

Minutes of the Council held on **Monday 24th June 2019** at **The Garth, Launton Road, Bicester OX26 6PS.**

Present:

Cllr Jason Slaymaker – Chairman
 Cllr Nick Cotter
 Cllr Sean Gaul
 Cllr Dan Hallett
 Cllr Nick Mawer
 Cllr Zoe McLernon
 Cllr Richard Mould
 Cllr Robert Nixon
 Cllr Lynn Pratt
 Cllr Dan Sames
 Cllr Les Sibley
 Cllr Alex Thrupp

In Attendance:

Samantha Shippen – Chief Officer
 Julie Trinder – Administration Officer

Minute Number	Agenda item No	
92/1920	1	<p>APOLOGIES FOR ABSENCE</p> <p>RESOLVED that apologies were received from Cllr Harry Knight and Cllr Fraser Webster, Cllr James Metcalf, had communicated his apologies by email which was received by Officers after the meeting.</p>
93/1920	2	<p>DECLARATIONS OF INTEREST</p> <p>RESOLVED that no declarations of interest were received.</p>
94/1920	3	<p>PUBLIC SESSION</p> <p>No members of the public were in attendance.</p> <p><i>7.10pm Councillors Dan Sames and Nick Cotter entered the meeting.</i></p>
95/1920	4	<p>MINUTES OF TOWN COUNCIL COMMITTEE MEETINGS</p> <p>RESOLVED that the Committee confirmed the following minutes of the Town Council Committee meetings:</p> <p>BTC01/1920 – 13 May 2019 <i>Cllr Gaul wished to record that he also thanked Bicester Village, Bicester Vision and the Lord Lieutenant's office.</i></p> <p>BTC02/1920 – 20 May 2019</p>

Minute Number	Agenda item No	
96/1920	5	<p>MINUTES OF THE ENVIRONMENT COMMITTEE MEETING</p> <p>RESOLVED that the Council confirmed the following minutes and resolutions of the Environment Committee Meeting:</p> <p>ENV01/1920 - 4 June 2019</p>
97/1920	6	<p>MINUTES OF THE FINANCE COMMITTEE MEETING:</p> <p>RESOLVED that the Council confirmed the following minutes and resolutions of the Finance Committee meeting:</p> <p>FIN01/1920 – 10 June 2019</p>
98/1920	7	<p>MINUTES OF THE PLANNING COMMITTEE MEETING:</p> <p>RESOLVED that the Council confirmed the following minutes and resolutions of the Planning Committee meeting:</p> <p>PL1/1920 – 15 May 2019</p>
99/1920	8	<p>MINUTES OF THE POLICY COMMITTEE MEETING:</p> <p>RESOLVED that the Council confirmed the following minutes and resolutions of the Policy Committee meeting:</p> <p>POL01/1920 – 28 May 2019</p>
100/1920	9	<p>QUESTIONS ON WORKING PARTIES & OTHER GROUPS</p> <p>No questions were raised.</p>
101/1920	10	<p>REPORT FROM OXFORDSHIRE COUNTY/CHERWELL DISTRICT COUNCILLORS</p> <p>No reports were given.</p>
102/1920	11	<p>REPORT OF THE TOWN MAYOR</p> <p>RESOLVED that the Mayor's report was NOTED.</p>
103/1920	12	<p>SKATE PARK UPDATE</p> <p>RESOLVED that the Council AGREED the update on the skatepark.</p>
104/1920	13	<p>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)</p> <p>RESOLVED that the Council AGREED:</p>

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		<p>1. To APPROVE the report of the Internal Auditor for 2018/19 and agree the action plan. RECOMMENDATIONS that the matters raised be reviewed by Stuart Wilbur when he next visits in order for the Chief Officer to resolve.</p> <p>2. To APPROVE the responses to the Annual Governance Statement for 2018/19:</p>			
		Internal control objective	Yes	No*	Not covered**
		A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
		B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	✓		
		C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
		D. The percept or rates requirement resulted from an adequate budgetary process; progress against the budget			
		E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
		F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.	✓		
		G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
		H. Asset and investments registers were complete and accurate and properly maintained.	✓		
		I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
		J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agree to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
		K. If the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (Not Covered should only be ticked where the authority has a limited assurance review of its 2017/18 AGAR).			✓

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105/1920	14	L. During summer 2018 this authority correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.		N/A ✓
		M. (For local councils only) Trust funds (including charitable) - The council met its responsibilities as a trustee		✓
106/1920	15	<p>3. To approve the Accounting Statement for 2018/19. 4. The AGAR for signing by the chairman once minutes numbers.</p> <p>BANKING ARRANGEMENTS</p> <p>RESOLVED that the Council AGREED:</p> <ol style="list-style-type: none"> 1. To additional signatories to the various bank accounts. Details of which are held by the Chief Officer. 2. To Approve the banking arrangements made by the Chief Officer. 3. To the confidential storage of the signing mandate as per 1.4 of the report. 		
		<p>DATE OF NEXT MEETING: TUESDAY 3RD SEPTEMBER 2019 – 7PM</p> <p>CLOSE OF MEETING: 7.42pm</p>		

Signed *[Signature]* 3-9-19