

Minutes of a meeting of the Annual Bicester Town Council held on **Monday 14<sup>th</sup> May 2018** at **Brethertons Solicitors, Franklins House, Manorsfield Road, Bicester, OX26 6EX** at 7pm for the transaction of the following business.

**Present:**

Cllr Nick Cotter  
Cllr Sean Gaul  
Cllr Richard Mould  
Cllr Debbie Pickford  
Cllr Lynn Pratt  
Cllr Dan Sames  
Cllr Les Sibley  
Cllr Jason Slaymaker

**In attendance:**

Samantha Shippen – Chief Officer  
Angie Suter – Administrator

**Prior to the commencement of the meeting, the retiring Mayor, Councillor Les Sibley, welcomed everyone and presented the Good Citizens Awards to WO1 (GSM) Lee Davies RLC, Mrs Mavis Swales – Bicester Foodbank, Mrs Jill Jones – ARCh and Miss Carmen Simpson – Police Cadet.**

Minute No.	Agenda No.	
001/1819	1	<p><b>ELECTION OF THE TOWN MAYOR AND SIGNING OF DECLARATION OF ACCEPTANCE OF OFFICE</b></p> <p><b>RESOLVED</b> that Cllr Sean Gaul be elected as Town Mayor for the ensuing municipal year of 2018/19.</p> <p><b>DECLARATIONS OF ACCEPTANCE</b></p> <p>The new Mayor, Cllr Sean Gaul signed his formal Declaration of Acceptance of office with the Chief Officer counter signing. He then gave a short resume of his goals for the forthcoming year. The Mayor's chosen charities this year will be:</p> <ul style="list-style-type: none"> <li>• Rainbow Pre-School</li> <li>• OYAP Trust</li> <li>• Oxfordshire MacMillan</li> </ul> <p>The Mayor advised that his consort would be Mrs Louise Gaul and she would be titled Mayoress.</p> <p>Cllr Gaul also officially launched a campaign called Shop Bicester, Enjoy Bicester, Experience Bicester (SEE Bicester) to promote the importance of using the town as first choice when making a purchase. He encouraged residents to look out for SEE Bicester posters and be proud to use the businesses displaying it. SEE Bicester Jute bags will be available in most town centre businesses for a very small price, be proud to show to your friends and family that you have backed a Bicester business.</p>
002/1819	2	<p><b>ELECTION OF DEPUTY MAYOR</b></p> <p><b>RESOLVED</b> that Cllr Jason Slaymaker be elected as Deputy Mayor for the ensuing municipal year.</p>

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003/1819	3	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>RESOLVED</b> that apologies for absence were received from Cllr David Anderson, Cllr Dave Magee, Cllr Melanie Magee, Cllr Nick Mawer, Cllr Lawrie Stratford and Cllr Rose Stratford.</p>
004/1819	4	<p><b>DECLARATION OF INTEREST</b></p> <p>No declarations of interest were received.</p>
005/1819	5	<p><b>MINUTES OF THE TOWN COUNCIL MEETING</b></p> <p><b>RESOLVED</b> to approve the minutes of the following meeting:</p> <p><b>BTC08/1718 Monday 12<sup>th</sup> March 2018</b></p>
006/1819	6	<p><b>REPORT OF RETIRING MAYOR</b></p> <p>The report of the retiring Town Mayor, Cllr Les Sibley, was given and covered the following highlights:</p> <ul style="list-style-type: none"> <li>• Raised much needed funds and awareness of his nominated charities, Auditory Verbal, Hummingbird Centre and Bicester Foodbank. Also, where possible, other charities that requested his support and which he was pleased to help.</li> <li>• During his mayoral year he have attended over 160 events.</li> <li>• His first fundraising event was the 'Artists in the Town' Exhibition generously sponsored by Bicester Village. This was well attended and an enjoyable occasion.</li> <li>• June saw the Town's Annual Carnival held in tandem with Armed Forces Day. The event drew large crowds who enjoyed themselves at the many activities on offer.</li> <li>• Still in June, he and his wife accepted an invitation from the Lord Lieutenant of Oxfordshire to attend an evening Dorchester Abbey, welcoming all newly elected Mayors and Chairmen.</li> <li>• As the representatives for Bicester, he and his wife attended the Royal International Air Tattoo at RAF Fairford as guests of RAF Croughton. Later in the evening they attended a reception and musical event at Woodley's hosted by the ABF Soldiers' Charity.</li> <li>• In October he had the privilege of opening the new extension of Bicester Village.</li> <li>• On Saturday 11 November he and his wife attended a Remembrance Service held by the local branch of the Royal British Legion at the Commonwealth War Graves Cemetery, at St Lawrence Church Caversfield. It was a moving occasion and all those in attendance laid a single rose on two of the 25 war graves. The Last Post/Reveille was played by a bugler from the Royal Green Jackets. The following day, as Bicester's Mayor, he was privileged and honoured to lay a wreath at the war memorial on behalf of the people of the town at the annual Remembrance Day Service and Parade held on Sunday 12<sup>th</sup> November at St Edburg's Church.</li> </ul>

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		<ul style="list-style-type: none"> <li>• At the end of November, he held his Charity Dinner at the Whitelands Farm Leisure Centre on Kingsmere.</li> <li>• In the runup to Christmas, he and his wife accepted an invitation from Neunkirchen Germany the town twinned to Bicester to attend their annual advent ceremony.</li> <li>• On November 30<sup>th</sup> 2017 he pressed the switch to signal the beginning of the festive season at the annual Christmas Lights.</li> <li>• In February it was heartening to see a large crowd of people turn out for an "Evening at the Proms" concert held at St Edburg's Church. The music was provided by the Waterloo Band and Bugles of the Rifles led by Major Peter Clark.</li> <li>• During April he hosted a St. George's Day formal dinner and entertainment at the Officer Mess, Ambrosden. The music was kindly provided by the Marsh Gibbon Silver Band. Such a pleasurable occasion was made possible mainly because of the generous hospitality and unstinting support given by Col Lyndon Robinson and his team. We would take this opportunity to personally thank the Colonel and his team for not just that event but also for the other functions where he and his team contributed their expertise during the last 12 months.</li> <li>• His last official event as Mayor of Bicester was to host a lunchtime talk by former Royal Butler Mr Ian Scott-Hunter accompanied by his wife Rachel to help raise awareness and funds for the 'Alexandra House of Joy' charity. Their hope is to build a much needed centre for people with disabilities where they can meet and socialise together with the Bicester community.</li> <li>• He thanked Carmen Simpson who is a Thames Valley Police Cadet, to acknowledge her outstanding contributions and abilities in her role as the Mayor's Cadet over the last 12 months.</li> <li>• He extended his gratitude to the American military staff from RAF Croughton for their warmth, friendship and co-operation at various functions especially their attendance at last year's Remembrance Service and Parade.</li> <li>• He took the opportunity to say a big thank you to Bicester businesses large and small and individuals who generously supported my projects and events held throughout the year.</li> <li>• He also thanked the Bicester Town Council staff and community volunteers who work together tirelessly behind the scenes to ensure the planning and smooth running of the Mayor's fundraising events.</li> <li>• Last but not least, he thanked his wife Mary for all her help and support during my Mayoral year, he would not have been able to have done it without her.</li> </ul>
007/1819	7	<p><b>VOTE OF THANKS TO RETIRING MAYOR</b></p> <p>A vote of thanks was given to the outgoing Mayor, Cllr Les Sibley by Cllr Sean Gaul as follows:</p> <p>"That whereas Councillor Les Sibley was elected Mayor of Bicester Town Council for the year 201-2018 at the meeting of the Council held on 8<sup>th</sup> May 2017; And whereas by his unswerving devotion to his duties, he has maintained the dignity and honour of such an office; And whereas the Council is desirous of expressing and recording grateful thanks to</p>

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		<p>Councillor Les Sibley for the dedicated service which he has so willingly and freely given the town during this year of office. Be it now <b>RESOLVED</b> that the Council do remember and record its gratitude to Councillor Les Sibley in the minute of the proceedings of the Council held this day 14<sup>th</sup> May 2018, and that this resolution be engrossed, sealed and presented in a suitable form by the Mayor and Chief Officer on behalf of this Council."</p>
008/1819	8	<p><b>APPOINTMENT OF MAYOR'S CADET</b></p> <p><b>RESOLVED</b> that Army Cadet Elizabeth Cairns of the Oxfordshire Rifles, the Army Cadet Force be appointed as the Mayor's Cadet for the forthcoming municipal year 2018/19. The Mayor's Cadet shield was presented to her by the Town Mayor, Cllr Sean Gaul.</p>
009/1819	9	<p><b>PUBLIC SESSION</b></p> <p>There were no questions from the public.</p>
010/1819	10	<p><b>APPOINTMENT OF COMMITTEES</b></p> <p><b>RESOLVED</b> that Council <b>AGREED</b> the following recommendations:</p> <ol style="list-style-type: none"> <li>1. <b>AGREE</b> the terms of reference for Policy Committee as detailed in Appendix 1 of the report included in the agenda;</li> <li>2. <b>AGREE</b> that ten members be <b>APPOINTED</b> to the Policy Committee for 2018/19;</li> <li>3. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors S Gaul, D Magee, N Mawer, R Mould, L Pratt, D Sames, L Sibley, J Slaymaker, L Stratford and R Stratford as members of the Policy Committee for 2018/19;</li> <li>4. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors D Anderson, N Cotter, M Magee, D Pickford and the councillor to be elected to Central Ward on 21<sup>st</sup> June 2018 as substitute members of the Policy Committee for 2018/19;</li> <li>5. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillor R Mould as the Chairman of the Policy Committee for 2018/19 and Councillor L Pratt as Vice Chairman;</li> <li>6. <b>AGREE</b> the terms of reference for Finance Committee as detailed in Appendix 2 of the report included in the agenda;</li> <li>7. <b>AGREE</b> that ten members be <b>APPOINTED</b> to the Finance Committee for 2018/19;</li> <li>8. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors N Cotter, S Gaul, D Magee, M Magee, R Mould, L Sibley, J Slaymaker, L Stratford, R Stratford and the councillor to be elected to</li> </ol>

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		<p><b>Central Ward on 21<sup>st</sup> June 2018 as members of the Finance Committee for 2018/19;</b></p> <p><b>9. APPROVE the APPOINTMENT of Councillors D Anderson, N Mawer, D Pickford, L Pratt and D Sames as substitute members of the Finance Committee for 2018/19;</b></p> <p><b>10. APPROVE the APPOINTMENT of Councillor D Magee as the Chairman of the Finance Committee for 2018/19 and Councillor R Stratford as Vice Chairman;</b></p> <p><b>11. AGREE the terms of reference for Environment Committee as detailed in Appendix 3 of the report included in the agenda;</b></p> <p><b>12. AGREE that ten members be APPOINTED to the Environment Committee for 2018/19;</b></p> <p><b>13. APPROVE the APPOINTMENT of Councillors S Gaul, D Magee, R Mould, D Pickford, L Pratt, L Sibley, J Slaymaker, L Stratford, R Stratford and the councillor to be elected to Central Ward on 21<sup>st</sup> June 2018 as members of the Environment Committee for 2018/19;</b></p> <p><b>14. APPROVE the APPOINTMENT of Councillors D Anderson, N Cotter, M Magee, N Mawer, and D Sames as substitute members of the Environment Committee for 2018/19;</b></p> <p><b>15. APPROVE the APPOINTMENT of Councillor S Gaul has been nominated as the Chairman of the Environment Committee for 2018/19 and Councillor J Slaymaker as Vice Chairman;</b></p> <p><b>16. AGREE the terms of reference for Planning Committee as detailed in Appendix 4 of the report included in the agenda;</b></p> <p><b>17. AGREE that twelve members be APPOINTED to the Planning Committee for 2018/19;</b></p> <p><b>18. APPROVE the APPOINTMENT of Councillors D Anderson, N Cotter, S Gaul, N Mawer, R Mould, D Pickford, L Pratt, L Sibley, J Slaymaker, L Stratford, R Stratford and the councillor to be elected to Central Ward on 21<sup>st</sup> June 2018 as members of the Planning Committee for 2018/19;</b></p> <p><b>19. APPROVE the APPOINTMENT of Councillors D Magee, M Magee, and D Sames as substitute members of the Planning Committee for 2018/19;</b></p> <p><b>20. APPROVE the APPOINTMENT of Councillor R Stratford as the Chairman of the Planning Committee for 2018/19 and Councillor N Mawer as Vice Chairman;</b></p>

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		<p>21. <b>AGREE</b> the terms of reference for Personnel Sub Committee as detailed in Appendix 5 of the report included in the agenda;</p> <p>22. <b>AGREE</b> that six members be <b>APPOINTED</b> to the Personnel Sub Committee for 2018/19;</p> <p>23. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors S Gaul, M Magee, R Mould, L Pratt, L Sibley and R Stratford 2018 as members of the Personnel Sub Committee for 2018/19;</p> <p>24. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors D Anderson, N Cotter, D Magee, N Mawer, D Pickford, D Sames, J Slaymaker, L Stratford and the councillor to be elected to Central Ward on 21<sup>st</sup> June 2018 as substitute members of the Personnel Sub Committee for 2018/19;</p> <p>25. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillor L Pratt as Chairman of the Personnel Sub Committee for 2018/19 and Councillor M Magee as Vice Chairman.</p>
011/1819	11	<p><b>WORKING PARTIES AND TASK &amp; FINISH GROUPS</b></p> <p><b>RESOLVED</b> that Council <b>AGREED</b> the following recommendations:</p> <ol style="list-style-type: none"> <li>1. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors R Mould, L Pratt, L Sibley, J Slaymaker, and R Stratford as members of the Events Working Party for 2018/19;</li> <li>2. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillor J Slaymaker as the Chairman of the Events Working Party for 2018/19;</li> <li>3. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors S Gaul, R Mould and L Pratt as members of the Allotments Working Party for 2018/19;</li> <li>4. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors R Mould, J Slaymaker, and R Stratford as members of the Traffic Advisory Group for 2018/19;</li> <li>5. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors R Mould, L Pratt and L Sibley as members of the Task &amp; Finish Assets Group for 2018/19;</li> <li>6. <b>APPROVE</b> the <b>APPOINTMENT</b> of Councillors R Mould, L Pratt and D Sames as members of the Task &amp; Finish Standing Orders Group for 2018/19;</li> </ol>
012/1819	12	<p><b>OUTSIDE BODIES</b></p> <p><b>RESOLVED</b> that Council <b>AGREED</b> the following recommendations:</p>

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		<p><b>1. APPROVE the arrangements for reporting back on representation on outside bodies in accordance with Council policy;</b></p> <p><b>2. APPROVE the APPOINTMENT to Outside bodies for 2018/19 as follows</b></p> <p><b>Bicester Vision – Chairman of Policy Committee.</b></p> <p><b>Bicester &amp; District Twinning Association – Town Mayor and Councillors D Pickford and L Pratt.</b></p> <p><b>Bicester Fair Trade Group – Councillor L Pratt.</b></p> <p><b>Cherwell District Council Strategic Delivery Board – Town Mayor, Chairman of Planning Committee and Chairman of Policy Committee.</b></p> <p><b>FEEOFFEE – Councillors D Pickford and L Pratt.</b></p> <p><b>Lady Jersey Trust - Councillor N Mawer.</b></p> <p><b>South West Sports Village Project Board - Chairman of Planning Committee and Chairman of Policy Committee.</b></p>
013/1718	13	<p><b>CALENDAR OF MEETINGS 2018/19</b></p> <p><b>RESOLVED</b> the calendar of meetings 2018/19 be <b>NOTED</b>.</p>
014/1718	14	<p><b>MEETING ATTENDANCE REGISTER 2017/18</b></p> <p><b>RESOLVED</b> the members attendance register 2017/18 be <b>NOTED</b>.</p>
015/1718	15	<p><b>DATE OF NEXT MEETING: Monday 21<sup>st</sup> May at 7pm</b></p> <p><b>Upon completion of the business of the meeting, the newly elected Mayor presented the Grant Awards for 2018/19 to the following:</b></p> <p>1<sup>st</sup> Bure Park Scout Group, Assisted Reading for children (ARCh), Bicester Choral &amp; Operatic Society (BCOS), Bicester Craft club, Bicester Fairtrade Steering Group, Bicester Floral Club, Bicester Foodbank, Bicester Good Neighbour Scheme, Bicester Green, Bicester Spiritualist Church/The Clifton centre, Bicester Sub-Aqua Club, Bicester Townswomen's Guild, Bicester Widows Club, Forget Me Not (Bicester) Ltd, Fiends of Bicester North Station, Grassroots Bicester, Hanover Gardens, Kingsmere Church with St Edburgs, OneBicester CIC, Orchard Baptist Church, Oxfordshire Association for the Blind, Oxfordshire Play Association (OPA), Silver threads Club, St Edburg's Foundation, The Countess of Jersey's Educational Foundation, the Hummingbird Centre, the Mill Arts Centre and Trinity Camerata Orchestra.</p>