BICESTER TOWN COUNCIL

FINANCE COMMITTEE
Ref: FIN03/1819

TUESDAY 4TH SEPTEMBER 2018
at
7pm
THE GARTH, LAUNTON ROAD, BICESTER

Circulation:

Town Mayor: Councillor Sean Gaul

Committee Members

Cllr Dave Magee – Chairman
Cllr Rose Stratford
Cllr Nick Cotter
Cllr Sean Gaul
Cllr Melanie Magee
Cllr Richard Mould
Cllr Przemek Rybka
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Lawrie Stratford

Non Committee Members

Cllr David Anderson
Cllr Nick Mawer
Cllr Debbie Pickford
Cllr Lynn Pratt
Cllr Dan Sames

Cllr Tom Wallis – CDC
Cllr John Broad - CDC
Bicester Advertiser
Bicester Review
Oxford Mail
Bicester Library
BTC Copy

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Tuesday 28th August 2018

To all Members of the Finance Committee

Sir/Madam

You are hereby summoned to attend a meeting of the Finance Committee on **Tuesday 4th September 2018** at **The Garth, Launton Road, Bicester OX26 6PS** to commence at **7pm** 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: **FIN02/1819 - Tuesday 3rd July 2018**
	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**	**FINANCE REPORT** Committee is asked to note the attached Income, Expenditure and Variances Report to **Month 4.**
✓	**6**	**BANK BALANCES** Committee is asked to note the attached report detailing bank balances and nominate a Councillor to sign the bank reconciliation.
✓	**7**	**BACS PAYMENTS** Committee is asked to approve the payment schedules since the Finance Committee on Tuesday 3rd July 2018.
	8	**BUDGET SETTING** Committee to consider request from Forward Plan.
✓	**9**	**FORWARD PLAN** Members are asked to review and comment on the forward plan.
	10	**DATE OF NEXT MEETING: Monday 10th December 2018, 7pm**

Minutes of a meeting of the Bicester Town Council Finance Committee held on **Tuesday 3rd July 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 Sean Gaul
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Lawrie Stratford
Cllr Rose Stratford
Cllr Richard Mould

In attendance:
Samantha Shippen – Chief Officer
Angie Suter - Administrator

Minute No.	Agenda No.	
102/1819	**1**	**APOLOGIES FOR ABSENCE** **RESOLVED** that apologies be received from Cllr Nick Cotter, Cllr Melanie Magee and Cllr Przemek Rybka.
103/1819	**2**	**DECLARATIONS OF INTEREST** No declarations of interest were received.
104/1819	**3**	**MINUTES** **RESOLVED** to confirm the minutes of the Finance Committee meeting held on: **FIN01/1819 Tuesday 5th June 2018.**
105/1819	**4**	**PUBLIC SESSION** There were no members of the public in attendance.
106/1819	**5**	**FINANCE REPORT** **RESOLVED** that Committee **NOTE** the Income, Expenditure and Variances Report to Month 2.
107/1819	**6**	**BANK BALANCES** **RESOLVED** that Committee **NOTE** the report detailing bank balances and nominated and Cllr Richard Mould verifies the bank statements.
108/1819	**7**	**BACS PAYMENTS** **RESOLVED** that the Committee **APPROVE** the payment schedules since the Finance Committee on Monday 19th March 2018.

Minute No.	Agenda No.	
109/1819	**8**	**RISK MANAGEMENT SCHEDULE** **RESOLVED** that Committee **REVIEWED** the schedule and are content but would suggest the risk level be identified with Red, Amber and Green (R,A,G) instead of High, Medium and Low (H,M,L)
110/1819	**9**	**FORWARD PLAN** **RESOLVED** that: Budget setting dates be **ADDED** and that a Task and Finish Group be set up to look at the Medium-Long Term Strategy.
111/1819	**10**	**DATE OF NEXT MEETING: Tuesday 4th September 2018, 7pm**
112/1819	**11**	**CLOSE OF MEETING: 19:16hrs**

FINANCE REPORT

This report details accounts as at the end of July 2018 - Month 4. For those accounts on a straight line we should be at 33.34%.

The cost codes have been rationalised since the budget was set and budgets split or combined where required. This has been done on a best estimate basis and therefore may require some “tweaking” as the year progresses. The Chief Officer is working with the Accountant in this regard.

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
4150/102 Mayor’s Expenses	1	1,750/1,750	Complete for year	
4160/102 Civic expenses	1	6,591/14,000	Freedom of Entry costs included.	Some costs were originally allocated to the WW1 Commemoration Concert (4115/501) prior to dates being changed. No allocation against alternative code, virement could be considered.
4209/102 Member’s Allowances	1	11,760/13,500	Complete for year	One councillor opted out of claiming
4000/105 Salaries	1	50,227/125,500	Temporary cover for Administration	A virement of additional budget from general reserve will be required as reported to Personnel Sub-Committee and Policy Committee earlier in the year. Additional budget of £5,400 from General Reserve approved in July 2018. **Expect an additional requirement of around £5,000.**
4024/105 Subscriptions	1	3,907/4,750	Most payable at commencement of year	
4025/105 Insurance	1	18,562/18,000	Budget reduced too far	£562 overspend previously notified
4032/105 Recruitment Advertising	1	565/1,000	Administration Officer advert	

Agenda Item 5.

FINANCE REPORT

Account		£Spend/ £Budget	Explanation	Comments
4034/105 Computer Hardware & support	1	7,149/9,000	Additional costs for computer updates and offsite back up to meet GDPR requirements	**Expected overspend approx £3,000 could be met from equipment maintenance & replacement reserve**
4011/107 Rates (Council tax)	2	825/1,500	Expected cost budgeted 6 months only	
4306/108 Loan repayments	2	12,877/26,000	Half year payments completed	
4061/109 Grants to Vol orgs	3	18,273/22,500	Main grants completed	
4131/107 Bicester Vision Mgr	3	5,000/5,000	Complete for year	
4042/300 maintenance machinery	4	4,549/7,000	Annual servicing	
4068/300 Contract hire Vehicle	4	1,950/5,000	5 payments made	
4175/301 Maintenance of open spaces	4	1,500/6,400	Seasonal works	
4014/307 Electric	5	2,092/2,000	Under investigation	
4011/401 Rates	6	1,823/3,500	5 payments –	Needs budget adjustment was prev in utilities
4014/401 Electric	6	1,005/1,400	Accurate to reading	Needs budget adjustment was prev in utilities
4180/402 RoSPA Inspections	6	4,265/4,000	Additional inspections new play areas	
4120/501 Carnival	7	9,119/8,000	Additional expenditure offset by extra income (1018/501)	

INCOME

Account	Page	£Receipt/ £Budget	Explanation	Comments
1002/106 Income CAB rent	2	4,250/4,250	Complete for year	
1007/106 Inc - Registrars	2	4,185/2,500	Additional income for service recharges	Not previously budgeted or charged back 2010 - 2017
1006/107 Inc – Garth Lodge	2	0/10,000	Lodge refurbishment not completed	**Likely shortfall £5,000**
1076/108 Inc -Precept	2	1,399,420/ 1,399,420	Complete for year	
1077/108 Inc- Precept support	2	61,716/	Complete for year	

Agenda Item 5.

FINANCE REPORT

grant		61,716		
1040/301 Inc Keble Road	4	867/1,250	Funfair income	

Policy and Finance

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Civic and Democratic`							
4028	Meetings and Hospitality	0	0	400	400		400	0.0 %
4150	Mayor's Expenses	1,750	1,750	1,750	0		0	100.0 %
4159	Elections	0	0	8,000	8,000		8,000	0.0 %
4160	Civic Expenses	2,306	6,591	14,000	7,409		7,409	47.1 %
4209	Member's Allowances	840	11,760	13,500	1,740		1,740	87.1 %
	Civic and Democratic` :- Expenditure	**4,896**	**20,101**	**37,650**	**17,549**	**0**	**17,549**	**53.4 %**
	Net Expenditure over Income	**4,896**	**20,101**	**37,650**	**17,549**			
105	Central Services							
4000	Salaries	11,826	50,227	130,900	80,673		80,673	38.4 %
4001	Ers National Insurance	905	3,745	11,350	7,605		7,605	33.0 %
4002	Ers Pension	3,027	12,545	39,300	26,755		26,755	31.9 %
4009	Staff Travel	-2	4	750	746		746	0.6 %
4015	Health and Safety	114	342	3,500	3,158		3,158	9.8 %
4020	Mobile Phones	77	288	1,050	762		762	27.4 %
4021	Office Phones	294	909	2,700	1,791		1,791	33.7 %
4022	Post	304	1,008	2,600	1,592		1,592	38.8 %
4023	Stationery	199	566	1,500	934		934	37.7 %
4024	Subscriptions	0	3,907	4,750	843		843	82.2 %
4025	Insurance	0	18,562	18,000	-562		-562	103.1 %
4026	Printing	0	0	500	500		500	0.0 %
4027	Ref. Booksand Publications	0	0	100	100		100	0.0 %
4030	Advertising & Promotions	0	20	1,000	980		980	2.0 %
4032	Recruitment Advertising	565	565	1,000	435		435	56.5 %
4033	Office Expenses	171	439	1,300	861		861	33.8 %
4034	Computer Hardware Support	3,005	7,149	9,000	1,851		1,851	79.4 %
4035	Maintenance-Office Equipment	0	18	250	232		232	7.2 %
4040	Website	25	75	5,000	4,925		4,925	1.5 %
4041	Lease of Photocopier	767	1,566	4,000	2,434		2,434	39.2 %
4056	Legal and Professional Fees	900	1,350	10,000	8,650		8,650	13.5 %
4057	Audit Fees	0	444	5,000	4,556		4,556	8.9 %
4058	Accountancy	1,156	2,501	6,500	3,999		3,999	38.5 %
4070	Training & Conferences	0	0	8,000	8,000		8,000	0.0 %
4097	HR	182	182	1,500	1,319		1,319	12.1 %
4169	Newsletter	0	4,667	14,000	9,333		9,333	33.3 %
	Central Services :- Expenditure	**23,515**	**111,078**	**283,550**	**172,472**	**0**	**172,472**	**39.2 %**
	Net Expenditure over Income	**23,515**	**111,078**	**283,550**	**172,472**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
106	Garth House							
4004	Cleaning Contract	580	1,215	3,600	2,385		2,385	33.7 %
4011	Rates	708	3,540	24,000	20,460		20,460	14.8 %
4012	Water Charges	0	0	500	500		500	0.0 %
4013	Gas	0	220	4,000	3,780		3,780	5.5 %
4014	Electric	0	430	2,000	1,570		1,570	21.5 %
4017	Cleaning Materials	0	0	100	100		100	0.0 %
4036	Grounds & Buildings Mtce	0	17	10,000	9,983		9,983	0.2 %
4103	Maintenance CAB Building	0	0	1,000	1,000		1,000	0.0 %
4130	Building Security	0	0	1,500	1,500		1,500	0.0 %
4203	Window Cleaning	166	166	600	434		434	27.7 %
	Garth House :- Expenditure	**1,454**	**5,588**	**47,300**	**41,712**	**0**	**41,712**	**11.8 %**
1002	Inc-CAB Rent	0	4,250	4,250	0			100.0 %
1007	Inc-Registrars	1,685	4,185	2,500	1,685			167.4 %
1010	Inc-Garth Rooms Lettings	65	2,132	6,500	-4,368			32.8 %
	Garth House :- Income	**1,750**	**10,567**	**13,250**	**-2,683**			**79.8 %**
	Net Expenditure over Income	**-296**	**-4,980**	**34,050**	**39,030**			
107	Garth Lodge							
4011	Rates	165	825	1,500	675		675	55.0 %
4012	Water Charges	18	54	200	146		146	27.0 %
4013	Gas	0	67	0	-67		-67	0.0 %
4052	Garth Lodge Costs	0	18	1,300	1,282		1,282	1.4 %
	Garth Lodge :- Expenditure	**183**	**964**	**3,000**	**2,036**	**0**	**2,036**	**32.1 %**
1006	Inc-Garth Lodge	0	0	10,000	-10,000			0.0 %
	Garth Lodge :- Income	**0**	**0**	**10,000**	**-10,000**			**0.0 %**
	Net Expenditure over Income	183	**964**	**-7,000**	**-7,964**			
108	Corporate Finance							
4059	Bank Charges	145	653	2,500	1,847		1,847	26.1 %
4306	Loan Repayments	0	12,887	26,000	13,113		13,113	49.6 %
	Corporate Finance :- Expenditure	**145**	**13,539**	**28,500**	**14,961**	**0**	**14,961**	**47.5 %**
1076	Inc-Precept	0	1,399,420	1,399,420	0			100.0 %
1077	Inc-Precept Support Grant	0	61,716	61,716	0			100.0 %
1096	Inc-Interest Received	97	412	10,000	-9,588			4.1 %
	Corporate Finance :- Income	**97**	**1,461,548**	**1,471,136**	**-9,588**			**99.3 %**
	Net Expenditure over Income	**47**	**-1,448,008**	**-1,442,636**	**5,372**			

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Bicester Town Council

Detailed Income & Expenditure by Budget Heading 31/07/2018

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
109	Community Support							
4060	CAB	0	0	8,250	8,250		8,250	0.0 %
4061	Grants to Voluntary Org.	500	18,273	22,500	4,227		4,227	81.2 %
4065	TVP Crime Partnership	0	0	3,600	3,600		3,600	0.0 %
4131	Bicester Vision Manager	0	5,000	5,000	0		0	100.0 %
4133	Partnership	0	2,944	10,000	7,056		7,056	29.4 %
4170	CCTV	0	0	5,150	5,150		5,150	0.0 %
	Community Support :- Expenditure	**500**	**26,217**	**54,500**	**28,283**	**0**	**28,283**	**48.1 %**
	Net Expenditure over Income	**500**	**26,217**	**54,500**	**28,283**			
110	Projects							
4100	Purchase New Machinery	200	200	5,000	4,800		4,800	4.0 %
4300	New Computer Equipment	0	0	2,500	2,500		2,500	0.0 %
4301	Garth House Redevelopment	750	750	30,000	29,250		29,250	2.5 %
4305	New Cemetery	1,725	1,725	50,000	48,275		48,275	3.5 %
4312	Asset Maintenance	0	0	15,000	15,000		15,000	0.0 %
4313	Play Area/Open Space Inv.	0	0	50,000	50,000		50,000	0.0 %
	Projects :- Expenditure	**2,675**	**2,675**	**152,500**	**149,825**	**0**	**149,825**	**1.8 %**
	Net Expenditure over Income	**2,675**	**2,675**	**152,500**	**149,825**			
	Policy and Finance :- Expenditure	**33,367**	**180,162**	**607,000**	**426,838**	**0**	**426,838**	**29.7 %**
	Income	**1,847**	**1,472,115**	**1,494,386**	**-22,271**			**98.5 %**
	Net Expenditure over Income	**31,520**	**-1,291,953**	**-887,386**	**404,567**			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Environment								
300	Environmental Services							
4000	Salaries	18,754	72,941	220,500	147,559		147,559	33.1 %
4001	Ers National Insurance	1,347	5,208	19,000	13,792		13,792	27.4 %
4002	Ers Pension	3,336	12,913	48,000	35,087		35,087	26.9 %
4016	Uniforms	40	40	1,400	1,360		1,360	2.8 %
4020	Mobile Phones	244	868	2,400	1,532		1,532	36.2 %
4042	Maintenance Machinery	0	4,549	7,000	2,451		2,451	65.0 %
4044	Petrol,Oil & Gase	735	1,794	5,000	3,206		3,206	35.9 %
4068	Contract Hire Vehicle	390	1,950	5,000	3,050		3,050	39.0 %
4178	Vehicle Maintenance	-1	475	3,000	2,525		2,525	15.8 %
	Environmental Services :- Expenditure	**24,845**	**100,737**	**311,300**	**210,563**	**0**	**210,563**	**32.4 %**
	Net Expenditure over Income	**24,845**	**100,737**	**311,300**	**210,563**			
301	Open Spaces							
4012	Water Charges	0	91	500	409		409	18.1 %
4013	Gas	0	52	600	548		548	8.6 %
4154	Tree Maintenance	0	0	40,000	40,000		40,000	0.0 %
4175	Maintenance of Open Spaces	126	1,141	6,400	5,259		5,259	17.8 %
4190	Parks and Garden Contract	0	1	403,414	403,413		403,413	0.0 %
4204	Pest Control	0	0	500	500		500	0.0 %
	Open Spaces :- Expenditure	**126**	**1,284**	**451,414**	**450,130**	**0**	**450,130**	**0.3 %**
1014	Inc-Miscellaneous	105	109	0	109			0.0 %
1037	Inc-Keta Field Pitches	0	312	2,000	-1,689			15.6 %
1038	Inc-Bure Park Pitches	0	50	150	-101			33.0 %
1040	Inc-Keble Rd Pitches	667	867	1,250	-383			69.3 %
1041	Inc-Open Spaces	0	0	500	-500			0.0 %
	Open Spaces :- Income	**772**	**1,337**	**3,900**	**-2,563**			**34.3 %**
	Net Expenditure over Income	**-646**	**-53**	**447,514**	**447,567**			
305	Pingle Field Pavilion							
4012	Water Charges	157	157	500	343		343	31.4 %
4014	Electric	0	1,143	3,000	1,857		1,857	38.1 %
4017	Cleaning Materials	0	17	150	133		133	11.5 %
4036	Grounds & Buildings Mtce	0	234	3,000	2,766		2,766	7.8 %
4130	Building Security	0	0	1,000	1,000		1,000	0.0 %
	Pingle Field Pavilion :- Expenditure	**157**	**1,551**	**7,650**	**6,099**	**0**	**6,099**	**20.3 %**

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1028	Inc-Pavilions/Piitches	417	1,623	5,500	-3,877			29.5 %
	Pingle Field Pavilion :- Income	**417**	**1,623**	**5,500**	**-3,877**			**29.5 %**
	Net Expenditure over Income	-260	-72	2,150	2,222			
306	Sunderland Drive Pavilion							
4012	Water Charges	49	235	500	265		265	47.0 %
4013	Gas	0	0	2,500	2,500		2,500	0.0 %
4014	Electric	68	100	1,000	900		900	10.0 %
4036	Grounds & Buildings Mtce	0	191	3,000	2,809		2,809	6.4 %
4130	Building Security	0	0	1,000	1,000		1,000	0.0 %
	Sunderland Drive Pavilion :- Expenditure	**117**	**525**	**8,000**	**7,475**	**0**	**7,475**	**6.6 %**
1028	Inc-Pavilions/Piitches	0	672	2,000	-1,329			33.6 %
	Sunderland Drive Pavilion :- Income	**0**	**672**	**2,000**	**-1,329**			**33.6 %**
	Net Expenditure over Income	117	-146	6,000	6,146			
307	Bicester Field Pavilion							
4012	Water Charges	59	165	600	435		435	27.4 %
4014	Electric	1,914	2,092	2,000	-92		-92	104.6 %
4036	Grounds & Buildings Mtce	0	140	2,000	1,860		1,860	7.0 %
4130	Building Security	0	0	500	500		500	0.0 %
	Bicester Field Pavilion :- Expenditure	**1,973**	**2,397**	**5,100**	**2,703**	**0**	**2,703**	**47.0 %**
1028	Inc-Pavilions/Piitches	0	165	2,000	-1,836			8.2 %
	Bicester Field Pavilion :- Income	**0**	**165**	**2,000**	**-1,836**			**8.2 %**
	Net Expenditure over Income	1,973	2,232	3,100	868			
308	Sports Village							
4069	SW Sports Village	4,431	16,210	54,800	38,590		38,590	29.6 %
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 %
	Sports Village :- Expenditure	**4,431**	**16,210**	**134,800**	**118,590**	**0**	**118,590**	**12.0 %**
1201	Cintribution from Commuted Sum	0	0	59,500	-59,500			0.0 %
	Sports Village :- Income	**0**	**0**	**59,500**	**-59,500**			**0.0 %**
	Net Expenditure over Income	4,431	16,210	75,300	59,090			

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	Garth Park							
4004	Cleaning Contract	0	0	1,700	1,700		1,700	0.0 %
4011	Rates	365	1,823	3,500	1,677		1,677	52.1 %
4012	Water Charges	29	59	400	341		341	14.9 %
4013	Gas	0	0	500	500		500	0.0 %
4014	Electric	75	1,005	1,400	395		395	71.8 %
4036	Grounds & Buildings Mtce	7	466	5,000	4,534		4,534	9.3 %
4039	Waste Removal	371	2,728	8,500	5,772		5,772	32.1 %
4046	Horticultural Supplies	0	1,115	4,000	2,885		2,885	27.9 %
4050	Maintenance Bowls Club	0	108	2,000	1,892		1,892	5.4 %
4129	Garth Park Toilets	0	2,500	10,000	7,500		7,500	25.0 %
4132	Maintenance Tennis Club	0	0	500	500		500	0.0 %
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	**847**	**9,804**	**41,500**	**31,696**	**0**	**31,696**	**23.6 %**
1003	Inc-Garth Stables	0	5,900	5,900	0			100.0 %
1004	Inc-Garth Garage & Yard	0	0	4,320	-4,320			0.0 %
1005	Inc-Garth Depot Upper Room	0	1,750	3,500	-1,750			50.0 %
1008	Inc-Bowls Club	0	1,400	1,350	50			103.7 %
1009	Inc-Tennis Club	0	1,200	1,250	-50			96.0 %
1014	Inc-Miscellaneous	0	833	0	833			0.0 %
1015	Inc Garth Park Cafe	0	7,754	18,608	-10,854			41.7 %
	Garth Park :- Income	**0**	**18,837**	**34,928**	**-16,091**			**53.9 %**
	Net Expenditure over Income	**847**	**-9,033**	**6,572**	**15,605**			
402	Play Areas							
4123	Maintenance Play Areas	2,820	3,311	10,000	6,689		6,689	33.1 %
4180	ROSPA Inspections	745	4,265	4,000	-265		-265	106.6 %
	Play Areas :- Expenditure	**3,565**	**7,576**	**14,000**	**6,424**	**0**	**6,424**	**54.1 %**
	Net Expenditure over Income	**3,565**	**7,576**	**14,000**	**6,424**			
404	Allotments							
4012	Water Charges	0	33	500	467		467	6.7 %
4054	Allotments Costs	0	0	1,500	1,500		1,500	0.0 %
4155	Rent Allotment Land	0	416	850	434		434	48.9 %
	Allotments :- Expenditure	**0**	**449**	**2,850**	**2,401**	**0**	**2,401**	**15.8 %**
1011	Inc-Allotments	60	6,790	7,000	-210			97.0 %
	Allotments :- Income	**60**	**6,790**	**7,000**	**-210**			**97.0 %**
	Net Expenditure over Income	**-60**	**-6,341**	**-4,150**	**2,191**			

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Bicester Town Council

Detailed Income & Expenditure by Budget Heading 31/07/2018

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
501	Town Council Events							
4000	Salaries	210	210	0	-210		-210	0.0 %
4051	Car Show	0	78	500	422		422	15.6 %
4071	Robbie Tribute	0	22	7,000	6,978		6,978	0.3 %
4088	Motown/Rewind 80s	869	2,837	7,000	4,163		4,163	40.5 %
4092	Teddy Bears Picnic	3,245	3,498	4,000	502		502	87.5 %
4115	Special Events	2,449	3,117	10,000	6,883		6,883	31.2 %
4120	Carnival	5,702	9,119	8,000	-1,119		-1,119	114.0 %
4134	The Ramps	869	1,102	5,000	3,898		3,898	22.0 %
4157	Christmas Lights Switch On	26	26	4,000	3,974		3,974	0.6 %
	Town Council Events :- Expenditure	**13,370**	**20,010**	**45,500**	**25,490**	**0**	**25,490**	**44.0 %**
1018	Inc-Carnival	7,013	9,109	5,000	4,109			182.2 %
1030	Inc-Robbie Tribute	0	0	6,750	-6,750			0.0 %
1032	Inc- Motown/Rewind 80s	75	105	6,750	-6,645			1.6 %
1034	Inc-Childrens Entertainment	0	4,000	0	4,000			0.0 %
1035	Special Events	311	1,528	10,000	-8,472			15.3 %
1045	Inc-Christmas Lights	0	0	2,500	-2,500			0.0 %
1049	Inc-The Ramps	117	117	5,000	-4,883			2.3 %
	Town Council Events :- Income	**7,515**	**14,859**	**36,000**	**-21,141**			**41.3 %**
	Net Expenditure over Income	5,855	5,151	9,500	4,349			
601	Cemetery							
4011	Rates	86	431	800	369		369	53.9 %
4012	Water Charges	27	92	300	208		208	30.7 %
4014	Electric	0	23	100	77		77	23.3 %
4036	Grounds & Buildings Mtce	0	0	500	500		500	0.0 %
4039	Waste Removal	159	513	1,800	1,287		1,287	28.5 %
	Cemetery :- Expenditure	**272**	**1,059**	**3,500**	**2,441**	**0**	**2,441**	**30.3 %**
1020	Inc-Cemetery	3,041	9,971	20,000	-10,029			49.9 %
	Cemetery :- Income	**3,041**	**9,971**	**20,000**	**-10,029**			**49.9 %**
	Net Expenditure over Income	-2,769	-8,911	-16,500	-7,589			
801	Street Scene							
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 Provosiom	0	824	5,000	4,176		4,176	16.5 %
4200	Christmas Lights Maint/Storage	0	0	15,000	15,000		15,000	0.0 %

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4216	Litter/Dog Bin Emptying	0	0	12,500	12,500		12,500	0.0 %
	Street Scene :- Expenditure	**0**	**824**	**48,000**	**47,176**	**0**	**47,176**	**1.7 %**
	Net Expenditure over Income	0	**824**	**48,000**	**47,176**			
	Environment :- Expenditure	**49,704**	**162,426**	**1,073,614**	**911,188**	**0**	**911,188**	**15.1 %**
	Income	**11,804**	**54,252**	**170,828**	**-116,576**			**31.8 %**
	Net Expenditure over Income	**37,900**	**108,174**	**902,786**	**794,612**			

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Bicester Town Council

Detailed Income & Expenditure by Budget Heading 31/07/2018

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Earmarked Reserves								
901	Earmarked Reserves							
9007	Elections	0	0	28,855	28,855		28,855	0.0 %
9011	Play Areas	4,750	5,590	277,830	272,240		272,240	2.0 %
9013	Equipment Mtce Replacement	0	0	116,200	116,200		116,200	0.0 %
9014	Green Infrastructure	0	0	251,357	251,357		251,357	0.0 %
9020	BTC Premises	0	2,710	946,509	943,799		943,799	0.3 %
9039	Burial Ground Provision	0	0	448,246	448,246		448,246	0.0 %
9042	SW Sports Village	0	0	136,167	136,167		136,167	0.0 %
9043	Skate Park	0	0	70,580	70,580		70,580	0.0 %
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 %
	Earmarked Reserves :- Expenditure	**4,750**	**8,300**	**2,309,344**	**2,301,044**	**0**	**2,301,044**	**0.4 %**
	Net Expenditure over Income	**4,750**	**8,300**	**2,309,344**	**2,301,044**			
	Earmarked Reserves :- Expenditure	**4,750**	**8,300**	**2,309,344**	**2,301,044**	**0**	**2,301,044**	**0.4 %**
	Income	**0**	**0**	**0**	**0**			**0.0 %**
	Net Expenditure over Income	**4,750**	**8,300**	**2,309,344**	**2,301,044**			

Agenda Item 6.

Bicester Town Council
Financial Statement at 31 July 2018

Cash and Bank Balances

Current Bank Accounr	92,079	
Wages Account	2,524	
Carnival Account	371	
Lloyds Business Instant	34	
Barclays Treasury Deposit	269,208	
Santander Capital	237,636	
Santander Deposit	2,950,610	
Lloyds Treasury Account	549,141	
Petty Cash	157	
		4,101,760
Monies Owed to Council		
Vat Refund Due	5,294	
Owed by Customers	16,380	
Prepayments and Other Debtors	2,264	
		23,938
		4,125,698
Less: Monies Owed by Council		
Owed to suppliers	15,127	
Paye Due	6,650	
Retentions Due	9,523	
Accruals	4,476	
		35,776
Total Current Assets		4,089,922
PWLB Outstanding		175,221

Represented by

General Reserve		
Current Year Surplus		1,175,482
Plus: Contribution from Earmarked		8,300
		1,183,782
General Fund Balance from 2017/2018		605,096
General Reserve Balance		1,788,878
Earmarked Reserves		
Balance at 1st April 2018	2,309,344	
Less: Used to Date	8,300	
		2,301,044
Total Reserves		4,089,922
0		

BICESTER TOWN COUNCIL

ACCOUNT BALANCES

BARCLAYS

ACCOUNT NAME	BALANCE £	DATE
BASE RATE TRACKER	0	31.07.2018
GENERAL ACCOUNT	386,136.66	17.08.2018
WAGES ACCOUNT	2,524.03	31.07.2018
MAYOR ACCOUNT (1)	10,257.31	31.07.2018
MAYOR ACCOUNT (2)	5,686.68	31.07.2018
COMMUNITY ACCOUNT	370.83	31.07.2018
TREASURY DEPOSIT ACCOUNT	269,207.55	31.07.2018

SANTANDER

ACOUNT NAME	BALANCE	DATE
CAPITAL ACCOUNT	237,636.41	02.08.2018
DEPOSIT ACCOUNT	2,650,610.01	15.08.2018

LLOYDS TSB

ACOUNT NAME	BALANCE	DATE
INSTANT ACCESS HOLDING	33.85	03.08.2018
TREAURERS ACCOUNT	549,140.80	10.05.2018

AGENDA ITEM 7

Payments to Finance Committee 4th September 2018

Date	Pg ended	Amount	Officer	Councillor	Councillor
04/07/2018	35	14,667.05	S shippen	R Mould	R Stratford
18/07/2018	41	27,332.18	S Shippen	I Stratford	L Pratt
06/08/2018	48	31,911.70	S shippen	R Mould	L Pratt
18/08/2018	54	143,802.63	C Johnson	R Mould	L Pratt

Single Payments

Date	Payee	Amount	Officer	Councillor	Councillor
10/07/2018	CB 1 Regt PLC	500.00	S shippen	L Pratt	L Stratford
20/07/2018	S Shippen	124.66	S shippen	L Pratt	L Stratford

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor
03/07/2018	705338	Cash (Float)	500.00	S Shippen	D Magee	R Mould
18/07/2018	705339	Elite Dance	50.00	S Shippen	L Pratt	L Startford
18/07/2018	705340	1st Bicester Intrepid	30.00	S Shippen	L Pratt	L Startford
18/07/2018	705341	Bicester ECU	20.00	S Shippen	L Pratt	L Startford
24/07/2018	705342	Didcot TC Mayors Dinner	90.00	S Shippen	L Pratt	L Startford

FORWARD PLAN: 2018 / 2019

POLICY COMMITTEE

MEETING DATE	ITEM	COMMENT
	Closure policy for cemetery	Pending
July	London road Level Crossing	Watching brief
	Retention of Assets Policy	Pending
	NW Bicester Future management of open space play areas on Kingsmere Phase 1	
	Burial Ground	
9 July 2018	Grant Aid Policy	Review

FINANCE COMMITTEE

MEETING DATE	ITEM	COMMENT
Sept 2018	Med-Long Term Strategy Task & Finish Group	Via Business Plan to Policy Committee
Sept 2018	Budget Setting Dates	

ENVIRONMENT COMMITTEE

MEETING DATE	ITEM	COMMENT
30 July 2018	Cemetery Review	Visit Cemetery at 6pm on 30th July 2018
2018	Kings Meadow Open Space & Play Area	
30th July 2018	Wheelchair Swing	
30th July 2018	Location of donated benches	
	Memorial Policy	

PLANNING COMMITTEE

MEETING DATE	ITEM	COMMENT
2018	East West Rail	Invite East West Rail to Planning Meeting when the consultation process starts
Sept 2018	Graven Hill	Beginning September. 10-12 people max
	London Road Level Crossing	Ongoing – Live issue
2018	A2 Dominion	Invite A2 dominion to discuss the next phase once the application has been submitted.
Aug 2018	Realignment of Howes Lane	Invite A2 Dominion, CDC & Network Rail to discuss.
2018	Oxfordshire Spatial Plan Consultation	
Oct 2018	Oxford/Cambridge Arc Development	
May 2018	Bicester Masterplan Consultation	Awaiting documents from CDC