

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Monday 8<sup>th</sup> October 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 Dan Hallett  
 Cllr Nick Mawer  
 Cllr Richard Mould  
 Cllr Lynn Pratt  
 Cllr Les Sibley  
 Cllr Alex Thrupp  
 Cllr Fraser Webster

**In attendance:**

Samantha Shippen – Chief Officer  
 Julie Trinder – Administrator

Minute No.	Agenda No.	MINUTE
212/1920	1	<b>APOLOGIES FOR ABSENCE</b>  <b>RESOLVED</b> that apologies were received from Cllr Zoe McLernon.
213/1920	2	<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were received.
214/1920	3	<b>MINUTES</b>  <b>RESOLVED</b> to confirm the minutes of the Finance Committee meeting held on:  <b>FIN02/1920 – Monday 2<sup>nd</sup> July 2019</b>
215/1920	4	<b>PUBLIC SESSION</b>  There were no members of the public in attendance.
216/1920	5	<b>FINANCE REPORT</b>  <b>RESOLVED</b> that Committee <b>APPROVED</b> the Income, Expenditure and Variances Report to <b>Month 5</b> .
217/1920	6	<b>BANK BALANCES</b>  <b>RESOLVED</b> that Committee <b>APPROVED</b> the bank balances.
218/1920	7	<b>BACS PAYMENTS</b>  <b>RESOLVED</b> that the Committee <b>APPROVED</b> the payment schedules since the Finance Committee on <b>Tuesday 2<sup>nd</sup> July 2019</b> .

Minute No.	Agenda No.	MINUTE
219/1920	8	<p><b>ENVIRONMENT COMMITTEE RECOMMENDATIONS</b></p> <p><b>RESOLVED</b> that Committee <b>APPROVED</b>:</p> <ol style="list-style-type: none"> <li>1. The Environment Committee recommendation made on Tuesday 4<sup>th</sup> June 2019 relating to the installation of a new shelter at Kings Meadow Open Space.</li> <li>2. The Environment Committee recommendation made on Monday 5<sup>th</sup> August 2019 relating to the budget code split for the Gath park planting scheme.</li> </ol>
2201920	9	<p><b>WRITE OFF OF INVOICE</b></p> <p><b>RESOLVED</b> that Committee <b>APPROVED</b> the write off of invoice 1967 for £36.</p>
221/1920	10	<p><b>CONCLUSION OF AUDIT FOR THE YEAR ENDED 31 MARCH 2019</b></p> <p><b>RESOLVED</b> that Committee <b>NOTED</b> the conclusion of audit for the year ended 31<sup>st</sup> March 2019.</p> <p>Cllr Mould thanked the Chief Officer for a clean audit due to her hard work and commitment.</p>
222/1920	11	<p><b>FINANCIAL REGULATIONS REVIEW</b></p> <p><b>RESOLVED</b> that Committee <b>APPROVED</b> the Financial Regulations to be forwarded to council for adoption on 18<sup>th</sup> November 2019.</p>
223/1920	12	<p><b>BUDGET 2020/21</b></p> <p><b>RESOLVED</b> Chief Officer to invite Stuart Wilbur to discuss next years budget and 3 year plan at an informal budget setting meeting for all councillors.</p>
224/1920	13	<p><b>FORWARD PLAN</b></p> <p><b>RESOLVED</b> that Committee agreed to add 3 year business plan to the forward plan.</p>
225/1920	14	<p><b>DATE OF NEXT MEETING: Tuesday 17<sup>th</sup> December 2019 – 7pm.</b></p> <p><b>CLOSE OF MEETING: 8.10pm.</b></p>