

BICESTER TOWN COUNCIL



FINANCE COMMITTEE

Ref: FIN02/1920

Tuesday 2nd July 2019

at

7.00pm

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

Circulation:

Town Mayor: Councillor Jason Slaymaker

Committee Members

**Clr Sean Gaul – Chairman
Clr Alex Thrupp – Vice Chairman
Clr Nick Cotter
Clr Dan Hallett
Clr Nick Mawer
Clr Zoe McLernon
Clr Richard Mould
Clr Lynn Pratt
Clr Les Sibley
Clr Fraser Webster**

Substitute Members

**Clr Harry Knight
Clr James Metcalf
Clr Robert Nixon
Clr Dan Sames
Clr Jason Slaymaker**

Other Circulation

**Clr Lawrie Stratford – OCC
Clr Michael Waine – OCC
Clr Tom Wallis – CDC
Clr Lucinda Wing – CDC**



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Tuesday 25th June 2019

To all Members of the Finance Committee

Sir/Madam

You are hereby summoned to attend a meeting of the Finance Committee on **Tuesday 2nd July 2019 at The Garth, Launton Road, Bicester OX26 6PS** to commence at **7.00pm** 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: FIN01/1920 - Monday 10th June 2019
	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>FINANCE REPORT</p> <p>Committee is asked to review the attached Income, Expenditure and Variances Report to Month 2.</p>
✓	6	<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>
✓	7	<p>BACS PAYMENTS</p> <p>Committee is asked to approve the payment schedules since the Finance Committee on Tuesday 2nd April 2019.</p>
✓	8	<p>FORWARD PLAN</p> <p>Committee is asked to review and comment on the forward plan.</p>
✓	9	<p>DATE OF NEXT MEETING: Tuesday 8th October 2019 – 7pm</p>

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Monday 10th June 2019** at **The Garth, Launton Road, Bicester OX26 6PS** at **8.45pm** for the transaction of the following business.

Present:

Cllr Sean Gaul – Chairman
 Cllr Nick Cotter (7.07pm)
 Cllr Dan Hallett
 Cllr Nick Mawer (7.02pm)
 Cllr Zoe McLernon
 Cllr Richard Mould
 Cllr Lynn Pratt
 Cllr Les Sibley
 Cllr Alex Thrupp

In attendance:

Samantha Shippen – Chief Officer

Minute No.	Agenda No.	MINUTE
		<i>At the commencement of the meeting, the Chairman welcomed the members and advised of the importance of the Finance Committee as a scrutineer of the council's finances.</i>
071/1920	1	APOLOGIES FOR ABSENCE RESOLVED that apologies be received from Cllr Fraser Webster.
072/1920	2	DECLARATIONS OF INTEREST No declarations of interest were received. <i>7.02pm Councillor Nick Mawer entered the meeting.</i>
073/1920	3	MINUTES RESOLVED to confirm the minutes of the Finance Committee meeting held on: FIN05/1819 Tuesday 2nd April 2019.
074/1920	4	PUBLIC SESSION There were no members of the public in attendance.
075/1920	5	INCOME & EXPENDITURE ACCOUNT FOR THE YEAR NEEDED 31ST MARCH 2019 The Chief Officer explained the format and comments contained in the report. <i>7.07pm Councillor Nick Cotter entered the meeting.</i> A number of questions were asked by councillors on the income and expenditure report, particularly about the SW Sports Village. RESOLVED that Committee APPROVED the unaudited detailed income and expenditure statement for the year ended 31 st March 2019.

Minute No.	Agenda No.	MINUTE
076/1920	6	<p>STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31ST MARCH 2019</p> <p>The Chief Officer explained the AGAR form and the requirement for it to be agreed by Council. She advised of the circulation of the Internal Auditor's report which would also be presented to Council.</p> <p>RESOLVED that Committee APPROVED the Statement of Accounts for the year ended 31st March 2019 to be recommended to Council for approval at the meeting to be held on Monday 24th June 2019.</p>
077/1920	7	<p>EARMARKED RESERVES</p> <p>RESOLVED that the Committee:</p> <ol style="list-style-type: none"> 1. AGREED the allocation of £256,225 be added to earmarked reserves as outlined in the report being £56,300 – Play area/open spaces; £59,950 – BTC Premises; £22,500 – Equipment replacement/maintenance; £48,275 – Burial ground provision; £7,500 Community and elections; £48,700 Green infrastructure; £3,000 Skate Park; and £10,000 SW Sports Village sinking fund (ringfenced); and make a recommendation to Council on the allocation of reserves for the year commencing 1st April 2019. 2. NOTE the resulting level of general reserve for the year commencing 1st April 2019 as £701,420 being adequate to meet any unexpected expenditure.
078/1920	8	<p>DATE OF NEXT MEETING: Tuesday 2nd July 2019, 7pm</p> <p>CLOSE OF MEETING: 7.44pm</p>

FINANCE REPORT

This report details accounts as at the end of May 2019 - Month 2. For those accounts on a straight line we should be at 16.67%.

In accordance with Financial Regulation 4.8 items with an expected "material variance" of either £100 or 15%, whichever is the greater, are reported below.

EXPENDITURE

Account	Page	£Spend/ £Budget	Explanation	Comments
4160/102 Civic expenses	1	-536/14,000	A year end accrual has been made in respect of Remembrance 2018.	
4023/105 Stationery	1	506/1500	Additional costs for Memory sticks for councilors & Declarations of Acceptance of Office book	
4024/105 Subscriptions	1	4057/4,750	Most subscriptions at start of year	
4025/105 Insurance	1	18,835/19,120	Complete for year	
4027/105 Ref Books & Publications	1	60/100	Good councillor guides purchased	
4097/105 HR	1	900/1500	Costs for HR Support acknowledged by Personnel Sub-Committee	Expected to overspend in year to be met from general reserve
4011/106 Rates	2	7,242/24,000	Paid for year	
4012/106 Water	2	297/500	Reversal of 2014/15 prepayment as advised by Internal Auditor	
4060/109 CAB	2	-8,250/8,250	2018/19 accrued	
4061/109 Grants	3	17,369/18,500	Main grants round allocated	
4131/109 Bicester Vision Manager	3	5,000/5,000	Complete for year	
4133/109 Partnership	3	-3,000/6,000	OYAP 18/19 accrued	
4012/305 Water	4	238/800	Adjustment for prior use	
4012/306 Water	5	197/600	Adjustment for prior use	

FINANCE REPORT

Account	Page	£Spend/ £Budget	Explanation	Comments
4011/401 Rates	6	3,730/3,750	Complete for year	
4012/401 Water	6	174/250	Adjustment for prior use	
4129/401 Garth Park Toilets	6	2,500/10,000	Quarterly bill	
4155/404 Rent	6	416/850	Half yearly bill	
4011/601 Rates	7	969/890	Complete for year	Overspend of £79 above budget

INCOME

Account	Page	£Receipt/ £Budget	Explanation	Comments
1076/108 Precept	2	1,468,070/1,468,070	Complete for year	
1077/108 Precept Support Grant	2	61,716/30,858	Complete for year	Only 50% budgeted for
1003/401 Inc Garth Stables	6	3675/6,600	Advance payment	
1011/404 Inc- Allotments	6	6,441/7,000	Income due April	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<u>Policy and Finance</u>								
<u>102</u>	<u>Civic and Democratic</u>							
4028	Meetings and Hospitality	0	0	200	200	200	0.0 %	
4150	Mayor's Expenses	0	0	1,750	1,750	1,750	0.0 %	
4159	Elections	0	0	3,000	3,000	3,000	0.0 %	
4160	Civic Expenses	264	-536	14,000	14,536	14,536	-3.8 %	
4209	Member's Allowances	0	0	13,000	13,000	13,000	0.0 %	
	Civic and Democratic :- Expenditure	264	-536	31,950	32,486	0	-1.7 %	
	Net Expenditure over Income	264	-536	31,950	32,486			
<u>105</u>	<u>Central Services</u>							
4000	Salaries	9,541	19,078	136,500	117,422	117,422	14.0 %	
4001	Ers National Insurance	920	1,839	12,950	11,111	11,111	14.2 %	
4002	Ers Pension	2,070	5,140	41,500	36,360	36,360	12.4 %	
4003	Temporary Staff	369	369	0	-369	-369	0.0 %	
4009	Staff Travel	0	0	750	750	750	0.0 %	
4015	Health and Safety	35	35	3,000	2,965	2,965	1.2 %	
4020	Mobile Phones	0	27	1,000	973	973	2.7 %	
4021	Office Phones	112	291	2,550	2,259	2,259	11.4 %	
4022	Post	0	312	2,600	2,288	2,288	12.0 %	
4023	Stationery	39	506	1,500	994	994	33.8 %	
4024	Subscriptions	0	4,057	4,750	693	693	85.4 %	
4025	Insurance	0	18,835	19,120	285	285	98.5 %	
4026	Printing	0	0	500	500	500	0.0 %	
4027	Ref. Books and Publications	0	60	100	40	40	60.0 %	
4030	Advertising & Promotions	0	0	500	500	500	0.0 %	
4032	Recruitment Advertising	0	0	1,000	1,000	1,000	0.0 %	
4033	Office Expenses	108	184	1,300	1,116	1,116	14.2 %	
4034	Computer Support	245	1,609	11,000	9,391	9,391	14.6 %	
4035	Maintenance-Office Equipment	0	0	250	250	250	0.0 %	
4040	Website	36	61	1,000	939	939	6.1 %	
4041	Lease of Photocopier	0	618	4,000	3,382	3,382	15.4 %	
4055	Press & PR	0	0	2,750	2,750	2,750	0.0 %	
4056	Legal and Professional Fees	672	931	10,000	9,069	9,069	9.3 %	
4057	Audit Fees	0	0	4,000	4,000	4,000	0.0 %	
4058	Accountancy	89	817	6,500	5,683	5,683	12.6 %	
4070	Training & Conferences	0	435	7,500	7,065	7,065	5.8 %	
4097	HR	900	900	1,500	600	600	60.0 %	
4169	Newsletter	0	2,333	14,000	11,667	11,667	16.7 %	
	Central Services :- Expenditure	15,137	58,438	292,120	233,682	0	233,682	20.0 %
	Net Expenditure over Income	15,137	58,438	292,120	233,682			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>106</u> <u>Garth House</u>							
4004 Cleaning Contract	0	293	3,600	3,307		3,307	8.1 %
4011 Rates	0	7,242	24,000	16,758		16,758	30.2 %
4012 Water Charges	0	297	500	203		203	59.3 %
4013 Gas	96	96	4,000	3,904		3,904	2.4 %
4014 Electric	0	0	1,800	1,800		1,800	0.0 %
4017 Cleaning Materials	0	0	100	100		100	0.0 %
4036 Grounds & Buildings Mtce	55	485	3,000	2,515		2,515	16.2 %
4130 Building Security	0	0	1,500	1,500		1,500	0.0 %
4203 Window Cleaning	0	0	600	600		600	0.0 %
Garth House :- Expenditure	151	8,413	39,100	30,687	0	30,687	21.5 %
1002 Inc-CAB Rent	0	0	4,250	-4,250			0.0 %
J07 Inc-Registrars	0	0	6,200	-6,200			0.0 %
1010 Inc-Garth Rooms Lettings	35	83	6,500	-6,417			1.3 %
Garth House :- Income	35	83	16,950	-16,867			0.5 %
Net Expenditure over Income	116	8,330	22,150	13,820			
<u>107</u> <u>Garth Lodge</u>							
4052 Garth Lodge Costs	405	405	2,000	1,595		1,595	20.3 %
Garth Lodge :- Expenditure	405	405	2,000	1,595	0	1,595	20.2 %
1006 Inc-Garth Lodge	1,300	2,600	12,000	-9,400			21.7 %
Garth Lodge :- Income	1,300	2,600	12,000	-9,400			21.7 %
Net Expenditure over Income	-895	-2,195	-10,000	-7,805			
<u>108</u> <u>Corporate Finance</u>							
159 Bank Charges	229	408	2,400	1,992		1,992	17.0 %
4306 Loan Repayments	0	0	11,450	11,450		11,450	0.0 %
Corporate Finance :- Expenditure	229	408	13,850	13,442	0	13,442	2.9 %
1076 Inc-Precept	0	1,468,070	1,468,070	0			100.0 %
1077 Inc-Precept Support Grant	0	61,716	30,858	30,858			200.0 %
1096 Inc-Interest Received	203	384	8,000	-7,616			4.8 %
Corporate Finance :- Income	203	1,530,170	1,506,928	23,242			101.5 %
Net Expenditure over Income	26	-1,529,762	-1,493,078	36,684			
<u>109</u> <u>Community Support</u>							
4060 CAB	0	-8,250	8,250	16,500		16,500	-100.0 %

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4061 Grants to Voluntary Org.	17,369	17,369	18,500	1,131		1,131	93.9 %
4062 Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0 %
4064 OYAP	0	0	12,000	12,000		12,000	0.0 %
4065 TVP Crime Partnership	0	0	3,600	3,600		3,600	0.0 %
4131 Bicester Vision Manager	5,000	5,000	5,000	0		0	100.0 %
4133 Partnership	0	-3,000	6,000	9,000		9,000	-50.0 %
4170 CCTV	0	0	5,150	5,150		5,150	0.0 %
4171 In Bloom Support	0	0	7,000	7,000		7,000	0.0 %
Community Support :- Expenditure	22,369	11,119	70,250	59,131	0	59,131	15.8 %
Net Expenditure over Income	22,369	11,119	70,250	59,131			
110 Projects							
4100 Purchase New Machinery	0	0	25,000	25,000		25,000	0.0 %
4300 New Computer Equipment	0	0	7,000	7,000		7,000	0.0 %
4301 Garth House Redevelopment	0	0	40,000	40,000		40,000	0.0 %
4305 New Cemetery	0	0	50,000	50,000		50,000	0.0 %
4312 Asset Maintenance	0	0	60,000	60,000		60,000	0.0 %
4313 Play Area/Open Space Inv.	0	0	50,000	50,000		50,000	0.0 %
4314 Town Centre	0	0	25,000	25,000		25,000	0.0 %
Projects :- Expenditure	0	0	257,000	257,000	0	257,000	0.0 %
Net Expenditure over Income	0	0	257,000	257,000			
Policy and Finance :- Expenditure	38,555	78,247	706,270	628,023	0	628,023	11.1 %
Income	1,538	1,532,853	1,535,878	-3,025			99.8 %
Net Expenditure over Income	37,017	-1,454,607	-829,608	624,999			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Environment							
300	<u>Environmental Services</u>						
4000	Salaries	13,864	27,728	187,494	159,766	159,766	14.8 %
4001	Ers National Insurance	1,219	2,437	16,700	14,263	14,263	14.6 %
4002	Ers Pension	3,009	6,017	41,000	34,983	34,983	14.7 %
4003	Temporary Staff	1,363	2,474	27,906	25,432	25,432	8.9 %
4016	Uniforms	0	42	1,200	1,158	1,158	3.5 %
4020	Mobile Phones	0	133	2,900	2,767	2,767	4.6 %
4042	Maintenance Machinery	241	335	7,000	6,665	6,665	4.8 %
4044	Petrol,Oil & Gas	0	534	5,000	4,466	4,466	10.7 %
4068	Contract Hire Vehicle	0	390	5,000	4,610	4,610	7.8 %
*178	Vehicle Maintenance	1	105	3,000	2,895	2,895	3.5 %
	Environmental Services :- Expenditure	19,696	40,195	297,200	257,005	0	257,005 13.5 %
	Net Expenditure over Income	19,696	40,195	297,200	257,005		
301	<u>Open Spaces</u>						
4126	Lease of Open Spaces	0	0	21	21	21	0.0 %
4154	Tree Maintenance	0	0	40,000	40,000	40,000	0.0 %
4155	Rent	0	20	0	-20	-20	0.0 %
4175	Maintenance of Open Spaces	1,072	1,134	7,500	6,366	6,366	15.1 %
4190	Parks and Garden Contract	0	-49	325,000	325,049	325,049	0.0 %
4204	Pest Control	0	0	500	500	500	0.0 %
	Open Spaces :- Expenditure	1,072	1,104	373,021	371,917	0	371,917 0.3 %
1014	Inc-Miscellaneous	0	2	0	2		0.0 %
1037	Inc-Keta Field Pitches	0	0	1,800	-1,800		0.0 %
1038	Inc-Bure Park Pitches	0	0	100	-100		0.0 %
J40	Inc-Keble Rd Pitches	0	0	1,500	-1,500		0.0 %
1041	Inc-Open Spaces	0	0	50	-50		0.0 %
	Open Spaces :- Income	0	2	3,450	-3,448		0.1 %
	Net Expenditure over Income	1,072	1,102	369,571	368,469		
305	<u>Pingle Field</u>						
4012	Water Charges	238	238	800	562	562	29.7 %
4014	Electric	0	0	3,500	3,500	3,500	0.0 %
4017	Cleaning Materials	0	1	110	109	109	0.7 %
4036	Grounds & Buildings Mtce	0	0	1,500	1,500	1,500	0.0 %
4130	Building Security	0	0	1,000	1,000	1,000	0.0 %
	Pingle Field :- Expenditure	238	239	6,910	6,672	0	6,672 3.5 %

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1014	Inc-Miscellaneous	0	2	0	2			0.0 %
1028	Inc-Pavilions/Piitches	242	242	5,500	-5,258			4.4 %
	Pingle Field :- Income	242	244	5,500	-5,256			4.4 %
	Net Expenditure over Income	-4	-5	1,410	1,415			
<u>306</u>	<u>Sunderland Drive</u>							
4012	Water Charges	197	197	600	403		403	32.8 %
4013	Gas	0	-248	0	248		248	0.0 %
4014	Electric	101	101	3,250	3,149		3,149	3.1 %
4017	Cleaning Materials	0	0	50	50		50	0.0 %
4036	Grounds & Buildings Mtce	0	0	3,000	3,000		3,000	0.0 %
4130	Building Security	0	0	1,000	1,000		1,000	0.0 %
	Sunderland Drive :- Expenditure	298	49	7,900	7,851	0	7,851	0.6 %
1028	Inc-Pavilions/Piitches	0	0	2,000	-2,000			0.0 %
	Sunderland Drive :- Income	0	0	2,000	-2,000			0.0 %
	Net Expenditure over Income	298	49	5,900	5,851			
<u>307</u>	<u>Bicester Field</u>							
4012	Water Charges	0	0	1,000	1,000		1,000	0.0 %
4014	Electric	153	153	2,100	1,947		1,947	7.3 %
4036	Grounds & Buildings Mtce	0	0	1,500	1,500		1,500	0.0 %
4130	Building Security	0	0	500	500		500	0.0 %
	Bicester Field :- Expenditure	153	153	5,100	4,947	0	4,947	3.0 %
1028	Inc-Pavilions/Piitches	0	0	2,000	-2,000			0.0 %
	Bicester Field :- Income	0	0	2,000	-2,000			0.0 %
	Net Expenditure over Income	153	153	3,100	2,947			
<u>308</u>	<u>Whitelands Sports Village</u>							
4069	SW Sports Village	4,551	4,551	55,400	50,849		50,849	8.2 %
4075	SW Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0 %
4190	Parks and Garden Contract	0	0	70,000	70,000		70,000	0.0 %
	Whitelands Sports Village :- Expenditure	4,551	4,551	135,400	130,849	0	130,849	3.4 %
1201	Contribution from Commuted Sum	0	0	40,000	-40,000			0.0 %
1250	Contribution from EMR	0	0	10,000	-10,000			0.0 %
	Whitelands Sports Village :- Income	0	0	50,000	-50,000			0.0 %
	Net Expenditure over Income	4,551	4,551	85,400	80,849			

Month No : 2

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	<u>Garth Park</u>							
4011	Rates	0	3,730	3,750	20		20	99.5 %
4012	Water Charges	174	174	250	76		76	69.5 %
4014	Electric	0	53	3,500	3,447		3,447	1.5 %
4036	Grounds & Buildings Mtce	457	517	5,000	4,483		4,483	10.3 %
4039	Waste Removal	85	542	7,500	6,958		6,958	7.2 %
4046	Horticultural Supplies	602	602	4,000	3,398		3,398	15.1 %
4050	Maintenance Bowls Club	0	0	500	500		500	0.0 %
4129	Garth Park Toilets	2,500	2,500	10,000	7,500		7,500	25.0 %
4176	Maintenance Skate Park	0	0	3,000	3,000		3,000	0.0 %
4177	Maintenance Bandstand & Well	0	0	1,000	1,000		1,000	0.0 %
	Garth Park :- Expenditure	3,819	8,118	38,500	30,382	0	30,382	21.1 %
.J03	Inc-Garth Stables	3,675	3,675	6,600	-2,925			55.7 %
1004	Inc-Garth Garage & Yard	0	0	4,320	-4,320			0.0 %
1008	Inc-Bowls Club	0	0	1,435	-1,435			0.0 %
1009	Inc-Tennis Club	0	0	1,250	-1,250			0.0 %
1014	Inc-Miscellaneous	0	-6	0	-6			0.0 %
1015	Inc Garth Park Cafe	0	0	18,608	-18,608			0.0 %
	Garth Park :- Income	3,675	3,669	32,213	-28,544			11.4 %
	Net Expenditure over Income	144	4,449	6,287	1,838			
402	<u>Play Areas</u>							
4123	Maintenance Play Areas	0	0	10,000	10,000		10,000	0.0 %
4180	ROSPA Inspections	0	0	4,000	4,000		4,000	0.0 %
	Play Areas :- Expenditure	0	0	14,000	14,000	0	14,000	0.0 %
	Net Expenditure over Income	0	0	14,000	14,000			
404	<u>Allotments</u>							
4012	Water Charges	3	4	150	146		146	2.5 %
4054	Allotments Costs	40	53	1,500	1,447		1,447	3.5 %
4155	Rent	0	416	850	435		435	48.9 %
	Allotments :- Expenditure	43	472	2,500	2,028	0	2,028	18.9 %
1011	Inc-Allotments	488	6,441	7,000	-559			92.0 %
	Allotments :- Income	488	6,441	7,000	-559			92.0 %
	Net Expenditure over Income	-445	-5,969	-4,500	1,469			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501 <u>Town Council Events</u>							
4051 Car Show	0	0	500	500		500	0.0 %
4071 Robbie Tribute	0	0	8,000	8,000		8,000	0.0 %
4088 Motown/Rewind 80s	0	0	8,000	8,000		8,000	0.0 %
4092 Teddy Bears Picnic	0	0	4,000	4,000		4,000	0.0 %
4120 Carnival	75	612	9,500	8,888		8,888	6.4 %
4134 The Ramps	0	0	6,000	6,000		6,000	0.0 %
4157 Christmas Lights Switch On	0	238	9,500	9,263		9,263	2.5 %
Town Council Events :- Expenditure	75	850	45,500	44,650	0	44,650	1.9 %
1018 Inc-Carnival	175	175	3,000	-2,825			5.8 %
1030 Inc-Robbie Tribute	0	0	5,000	-5,000			0.0 %
1032 Inc- Motown/Rewind 80s	0	0	6,500	-6,500			0.0 %
J45 Inc-Christmas Lights	0	0	4,000	-4,000			0.0 %
1049 Inc-The Ramps	0	0	6,000	-6,000			0.0 %
Town Council Events :- Income	175	175	24,500	-24,325			0.7 %
Net Expenditure over Income	-100	675	21,000	20,325			
601 <u>Cemetery</u>							
4011 Rates	0	969	890	-79		-79	108.9 %
4012 Water Charges	0	0	400	400		400	0.0 %
4014 Electric	0	45	250	205		205	18.2 %
4039 Waste Removal	165	165	1,800	1,635		1,635	9.2 %
Cemetery :- Expenditure	165	1,179	3,340	2,161	0	2,161	35.3 %
1020 Inc-Cemetery	303	2,000	20,000	-18,001			10.0 %
Cemetery :- Income	303	2,000	20,000	-18,001			10.0 %
Net Expenditure over Income	-138	-820	-16,660	-15,840			
801 <u>Street Scene</u>							
4029 Street Furniture	0	0	2,000	2,000		2,000	0.0 %
4083 Pedestrianisation Scheme	0	0	13,000	13,000		13,000	0.0 %
4112 Repairs & Maint. Clocks	0	0	500	500		500	0.0 %
4151 Litter Bin Provisiom	0	0	4,000	4,000		4,000	0.0 %
4200 Christmas Lights Maint/Storage	0	0	15,000	15,000		15,000	0.0 %
4216 Litter/Dog Bin Emptying	0	40	12,400	12,360		12,360	0.3 %
Street Scene :- Expenditure	0	40	46,900	46,860	0	46,860	0.1 %
Net Expenditure over Income	0	40	46,900	46,860			
Environment :- Expenditure	30,109	56,949	976,271	919,322	0	919,322	5.8 %
Income	4,883	12,530	146,663	-134,133			8.5 %
Net Expenditure over Income	25,226	44,419	829,608	785,189			

Month No : 2

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
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Earmarked Reserves

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
901 Earmarked Reserves							
9007 Elections	0	0	36,355	36,355		36,355	0.0 %
9011 Play Areas	0	-1,514	204,703	206,217		206,217	-0.7 %
9013 Equipment Mtce Replacement	68,579	68,579	136,595	68,016		68,016	50.2 %
9014 Green Infrastructure	0	0	300,057	300,057		300,057	0.0 %
9020 BTC Premises	0	0	965,729	965,729		965,729	0.0 %
9039 Burial Ground Provision	1,725	1,725	496,521	494,796		494,796	0.3 %
9042 SW Sports Village	0	0	136,167	136,167		136,167	0.0 %
9043 Skate Park	0	-3,750	3,000	6,750		6,750	-125.0 %
9044 Partnership	0	0	18,600	18,600		18,600	0.0 %
9045 Pedestrianisation Scheme	0	0	15,000	15,000		15,000	0.0 %
9046 Sports Village Sinking Fund	0	0	10,000	10,000		10,000	0.0 %
Earmarked Reserves :- Expenditure	70,304	65,040	2,322,727	2,257,687	0	2,257,687	2.8 %
Net Expenditure over Income	70,304	65,040	2,322,727	2,257,687			
Earmarked Reserves :- Expenditure	70,304	65,040	2,322,727	2,257,687	0	2,257,687	2.8 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	70,304	65,040	2,322,727	2,257,687			

Bicester Town Council
Financial Statement at 31 May 2019

Cash and Bank Balances

Current Bank Account	1,390,817
Wages Account	38,125
Carnival Account	237
Lloyds Business Instant	34
Barclays Treasury Deposit	270,069
Barclays Base Rate Tracker	3
Santander Capital	238,932
Santander Deposit	1,868,216
Lloyds Treasury Account	549,141
Petty Cash	68
	<u>4,355,642</u>

Monies Owed to Council

Vat Refund Due	34,916
Owed by Customers	9,731
Prepayments and Other Debtors	1,667
	<u>46,314</u>
	<u>4,401,956</u>

Less: Monies Owed by Council

Owed to suppliers	15,621
Paye Due	0
Retentions Due	9,523
Accruals	7,517
	<u>32,661</u>

Total Current Assets

4,369,295

Represented by

<u>General Reserve</u>	
Current Year Surplus	1,345,147
Plus: Contribution from Earmarked	70,304
	<u>1,415,451</u>
General Fund Balance from 2018/2019	701,421
General Reserve Balance	<u>2,116,872</u>

Earmarked Reserves

Balance at 1st April 2019	2,322,727
Less: Used to Date	<u>70,304</u>
	<u>2,252,423</u>

Total Reserves

4,369,295

Agenda Item 6.

Payments to Finance Committee 2 July 2019

BACS

Date	Pg ended	Amount	Officer	Councillor	Councillor
27/03/2019	130	78,380.70	C Johnson	L Pratt	R Mould
15/04/2019	134	34,692.85	C Johnson	L Pratt	R Mould
30/04/2019	137	9,097.61	C Johnson	L Pratt	R Mould
16/05/2019	142	110,350.84	C Johnson	L Pratt	R Mould
31/05/2019	148	106,482.68	C Johnson	L Pratt	R Mould

Single Payments

Date	Payee	Amount	Officer	Officer	Clr	Clr
25/03/2019	SLCC	30.00	S Shippin	C Johnson	R Mould	L Pratt
05/04/2019	Zurich	18381.71	S Shippin	C Johnson	R Mould	L Pratt

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor
26/04/2019	705368	Mr Curtin	10.00	S Shippin	L Pratt	R Mould
13/05/2019	7361 - 7396	Grants Cheques	17319.00	S Shippin	R Mould	L Pratt
15/05/2019	705369	J Edwards	153.00	S Shippin	R Mould	L Pratt
10/06/2019	705370	Petty Cash	200.00	S Shippin	R Mould	L Pratt
10/06/2019	705371	Cash - Carnival sustenance	100.00	S Shippin	R Mould	L Pratt
10/06/2019	705372	Cash - carnival float	2500.00	S Shippin	R Mould	L Pratt
10/06/2019	705373	Helter Skelter Arts	625.00	S Shippin	R Mould	L Pratt

FORWARD PLAN: 2019/2020

POLICY COMMITTEE		
MEETING DATE	ITEM	COMMENT
July	Closure policy for cemetery	Pending
	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester	
	Future management of open space play areas on SW Bicester Phase 1 & Flanders Way	
	New burial ground and memorial policy	
FINANCE COMMITTEE		
MEETING DATE	ITEM	COMMENT
	Business continuity plan	

ENVIRONMENT COMMITTEE		
MEETING DATE	ITEM	COMMENT
2019	Wheelchair Swing	
PLANNING COMMITTEE		
MEETING DATE	ITEM	COMMENT
Oct 2019	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
	London Road Level Crossing	Ongoing – Live issue
2019	Oxfordshire Spatial Plan Consultation	
Oct 2019	Oxford/Cambridge Arc Development	
	Bicester Motion	
	BSA	
	Wolf Resorts, Chesterton	BTC to be included on distribution list