

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Monday 10th December 2018** at **The Garth, Launton Road, Bicester OX26 6PS** at **7.00pm** for the transaction of the following business.

Present:

Cllr David Magee – Chairman
 Cllr Nick Cotter
 Cllr Sean Gaul
 Cllr Richard Mould
 Cllr Les Sibley
 Cllr Jason Slaymaker
 Cllr Lawrie Stratford
 Cllr Rose Stratford

In attendance:

Samantha Shippen – Chief Officer
 Jane Beedell - Administrator

Minute No.	Agenda No.	
294/1819	1	APOLOGIES FOR ABSENCE RESOLVED that apologies be received from Cllr Melanie Magee.
295/1819	2	DECLARATIONS OF INTEREST No declarations of interest were received.
296/1819	3	MINUTES RESOLVED to confirm the minutes of the Finance Committee meeting held on: FIN03/1819 Tuesday 4th September 2018.
297/1819	4	PUBLIC SESSION There were no members of the public in attendance.
298/1819	5	FINANCE REPORT RESOLVED that Committee NOTE the Income, Expenditure and Variances Report to Month 7 .
299/1819	6	BANK BALANCES RESOLVED that Committee NOTE the report detailing bank balances and nominated Cllr Rose Stratford to verify the bank statements.
300/1819	7	BACS PAYMENTS RESOLVED that the Committee APPROVE the payment schedules since the Finance Committee on Tuesday 4 th September 2018.



Minute No.	Agenda No.	
301/1819	8	<p>INTERNAL AUDIT REPORT 2018/19</p> <p>RESOLVED that the Committee NOTE the action taken on standing orders and REQUEST that the Chief Officer provides details of measures taken to address the bank reconciliation at the next meeting and will pick up the typing error in the Financial Regulations at the next review.</p>
302/1819	9	<p>INSURANCE REVIEW</p> <p>RESOLVED that the Committee AGREE:</p> <ul style="list-style-type: none"> • To appoint Ridge Property & Construction consultants to undertake an independent buildings sum insured review. • That the decision on Business interruption and all risks cover be delegated to the Chief Officer in consultation with the Chair of Finance.
303/1819	10	<p>DRAFT BUDGET 2019/20</p> <p>RESOLVED that the Committee RECOMMEND the draft budget to the Town Council meeting for adoption at its budget setting meeting on January 21st 2019.</p>
304/1819	11	<p>FORWARD PLAN</p> <p>RESOLVED that the following be ADDED to the Forward Plan:</p> <ul style="list-style-type: none"> • Business Continuity Plan • Emergency Response Plan – Policy Committee
305/1819	12	<p>DATE OF NEXT MEETING: Tuesday 2nd April 2019, 7pm</p> <p>CLOSE OF MEETING: 19:35 hrs</p>