
Bicester Widows Club	1000.00	750.00
Forget Me Not (Bicester) Ltd	648.00	500.00
Bicester Townswomen's Guild	500.00	500.00
Bicester Sub Aqua Club	500.00	500.00
Grassroots Bicester	500.00	500.00
The Hummingbird Centre	500.00	500.00
Silver Threads Club	500.00	500.00
Kabin over 50's Club (Keble Road)	600.00	600.00
ARCh	1050.00	400.00
St Edburg's Foundation	250.00	0.00
Orchard Baptist Church	500.00	500.00
Bicester Floral Club	500.00	500.00
Kingsmere Church with St Edburgs	500.00	500.00
Langford Village Community Asso	1000.00	0.00
Bicester Foodbank	1000.00	1000.00
The Mill Arts Centre	1000.00	0.00
1st Bure park Scout Group	1000.00	0.00
Bicester Craft Club	400.00	0.00
Bicester Spiritualist Church/ The Clifton Centre	225.00	0.00
Fields of Launton School	925.00	0.00
Bicester FairTrade group	400.00	500.00
Oxfordshire Association for the Blind	500.00	0.00
Good Neighbour Scheme	1000.00	1000.00
OneBicester CIC	1000.00	1000.00
Bicester Green	700	0
	21122.00	0.00
Amount in budget		0.00
Amount Remaining		0.00

AGENDA ITEM 6

GRANT AID RECIPIENTS 2017 - REPORTS

	Report Received
ARCh	Yes
BCOS	Yes
Bicester & District Twinning	Yes
Bicester Athletic Club	Yes
Bicester Craft Club	Yes
Bicester Fairtrade	Yes
Bicester Floral Club	Yes
Bicester Foodbank	
Bicester Good Neighbour Scheme	Yes
Bicester Green Gym	Yes
Bicester Local History	Yes
Bicester Matinee Club	Yes
Bicester Sub - Aqua Club	Yes
Bicester Tennis Club	
Bicester Townswomens Guild	Yes
Bicester Widows Club	
Bicester's Big Lunch	
	Mix up with cheque so not had a chance to use money when report requested
Brethertons LLP	
CAB	Yes
Churches in Bicester Kingdmere Welcome Group	Yes
Forge Me Not (Bicester) Ltd	Yes
Grassroots Bicester	
Hanover Gardens Residents	Yes
Kabin	Yes
Orchard Baptist Church	Yes
Oxfordshire Play Assc.	
Silver Threads Club	
The Hummingbrd Centre	Yes
Trinity Camerate Orchestra	

FINANCE REPORT

This report details accounts as at the end of January 2018 - Month 10. For those accounts on a straight line we should be at 83.34%.

EXPENDITURE

Account	Page	£Spend/ £Budget	Explanation	Comments
4105/102 Mayor's Expenses	1	1,500/1,500	Completed for year	
1460/102 Civic Expenses	1	6,305/7,500	Additional attendance at events	Expect an overspend
4209/102 Members Allowances	1	12,600/13,500	Complete for year	
4001/105 Er's NI	1	9,131/10,800	Underbudgeting	Expect £207 overspend
4025/102 Insurance	1	17,157/19,200	Complete for year	£2,043 available to offset elsewhere
4041/105 Lease photocopier	1	1,390/4,000	3 of 4 rental amounts charged for year	Arrangements now in place to reduce costs by changing default settings
4075/105 Upgrade Computer Software	1	2,016/2,500	Additional software purchase for design work £315	Offset with 4034/105 underspend. Expect overall overspend due to IT review.
4206/107 Loan repayments	2	25,914/27,000	Complete for year	
4112/108 Repairs & maint clocks	2	450/500	Annual service completed	
4159/108 Election expenses	2	3,876/4,000	Complete for May election	
4169/108 Newsletter	2	14,000/15,000	Complete for year	Expected outturn £14,000. £1,500 available
4061/109 Grants to Voluntary org	3	16,209/17,500	Main grants paid April 2017	
4065/109 TVP Crime Partnership	3	3,600/3,600	Complete for year	
4131/109 Bicester Vision Manager	3	5,000/5,000	Complete for year	
4001/300 Er's NI	4	11,958/14,000	underbudgeting	Expect £384 overspend, offset by underspend in 4000/300
4016/300 Uniforms	4	905/1,000	Main purchases complete	
4020/300 Mobile phones	4	1,937/1,620	Expected overspend of £725 for year	Expected outturn £2345
4068/300 Contract hire vehicle	4	3,220/5000	outturn expected £170 overspend	

FINANCE REPORT

Account	Page	£Spend/ £Budget	Explanation	Comments
4014/306 Utility bills	5	2,981/3,000	Large gas bill	
4130/306 CCTV Sunderland Drive	5	919/1000	3 cameras replaced	
4014/401 Utility bills	5	5,905/5,000	Underbudgeting – 2016/17 spend £5,966	
4036/401 Grounds/bldg R&M	5	2,191/2,000	Electrical testing £1,817	
4177/401 R&M Bandstand & Well	6	4,234/500	Replacement of bandstand floor	
4180/402 ROSPA Inspection	6	3,488/4,000	Complete for year	
4092/501 Teddy bear's picnic	7	3,534/1,000	Excess expenditure to be met from sponsorship shown in 1032/501	
4157/501 Christmas Lights Switch on	7	4,004/2,500	Additional expenses for Market Square closure & flyers offset by additional income	
4170/605 CCTV	8	5150/5150	Complete for year	

INCOME

Account	Page	£Receipt/ £Budget	Explanation	Comments
1001/106 Inc OCC Rent	2	5,000/10,000	Lease terminated September 2017	Complete for year
1010/106 inc- Garth room lettings	2	5,653/2,500	Additional income from room use	
1037/303 inc- Keta field pitches	4	1,666/1,300	Under budgeting	
1038/303 inc – Bure Park Pitches	4	17/850	No booked pitches at present	Offset by income at other pitches
1040/303 inc – Keble Road pitches	4	1,450/1,000	Under budgeting	
1046/303 inc – football pitches other	4	435/750	Football income below expected	Offset by income at other pitches
1035/305 inc- Pingle Field pitches	5	7,382/5,500	Additional use	

FINANCE REPORT

Account	Page	£Receipt/ £Budget	Explanation	Comments
1036/306 inc – Sunderland Drive pitches	5	1,060/3,500		
1003/401 inc- Garth Stables	6	4,700/5,750	Under budgeted	
1006/401 inc – Garth Lodge	6	3,756/8,500	Income ceased in July as tenancy completed	
1009/401 inc Tennis Club	6	1,250/1,100	Under budgeted	
1015/401 inc Garth Park cafe	6	17,058/14,000	under budgeted	
1020/601 inc – Int fees/Purchase graves/Mem	7	23,995/15,000	under budgeted	Expected outturn £18,608

06/02/2018

Bicester Town Council

15:24

Detailed Income & Expenditure by Budget Heading 06/02/2018

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Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Corporate and Democratic							
102	Civic & Democratic						
4028	Meetings/Hospitality	5	101	400	299	299	25.3 %
4150	Mayor's Expenses	0	1,500	1,500	0	0	100.0 %
4160	Civic Expenses	1,045	6,305	7,500	1,195	1,195	84.1 %
4189	Councillors Travel Expenses	0	0	50	50	50	0.0 %
4209	Members Allowances	0	12,600	13,500	900	900	93.3 %
	Civic & Democratic :- Expenditure	1,050	20,506	22,950	2,444	0	89.4 %
	Net Expenditure over Income	1,050	20,506	22,950	2,444		
105	Central Support						
4000	Salaries	10,195	100,164	121,000	20,836	20,836	82.8 %
4001	Er's NI	938	9,131	10,800	1,669	1,669	84.5 %
4003	Er's Superannuation	3,184	31,707	38,000	6,293	6,293	83.4 %
4009	Staff Travel	0	94	500	406	406	18.7 %
4012	Health & Safety	20	49	3,500	3,451	3,451	1.4 %
4020	Mobile Phones	68	859	1,500	641	641	57.2 %
4021	Office Telephone & Fax	703	2,259	3,500	1,241	1,241	64.6 %
4022	Post	509	2,377	4,000	1,623	1,623	59.4 %
4023	Stationery	10	779	1,000	221	221	77.9 %
4024	Subscriptions	105	4,572	5,700	1,128	1,128	80.2 %
4025	Insurance	0	17,415	19,200	1,785	1,785	90.7 %
4026	Printing	0	95	500	406	406	18.9 %
4027	Ref Books/Publications	0	0	100	100	100	0.0 %
4030	Advertising/Promotion	0	65	1,000	935	935	6.5 %
4032	Recruitment Adverts	0	0	1,000	1,000	1,000	0.0 %
33	Office Expenses	61	808	1,300	492	492	62.2 %
4034	Computer Hardware Support	0	2,410	5,500	3,090	3,090	43.8 %
4035	R&M Office Equipment	0	0	1,000	1,000	1,000	0.0 %
4041	Lease Photocopier	0	2,823	4,000	1,177	1,177	70.6 %
4056	Legal & Professional Fees	0	1,600	5,000	3,400	3,400	32.0 %
4057	Audit Fees	0	2,420	5,000	2,580	2,580	48.4 %
4058	Accountancy	0	4,744	8,000	3,256	3,256	59.3 %
4070	Training and Conferences	0	1,626	6,500	4,874	4,874	25.0 %
4075	Upgrade Computer Software	743	4,386	2,500	-1,886	-1,886	175.4 %
4097	HR	0	0	3,000	3,000	3,000	0.0 %
	Central Support :- Expenditure	16,535	190,381	253,100	62,719	0	75.2 %
	Net Expenditure over Income	16,535	190,381	253,100	62,719		

Continued on Page No 2

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106 Garth House							
4004 Cleaning Contract	0	2,567	3,500	933		933	73.3 %
4011 Rates	44	7,153	9,000	1,847		1,847	79.5 %
4014 Utility Bills	218	2,803	5,000	2,197		2,197	56.1 %
4017 Cleaning Materials	0	21	200	179		179	10.3 %
4036 Grounds/Bldg R & M	0	2,009	10,000	7,991		7,991	20.1 %
4038 Furniture & Furnishings	0	0	500	500		500	0.0 %
4102 R&M Outreach Building	0	19	1,000	981		981	1.9 %
4103 R&M CAB Building	0	303	1,000	697		697	30.3 %
4130 CCTV/Alarms	0	535	1,500	965		965	35.7 %
4203 Window Cleaning	0	498	600	102		102	83.0 %
Garth House :- Expenditure	262	15,908	32,300	16,392	0	16,392	49.2 %
1001 Inc-OCC Rent	0	5,000	10,000	-5,000			50.0 %
1002 Inc-CAB Rent	4,250	4,250	4,250	0			100.0 %
1007 Inc-Registrars	1,000	2,500	2,500	0			100.0 %
1010 Inc-Garth Rooms Lettings	768	5,653	2,500	3,153			226.1 %
Garth House :- Income	6,018	17,403	19,250	-1,847			90.4 %
Net Expenditure over Income	-5,756	-1,495	13,050	14,545			
107 Other Operating Income & Exp.							
4059 Bank Charges	192	1,791	3,000	1,209		1,209	59.7 %
4306 loan repayments	0	25,914	27,000	1,086		1,086	96.0 %
Other Operating Income & Exp. :- Expenditure	192	27,705	30,000	2,295	0	2,295	92.3 %
1014 Inc-Miscellaneous	0	396	0	396			0.0 %
1076 Inc-Precept	0	1,339,590	1,339,590	0			100.0 %
1077 Inc-Precept support Grant	0	61,716	61,716	0			100.0 %
78 Maturity of 2 Year Investment	0	525,000	0	525,000			0.0 %
1096 Inc-Bank Interest	97	2,424	5,000	-2,576			48.5 %
Other Operating Income & Exp. :- Income	97	1,929,126	1,406,306	522,820			137.2 %
Net Expenditure over Income	95	-1,901,422	-1,376,306	525,116			
108 Central Services to the Public							
4040 Website	0	250	0	-250		-250	0.0 %
4112 Repairs & Maint.-Clocks	0	450	500	50		50	90.0 %
4133 Partnerships	0	192	0	-192		-192	0.0 %
4159 Election Expenses	0	3,876	4,000	124		124	96.9 %
4169 Newsletter	2,333	14,000	15,500	1,500		1,500	90.3 %
Central Services to the Public :- Expenditure	2,333	18,767	20,000	1,233	0	1,233	93.8 %
Net Expenditure over Income	2,333	18,767	20,000	1,233			

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
109 Grants							
4060 Citizens Advice Bureau	0	0	8,250	8,250		8,250	0.0 %
4061 Grants To Voluntary Org.	0	16,209	17,500	1,291		1,291	92.6 %
4062 Shopmobility/Dial A Ride	0	0	9,500	9,500		9,500	0.0 %
4065 TVP Crime Partnership	0	3,600	3,600	0		0	100.0 %
4131 Bicester Vision Manager	0	5,000	5,000	0		0	100.0 %
Grants :- Expenditure	0	24,809	43,850	19,041	0	19,041	56.6 %
Net Expenditure over Income	0	24,809	43,850	19,041			
110 Projects							
4100 Purchase New Machinery	0	0	5,000	5,000		5,000	0.0 %
JO New Computer Equipment	0	0	2,500	2,500		2,500	0.0 %
4301 Garth House Redevelopment	0	0	30,000	30,000		30,000	0.0 %
4305 New cemetery	0	0	50,000	50,000		50,000	0.0 %
4312 Asset maintenance	0	0	15,000	15,000		15,000	0.0 %
4313 Playarea/openspace investment	0	0	50,000	50,000		50,000	0.0 %
Projects :- Expenditure	0	0	152,500	152,500	0	152,500	0.0 %
Net Expenditure over Income	0	0	152,500	152,500			
Corporate and Democratic :- Expenditure	20,371	298,075	554,700	256,625	0	256,625	53.7 %
Income	6,115	1,946,529	1,425,556	520,973			136.5 %
Net Expenditure over Income	14,257	-1,648,454	-870,856	777,598			

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Services								
300	External Works							
4000	Salaries	14,169	148,201	220,580	72,379		72,379	67.2 %
4001	Er's NI	1,213	11,958	14,000	2,042		2,042	85.4 %
4003	Er's Superannuation	2,921	29,213	35,000	5,787		5,787	83.5 %
4016	Uniforms	5	905	1,000	95		95	90.5 %
4020	Mobile Phones	203	1,937	1,620	-317		-317	119.6 %
4042	R&M Machinery	0	541	6,000	5,459		5,459	9.0 %
4044	Petrol, Oil & Gas	351	3,822	6,000	2,178		2,178	63.7 %
4068	Contract hire vehicle	390	4,390	5,000	610		610	87.8 %
4178	R&M Council owned vehicle	0	1,737	3,000	1,263		1,263	57.9 %
90	Christmas Lights maint/storage	0	0	10,000	10,000		10,000	0.0 %
	External Works :- Expenditure	19,252	202,703	302,200	99,497	0	99,497	67.1 %
1211	Inc-Sale of Assets	0	417	0	417			0.0 %
	External Works :- Income	0	417	0	417			
	Net Expenditure over Income	19,252	202,286	302,200	99,914			
301	Playing Fields							
4175	Maintenance of open Spaces	500	2,992	10,000	7,008		7,008	29.9 %
4204	Pest Control Contract	0	130	700	570		570	18.6 %
	Playing Fields :- Expenditure	500	3,122	10,700	7,578	0	7,578	29.2 %
	Net Expenditure over Income	500	3,122	10,700	7,578			
303	Football Pitches							
1037	Inc-Keta Field Pitches	38	1,666	1,300	366			128.2 %
1038	Inc-Bure Park pitches	0	17	850	-834			1.9 %
1040	Inc-Keble Road pitches	0	1,450	1,000	450			144.9 %
1046	Inc-Football Pitches Other	0	435	750	-315			58.0 %
	Football Pitches :- Income	38	3,567	3,900	-333			91.5 %
	Net Expenditure over Income	-38	-3,567	-3,900	-333			
305	Pingle Field Pavilion							
4014	Utility Bills	185	3,004	4,500	1,496		1,496	66.8 %
4017	Cleaning Materials	10	79	50	-29		-29	159.0 %
4036	Grounds/Bldg R & M	0	977	2,000	1,023		1,023	48.9 %
4130	CCTV/Alarms	0	323	1,000	677		677	32.3 %
	Pingle Field Pavilion :- Expenditure	196	4,384	7,550	3,166	0	3,166	58.1 %

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1035	Inc - Pingle Field Pitches	146	7,282	5,500	1,782			132.4 %
	Pingle Field Pavilion :- Income	146	7,282	5,500	1,782			132.4 %
	Net Expenditure over Income	50	-2,897	2,050	4,947			
306	<u>Sunderland Drive Pavilion</u>							
4014	Utility Bills	411	2,981	3,000	19		19	99.4 %
4036	Grounds/Bldg R & M	0	742	3,000	2,258		2,258	24.7 %
4130	CCTV/Alarms	0	919	1,000	81		81	91.9 %
	Sunderland Drive Pavilion :- Expenditure	411	4,643	7,000	2,357	0	2,357	66.3 %
1036	Inc-Sunderland Drive pitches	65	1,650	3,500	-1,851			47.1 %
	Sunderland Drive Pavilion :- Income	65	1,650	3,500	-1,851			47.1 %
	Net Expenditure over Income	347	2,993	3,500	507			
307	<u>Bicester Fields Pavilion</u>							
4014	Utility Bills	0	-1,570	5,500	7,070		7,070	-28.5 %
4036	Grounds/Bldg R & M	0	303	2,000	1,697		1,697	15.1 %
4130	CCTV/Alarms	0	209	1,000	791		791	20.9 %
	Bicester Fields Pavilion :- Expenditure	0	-1,058	8,500	9,558	0	9,558	-12.4 %
1039	Inc-Bicester Fields pitches	153	2,442	3,000	-559			81.4 %
	Bicester Fields Pavilion :- Income	153	2,442	3,000	-559			81.4 %
	Net Expenditure over Income	-153	-3,500	5,500	9,000			
308	<u>Sports village</u>							
4069	S W Sports Village conts	0	0	60,000	60,000		60,000	0.0 %
90	Parks & Gardens Contract	0	0	25,000	25,000		25,000	0.0 %
	Sports village :- Expenditure	0	0	85,000	85,000	0	85,000	0.0 %
1201	Contribution from Commuted Sum	0	0	25,000	-25,000			0.0 %
	Sports village :- Income	0	0	25,000	-25,000			0.0 %
	Net Expenditure over Income	0	0	60,000	60,000			
401	<u>Garth Park</u>							
4014	Utility Bills	549	5,905	5,000	-905		-905	118.1 %
4036	Grounds/Bldg R & M	0	2,191	2,000	-191		-191	109.5 %
4039	Rubbish Removal	649	4,690	8,500	3,810		3,810	55.2 %
4046	Horticultural Supplies	0	413	2,000	1,587		1,587	20.6 %

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4050	R&M Bowls Club	117	549	1,000	451		451	54.9 %
4052	Garth Lodge Costs	18	1,248	2,500	1,252		1,252	49.9 %
4128	Garth Park cafe	0	400	2,500	2,100		2,100	16.0 %
4129	Garth Park toilets	0	5,000	10,000	5,000		5,000	50.0 %
4130	CCTV/Alarms	0	72	0	-72		-72	0.0 %
4132	R&M Tennis Club	0	303	500	197		197	60.6 %
4176	R&M Skateboard Park	0	0	15,000	15,000		15,000	0.0 %
4177	R&M Bandstand and Well	0	4,242	500	-3,742		-3,742	848.4 %
	Garth Park :- Expenditure	1,332	25,011	49,500	24,489	0	24,489	50.5 %
1003	Inc-Garth Stables	-275	5,900	5,750	150			102.6 %
1005	Inc-Garth Depot Upper Rooms	3,500	3,500	3,500	0			100.0 %
1006	Inc-Garth Lodge	0	3,756	8,500	-4,744			44.2 %
1008	Inc-Bowls Club	0	0	1,400	-1,400			0.0 %
1009	Inc-Tennis Club	0	1,250	1,100	150			113.6 %
1015	Inc-Garth Park cafe	0	17,058	14,000	3,058			121.8 %
1019	Inc-Grants received	0	11,381	0	11,381			0.0 %
	Garth Park :- Income	3,225	42,844	34,250	8,594			125.1 %
	Net Expenditure over Income	-1,893	-17,833	15,250	33,083			
<u>402</u>	<u>Play Areas</u>							
4123	R&M Play areas	1	491	7,500	7,009		7,009	6.5 %
4180	ROSPA Inspection	0	3,488	4,000	512		512	87.2 %
	Play Areas :- Expenditure	1	3,979	11,500	7,521	0	7,521	34.6 %
1019	Inc-Grants received	0	8,479	0	8,479			0.0 %
1201	Contribution from Commuted Sum	0	0	2,500	-2,500			0.0 %
	Play Areas :- Income	0	8,479	2,500	5,979			339.1 %
	Net Expenditure over Income	1	-4,499	9,000	13,499			
<u>403</u>	<u>Grounds Maintenance</u>							
4190	Parks & Gardens Contract	58,078	58,078	367,940	309,862		309,862	15.8 %
	Grounds Maintenance :- Expenditure	58,078	58,078	367,940	309,862	0	309,862	15.8 %
	Net Expenditure over Income	58,078	58,078	367,940	309,862			
<u>404</u>	<u>Allotments</u>							
4054	R&M Allotments	0	295	2,000	1,705		1,705	14.7 %
4155	Rent Allotment Land	0	841	1,000	159		159	84.1 %
	Allotments :- Expenditure	0	1,136	3,000	1,864	0	1,864	37.9 %

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1011	Inc-Allotment Rents	0	5,047	5,000	47			100.9 %
1044	Inc-Claypits allotments	10	2,375	0	2,375			0.0 %
	Allotments :- Income	10	7,422	5,000	2,422			148.4 %
	Net Expenditure over Income	-10	-6,286	-2,000	4,286			
<u>405</u>	<u>Trees</u>							
4154	Tree Maintenance	0	0	80,000	80,000		80,000	0.0 %
	Trees :- Expenditure	0	0	80,000	80,000	0	80,000	0.0 %
	Net Expenditure over Income	0	0	80,000	80,000			
<u>501</u>	<u>Town Council Events</u>							
4000	Salaries	0	350	0	-350		-350	0.0 %
4022	Post	0	57	0	-57		-57	0.0 %
4030	Advertising/Promotion	0	607	2,000	1,393		1,393	30.3 %
4051	Car Show	4	152	500	348		348	30.3 %
4071	Robbie tribute	5	5,430	5,500	70		70	98.7 %
4088	Motown/Rewind 80s	4	5,379	6,500	1,121		1,121	82.7 %
4092	Teddy Bears Picnic	0	3,534	1,000	-2,534		-2,534	353.4 %
4093	Paypal Fees	0	153	0	-153		-153	0.0 %
4115	Music Festival 16	0	3,691	0	-3,691		-3,691	0.0 %
4120	Carnival	0	5,475	7,000	1,525		1,525	78.2 %
4134	The Ramps	5	4,546	0	-4,546		-4,546	0.0 %
4157	Christmas Lights switch on	740	4,004	2,500	-1,504		-1,504	160.2 %
	Town Council Events :- Expenditure	758	33,377	25,000	-8,377	0	-8,377	133.5 %
1018	Inc-Carnival	0	5,640	5,500	140			102.5 %
1030	Inc - Robbie tribute	0	2,896	6,750	-3,854			42.9 %
32	inc - Motown/Rewind 80s	0	9,903	6,750	3,153			146.7 %
1034	Inc-Childrens Entertainment	0	3,780	0	3,780			0.0 %
1045	Inc Christmas Lights	0	1,880	1,000	880			188.0 %
1048	Inc-Fees	-98	162	0	162			0.0 %
1049	Inc - The Ramps	0	5,083	0	5,083			0.0 %
	Town Council Events :- Income	-98	29,343	20,000	9,343			146.7 %
	Net Expenditure over Income	856	4,034	5,000	966			
<u>601</u>	<u>Cemetery</u>							
4014	Utility Bills	3	1,255	1,500	245		245	83.7 %
4036	Grounds/Bldg R & M	16	83	0	-83		-83	0.0 %

Month No : 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4039	Rubbish Removal	86	1,340	1,750	410		410	76.6 %
4105	War Memorial	0	0	500	500		500	0.0 %
4173	Repair of Memorials	0	0	2,000	2,000		2,000	0.0 %
	Cemetery :- Expenditure	105	2,678	5,750	3,072	0	3,072	46.6 %
1020	Inc-Int Fees/Purch Graves/Mem	1,696	23,995	15,000	8,995			160.0 %
	Cemetery :- Income	1,696	23,995	15,000	8,995			160.0 %
	Net Expenditure over Income	-1,591	-21,317	-9,250	12,067			
<u>605</u>	<u>Community Safety</u>							
4170	CCTV	0	5,150	5,150	0		0	100.0 %
	Community Safety :- Expenditure	0	5,150	5,150	0	0	0	100.0 %
	Net Expenditure over Income	0	5,150	5,150	0			
<u>801</u>	<u>Highways Miscellaneous</u>							
4029	Street Furniture	0	404	2,000	1,597		1,597	20.2 %
4083	Pedestrianisation Scheme	0	0	15,000	15,000		15,000	0.0 %
4151	Litter Bins/Dog Bin Provision	0	463	10,000	9,537		9,537	4.6 %
4216	Litter/dog bin emptying	0	8,088	17,000	8,912		8,912	47.6 %
	Highways Miscellaneous :- Expenditure	0	8,955	44,000	35,045	0	35,045	20.4 %
	Net Expenditure over Income	0	8,955	44,000	35,045			
	Services :- Expenditure	80,634	352,158	1,012,790	660,632	0	660,632	34.8 %
	Income	5,233	127,439	117,650	9,789			108.3 %
	Net Expenditure over Income	75,401	224,719	895,140	670,421			

Month No : 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Earmarked Reserves</u>							
1900 Earmarked Reserves							
9007 Community and Elections	0	0	8,855	8,855		8,855	0.0 %
9011 Play Area & Open Spaces Inv.	0	386	70,716	70,330		70,330	0.5 %
9012 Maintenance Provision (Assets)	0	1,531	53,109	51,578		51,578	2.9 %
9013 Equipment Replacement	0	24,297	38,919	14,622		14,622	62.4 %
9014 Tree Programme	0	0	171,357	171,357		171,357	0.0 %
9015 Future Projects	0	0	224,396	224,396		224,396	0.0 %
9016 Commuted Sum Replacement	0	0	227,700	227,700		227,700	0.0 %
9020 Garth House	0	0	140,320	140,320		140,320	0.0 %
9036 Allotments	0	0	24,093	24,093		24,093	0.0 %
9039 Burial Ground Provision	0	0	398,246	398,246		398,246	0.0 %
9042 SW Sports Village Contribution	0	0	80,000	80,000		80,000	0.0 %
9043 Skate Park	0	0	15,580	15,580		15,580	0.0 %
9044 Partership	0	0	9,500	9,500		9,500	0.0 %
Earmarked Reserves :- Expenditure	0	26,213	1,462,791	1,436,578	0	1,436,578	1.8 %
Net Expenditure over Income	0	26,213	1,462,791	1,436,578			
Earmarked Reserves :- Expenditure	0	26,213	1,462,791	1,436,578	0	1,436,578	1.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	0	26,213	1,462,791	1,436,578			

**Bicester Town Council
Financial Statement 31 January 2018**

Bank Accounts

Current Account
Wages Account
HIBA
Santander Capital Account
Santander Deposit
Lloyds Term Deposit
Lloyds Treasurers Account
Lloyds Instant Account
Barclays Treasury Deposit
Carnival Account
Petty Cash

132,469
4,025
14,646
237,084
2,083,016
549,141
34
253,738
256
161

3,274,570

Owed to Council

Debtors and Prepayments
Vat Due

22,552
11,597

34,149
3,308,719

Less Owed by Council

Suppliers
Retention
Accrued Expenses
Paye/Ni Due
Receipts in Advance

289
9,523
4,362

1,436,577

Funds Available

3,294,545

Total Useable Reserves

3,294,545

0

Loan Outstanding not included above

184,572

Payments to Finance Committee 19/03/18

Date	Pg ended	Amount	Officer	Councillor	Councillor
19/12/2017	2043	3,869.08	S Shippen	L Pratt	R Mould
04/01/2018	2047	5,582.03	C Johnson	R Mould	R Stratford
10/01/2018	2048	101,394.54	S Shippen	R Mould	R Stratford
15/01/2018	2051	4,773.04	C Johnson	R Mould	L Pratt
29/01/2018	2055	77,726.70	C Johnson	R Mould	R Stratford
14/02/2018	2059	88,618.82	S shippen	R stratford	L Stratford
28/02/2018	2063	16,849.24	S Shippen	L Pratt	L Sibley

Single Payments

Date	Payee	Amount	Officer	Councillor	Councillor
28/02/2018	CAB Grant	8250.00	S Shippen	L Pratt	L Sibley
06/03/2018	Garston Entertainment	504.00	S shippen	L Pratt	L Sibley

FORWARD PLAN: 2017 / 2018

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	LMO at NW Bicester	
	Burial Ground	
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Med-Long Term Strategy	Via Business Plan to Policy Committee
TRAFFIC ADVISORY GROUP		
MEETING DATE	ITEM	COMMENT
	Park Run – Parking Issues	
	Mallards Way Traffic	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
16 April 2018	Planting for next year	
11 Dec 2017	Play Area Tender Review	
2018	Cemetery Review	
2018	Kings Meadow Open Space & Play Area	
	Wheelchair Swing	
	Memorial Policy	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
2018	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
May 2018	Graven Hill	Schedule site visit.
	London Road Level Crossing	Ongoing – Live issue
Mar 2018	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
May 2018	Realignment of Howes Lane	Invite A2 Dominion, CDC & Network Rail to discuss
2018	Oxfordshire Spatial Plan Consultation	
July 2018	Oxford/Cambridge Arc Development	
May 2018	Bicester Masterplan Consultation	