

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Monday 2nd April 2019** at **The Garth, Launton Road, Bicester OX26 6PS** at **7.40pm** for the transaction of the following business.

Present:

Cllr David Magee – Chairman
 Cllr Nick Mawer
 Cllr Lynn Pratt
 Cllr Przemek Rybka
 Cllr Dan Sames
 Cllr Jason Slaymaker

In attendance:

Samantha Shippen – Chief Officer

Due to an emergency in Garth Park, the meeting was delayed by 10 minutes.

Minute No.	Agenda No.	
439/1819	1	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies be received from Cllr Nick Cotter, Cllr Sean Gaul, Cllr Melanie Magee, Cllr Richard Mould, Cllr Lawrie Stratford and Cllr Rose Stratford. Councillors Nick Mawer, Lynn Pratt and Dan Sames attended as substitute members</p>
440/1819	2	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Lynn Pratt declared interests in grant applications for FEOFFEE as the Town Council's representative trustee, BLive as the portfolio holder with responsibility for The Mill at Cherwell District Council; and The Hummingbird as a trustee.</p> <p>Councillor Jason Slaymaker declared interests in grant applications for Bicester Green and One Bicester as a trustee of the two organisations.</p>
441/1819	3	<p>MINUTES</p> <p>RESOLVED to confirm the minutes of the Finance Committee meeting held on:</p> <p>FIN04/1819 Monday 10th December 2018.</p>
442/1819	4	<p>PUBLIC SESSION</p> <p>There were no members of the public in attendance.</p>
443/1819	5	<p>FINANCE REPORT</p> <p>RESOLVED that Committee NOTE the Income, Expenditure and Variances Report to Month 11.</p>
444/1819	6	<p>BANK BALANCES</p> <p>RESOLVED that Committee NOTE the report detailing bank balances and nominated and Cllr Jason Slaymaker to verify the bank statements.</p>
445/1819	7	<p>BACS PAYMENTS</p> <p>RESOLVED that the Committee APPROVE the payment schedules since the Finance Committee on Tuesday 10th December 2018.</p>

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446/1819	8	<p>INTERNAL AUDIT REPORT 2018/19</p> <p>The Chairman summarised the points forward on the final page of the report. The Chief Officer gave an update on actions taken since the internal audit visit.</p> <p>RESOLVED that the Committee APPROVE the Council response as:-</p> <ul style="list-style-type: none"> • Leases – renewal is in progress and subject to further report to the Council's Policy Committee. • Annual Charges – update was completed immediately following visit. • Bookings to Sales Invoices – The Chief Officer has fully reviewed and verified the system, a new procedure has been issued to Administration Officers with clear identification of duties. The new procedure will be subject to additional internal controls by the Chief Officer in her capacity as RFO. • Ticket Sales – a procedure is in place and will be monitored through internal controls overseen by the Chief Officer in her capacity as RFO. • Fixed Asset Register – work is underway by Administration Officers, the Outdoors Team Leader, Operations Manager and overseen by the Chief Officer in her capacity as RFO. • Insurance – work is being undertaken in respect of buildings sums insured. This and other updates will be made to the Asset Register. • Bank & Cash Investments – processes are underway with both Lloyds and Santander to bring accounts up to date before a transfer to CCLA. 															
447/1819	9	<p>INDEPENDENT REMUNERATION REPORT</p> <p>RESOLVED that the Committee RECOMMEND the rate of £876 per annum to Council as per the report.</p>															
448/1819	10	<p>2019/20 GRANT AID APPLICATIONS</p> <p>Councillor Jason Slaymaker left the room during consideration of the grants for Bicester Green and OneBicester; Councillor Lynn Pratt left the room during consideration of the grants for B-Live (The Mill) and The Hummingbird Centre.</p> <p>RESOLVED that the following grants be awarded for 2019/20.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Amount Awarded</th> <th>Funding Awarded For</th> </tr> </thead> <tbody> <tr> <td>1st Bicester Intrepid Scout Group</td> <td>500.00</td> <td>Materials for repairs and renovation to stores following damage caused by a serious leak</td> </tr> <tr> <td>1st Bure Park Scout Group</td> <td>350.00</td> <td>To pay for a Willow Artist to visit the Group and teach the young people new skills</td> </tr> <tr> <td>2507 (Bicester) Air Training Corps</td> <td>330.00</td> <td>To repair various instruments of the Squadron Band</td> </tr> <tr> <td>7th Bicester (Stratton Audley) Scout Group</td> <td>250.00</td> <td>7th Bicester Scout Group Netherlands Expedition, 26th May 2019 - 1st June 2019</td> </tr> </tbody> </table>	Organisation	Amount Awarded	Funding Awarded For	1st Bicester Intrepid Scout Group	500.00	Materials for repairs and renovation to stores following damage caused by a serious leak	1st Bure Park Scout Group	350.00	To pay for a Willow Artist to visit the Group and teach the young people new skills	2507 (Bicester) Air Training Corps	330.00	To repair various instruments of the Squadron Band	7th Bicester (Stratton Audley) Scout Group	250.00	7th Bicester Scout Group Netherlands Expedition, 26th May 2019 - 1st June 2019
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		ARCh	750.00	Cost of books and games used by Bicester volunteers in the work they do with the 63 children they read with each week
		BCOS	600.00	To assist with funding the costs of presenting the stage musical Evita, 30th May 2019 - 1st June 2019
		Bicester Baby Bank	500.00	To help set up and advertise a brand new service for the vulnerable families of Bicester
		Bicester Feoffees	0.00	To respond more effectively to requests for help for families in need
		Bicester Floral Club	350.00	Trip to London for the NAFA's 60th Year and the National Floral Art And Design Show, 8th August 2019 - 10th August 2019
		Bicester Food Bank	1000.00	Transportation of goods to and from the Distribution Centre
		Bicester Good Neighbour Scheme	750.00	Allowing older people to live independently and safely at home through training volunteers and producing information packs
		Bicester Green *	750.00	Launch of a shed project to help reduce loneliness and isolation
		Bicester Junior parkrun	750.00	The initial cost to set up a Junior Parkrun in Bicester
		Bicester Matinee Club	300.00	The cost of providing a Christmas Meal for members who are mainly in the eighties and nineties
		Bicester Rugby Union Football Club	750.00	The provision of training tops for coaches to allow for easy identification by parents
		Bicester Sculpture Group	300.00	To relocate to new premises and install a kiln which is essential for the work of the group
		Bicester Townswomen Guild	250.00	Visit to the National Trust Property, Coughton Court, Warwickshire
		Bicester Widows Club	370.00	To fund coaches to travel to destinations the widows have chosen to visit
		Blive - The Mill Arts Centre	619.00	To continue to deliver "Little Explorers" in Bicester, engaging families in the arts and the natural environment
		Bubbles Preschool	400.00	To replace an old broken computer with four hand held tablets to increase ICT skills
		Dance Creative	750.00	To provide "Dance For Life", creative hubs for older adults in Bicester, to improve physical and mental health and well-being
		DEMS Training Regiment	800.00	To fund a plaque with the names of the fallen to be mounted onto the walls on the new EOD & Search Garden of Remembrance
		Elmsbrook Community Organisation	350.00	To provide the 3rd Christmas party allowing all NW Bicester community to meet neighbours and socialise
		Grassroots Bicester	200.00	Hall hire For 5 Relove events around Bicester whereby attendees donate

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				food & toiletries to the Bicester Food Bank
		Hanover Gardens Retirement Estate	350.00	To fund a 61 seater coach to allow the over sixties to enjoy a day out and make new friends
		Home-Start Banbury, Bicester and Chipping Norton	500.00	To cover the costs of a vulnerable family with young children from the Bicester area to receive support for approximately six months
		Jack & Jill Pre-School	750.00	To fund an all weather proof shelter to the garden so the children can play outside all year round
		Kabin over 50s club	350.00	To fund an afternoon summer outing to Waterperry Gardens (including coach hire) and to fund a Christmas lunch at a local pub
		Kingsmere Community Ministry for St Edburg's	350.00	To help fund two big community events at the new Kingsmere Community, drawing the community together encouraging social interaction
		Langford Village Community Association	750.00	To fund an event celebrating twenty five years of Langford Village Hall showing how Langford has developed over the last twenty five years
		OneBicester CIC	1000.00	Licensing, insurance, audio visual production, and entertainment activities at the 7th Annual Bicester's Big Lunch
		Orchard Baptist Church - Graven Hill	350.00	To make a positive contribution providing personal interaction welcoming new residents to the town and providing opportunities for community interaction
		Orchard Baptist Church - Bicester East Funday **	300.00	Publicity, food & refreshments, activities and hiring costs in putting on the event that promotes community cohesion and inter-generational cohesion
		Saxon Court Residents Association	300.00	To hire a coach to give residents a day out for those who are no longer able to take annual holiday, preventing social isolation and loneliness
		Silver Threads Club	300.00	Coach outings and other social events helping lonely pensioners from becoming isolated
		The Hummingbird Centre	500.00	To create a Garden of Remembrance to include sensory flowers in beds, bird boxes and a bee hive
		Trinity Camerata Orchestra	350.00	To help organise an annual family concert in St.Edburg's Church
			<u>£18,119.00</u>	
				*subject to satisfactory completion of lease arrangements for the site; **plus free use of the field.
449/1819	11	FORWARD PLAN		
		RESOLVED that no changes be made to the Forward Plan.		

Minute No.	Agenda No.	
450/1819	12	<p>DATE OF NEXT MEETING: Monday 10th June 2019, 7pm (to be confirmed).</p> <p>CLOSE OF MEETING: 20:47hrs</p>

J. Gault

10/06/19