Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting

Ref: FIN03/2021

Tuesday 6th October 2020 at 19:00hrs by Zoom (please see Agenda for login details)

Circulation: Town Mayor - Councillor Jason Slaymaker

Members:
Cllr Alex Thrupp – **Chairman**, Cllr Richard Mould – **Vice Chairman**, Cllr Nick Cotter, Cllr Dan Hallett, Cllr Nick Mawer, Cllr Zoe McLernon, Cllr Lynn Pratt, Cllr Les Sibley, Cllr Fraser Webster

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr James Metcalf, Cllr Robert Nixon, Cllr Dan Sames, Cllr Jason Slaymaker

Other Circulation:

Cllr Lawrie Stratford – OCC, Cllr Michael Waine – OCC, Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC

FIN03/2021

BICESTER
TOWN COUNCIL

Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Monday 28th September 2020

Sir/ Madam

A meeting of the **Finance Committee** will be held on **Tuesday 6th October 2020** at **19:00hrs** on Zoom.
In line with the Coronavirus Act 2020 and subsequent regulations governing local authorities' meetings, the Council will be holding this meeting via the online video conference facility, Zoom.

To join the Zoom meeting follow this link:
https://us02web.zoom.us/j/84757494017

Meeting ID: 847 5749 4017
Password: (to ensure online security it is recommended that meeting passwords are not publicised and are given directly to those intending to attend the meeting. Please therefore email enquiries@bicester.gov.uk for the password at least 24 hours before the scheduled meeting date).Telephone number to join by audio only: 0203 051 2874 (you will be prompted to enter the meeting ID and password before joining the meeting).

Samantha Shippen
Chief Officer

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Chief Officer (samantha.shippen@bicester.gov.uk) prior to the meeting, stating the reason 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 of the Finance Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meeting: **FIN02/2021 – Monday 27th July 2020.**

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.

5. Finance Report

Committee is asked to review the attached Income, Expenditure and Variances Report to **Month 5.**

6. Bank Balances

Committee is asked to note the attached report detailing bank balances at end of August 2020 and nominate a Councillor to sign the bank reconciliation.

7. Payments

Committee is asked to approve the payment schedules since the Council Meeting on 27 July 2020.

8. Reappointment of Internal Auditor

The Committee is asked to consider the attached report.

9. Rent Income

The Committee is asked to consider the attached report.

10. Forward Plan

Committee is asked to review and comment on the forward plan.

11. Date of Next Meeting

Wednesday 9th December 2020 at 19:00hrs.

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Minutes of the Bicester Town Council Finance Committee Meeting

A meeting of the **Bicester Town Council Finance Committee** was held on Monday 27th July 2020 at 19:00hrs on Zoom.

Present:
Cllr Alex Thrupp - Chairman
Cllr Dan Hallett
Cllr Nick Mawer
Cllr Richard Mould
Cllr Lynn Pratt
Cllr Les Sibley
Cllr Jason Slaymaker
Cllr Frazer Webster

In Attendance:
Samantha Shippen – Chief Officer
Julie Trinder – Administrator

1. **056/2021 Apologies for Absence**
   RESOLVED that apologies were received from Cllr Zoe McLernon. Cllr Jason Slaymaker entered the meeting at 7.05pm and substituted for Cllr Zoe McLernon.

2. **057/2021 Declarations of Interest**
   RESOLVED that no declarations of interest were received.

3. **058/2021 Minutes of Finance Committee**
   RESOLVED to confirm the minutes of the following Finance Committee meeting held on: **FIN05/1920 – Monday 10th February 2020 to be signed at a later date.**

4. **059/2021 Public Session**
   No members of the pubic were present.

5. **060/2021 FINANCE REPORT**
   RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 3.**

6. 061/2021 Bank Balances

RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Richard Mould to sign the bank reconciliation.

7. 062/2021 BACS Payments

RESOLVED that the Committee **APPROVED** the payment schedules since the Finance Committee on **22nd June 2020.**

8. 063/2021 Investment Policy Review

RESOLVED that Committee **APPROVED** the Investment Policy (GP6) Review to the Policy Committee for adoption and further review in 2024.

9. 064/2021 Banking and Investment Interest Rates

RESOLVED that Committee **AGREED** for the Chief Officer to investigate the possibility of transferring funds into a higher yielding account and report back to the next Full Council meeting taking place on Tuesday 1st September 2020.

10. 065/2021 Forward Plan

RESOLVED that Committee **NOTED** the Forward Plan:

- Business Continuity Plan move to 2021

11. 066/2021 Date of Next Meeting: 6th October 2020 – 7pm

Close of Meeting: 19:49hrs

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 6th October 2020

Finance Report

Chairman: Councillor Alex Thrupp
Telephone: 07854 652199 alex.thrupp@bicester.gov.uk

Contact Officers: Samantha Shippen – Chief Officer
Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 This report details accounts as at the end of August 2020 - Month 5. For those accounts on a straight line we should be at 42%.

1.2 In accordance with Financial Regulation 4.8 items with an expected "material variance" of either £1,000 or 15% of budget, whichever is the greater, are reported below.

2. Expenditure

Account	Page	£Spend/ £Budget	Explanation	Comments
4031/102 Modern Gov	1	9,000/9,000	Complete for year	
4209/102 Member's Allowances	1	11,388/13,000	One payment outstanding otherwise complete for year	£1,612 underspend expected for year
4024/105 Subscriptions	1	4,424/4,750	Most subscriptions paid in month 1	
4025/105 Insurance	1	17,714/20,000	Complete for year other than in year adjustments	3 year deal entered which reduced premium expected
4034/105 Computer Support	1	10,439/18,000	Annual support contract paid in month 1	

Account	Page	£Spend/ £Budget	Explanation	Comments
4039/106 Waste Removal	2	994/0	Sanitary contract not budgeted	**Unbudgeted expenditure to be met from underspend elsewhere in cost centre**
107 Garth Lodge	2	664/0	Council tax, gas & electric costs due to empty property	
4306/108 loan repayments	2	5,542/11,300	50% paid in June	
4063/109 COVID 19 Grants	3	8,140/0	New unplanned costs	**Unbudgeted expenditure to be met from General Reserve**
4064/109 OYAP	3	-12,000/12,000	2019/20 unpaid at year end	
4131/109 Bicester Vision Manager	3	5,000/5,000	Complete for year	
4170/109 CCTV	3	-5,150/5,150	2019/20 unpaid at year end	
4003/300 Temporary staff	3	21,078/28,000	Additional costs for park stewarding over summer	**Unbudgeted expenditure to be met from underspend in salaries**
4045/300 Tools	3	235/0	New cost code created in year	**Unbudgeted expenditure to be met from underspend in Maintenance Machinery**
4017/305 Cleaning Materials	4	344/110	Additional costs to cover COVID 19 assessment	
4036/305 Grounds & Building Maintenance	4	1,063/2,000	Additional costs to cover COVID 19 assessment	
4039/305 Waste Removal	4	223/0	Sanitary contract not budgeted	
4017/306 Cleaning Materials	4	293/70	Additional costs to cover COVID 19 assessment	
4036/306 Grounds & Building Maintenance	4	1,877/3,000	Additional costs to cover COVID 19 assessment	
4039/306 Waste Removal	4	223/0	Sanitary contract not budgeted	
4017/307 Cleaning Materials	5	293/0	Additional costs to cover COVID 19 assessment	
4036/307 Grounds & Building Maintenance	5	1790/1500	Additional costs to cover COVID 19 assessment	
4039/307 Waste Removal	5	224/0	Sanitary contract not budgeted	
4011/401 Rates	5	3,789/3,850	Complete for year	

Account	Page	£Spend/ £Budget	Explanation	Comments
4046/401 Horticultural Supplies	5	2,114/4,000	Main expenditure summer bedding	
4050/401 Maintenance Bowls Club	5	-788/500	Payment against 2019/20 expenditure	
4129/401 Garth Park Toilets	6	-2,500/10,000	Final ¼ 2019/20 withheld due to lack of service; disputed April – June invoice	**Awaiting credit resolution**
4123/402 Maintenance Play areas	6	5,307/10,000	Additional costs to cover COVID 19 assessment	
4054/404 Allotment costs	6	425/500	£333 for water leak investigation at Evenlode, repayment sought from Sanctuary Housing	
501 Town Council Events	6	961/53,000	Only 2 Events run as virtual	
4011/601 Rates	7	1,132/1,000	Complete for year. Under budgeted due to transitional relief reducing	**Overbudget by £132**
4039/601 Waste Removal	7	939/1800	Underbudgeted	**Expected £2,250 for year requires review of green waste.**

3. Income

Account	Page	£Receipt/ £Budget	Explanation	Comments
1014/106 Miscellaneous	2	2,220/0	Insurance reclaim for water ingress in 2019	
1006/107 Inc- Garth Lodge	2	0/15,000	Lodge let from 28/9/20 @ £1,100 pm	**Income for year will be reduced to £6,600**
1076/108 Precept	2	1,566,506/ 1,566,506	Complete for year	
1077/108 Precept Support Grant	2	30,858/15,429	Double amount received as expected	Surplus to offset reduction expected in 2021/22
1096/108 Inc Interest Received	2	1,945/8,000	Income expected below budget due to reduction/removal of interest rates as reported.	
301 Inc Open Spaces	4	245/4,000	Income expected below budget as no funfair/circus due to COVID 19 restrictions	

Account	Page	£Receipt/ £Budget	Explanation	Comments
401 Inc Garth Park	5	407/21,308	Rents not raised for 20/21	
1011/404 Allotments	6	5,784/7,000	Some rents outstanding	
501 inc Town Council Events	6	0/25,500		

4. Recommendation

The Committee is recommended to **APPROVE** the financial report to 31 August 2020.

Detailed Income & Expenditure by Budget Heading 31.08.2020

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
102	Civic and Democratic								
4028	Meetings and Hospitality	0	70	200	130		130	35.0%	
4031	Modern Gov	0	9,000	9,000	0		0	100.0%	
4150	Mayor's Expenses	0	0	1,750	1,750		1,750	0.0%	
4159	Elections	0	0	3,000	3,000		3,000	0.0%	
4160	Civic Expenses	0	0	11,000	11,000		11,000	0.0%	
4209	Member's Allowances	803	11,388	13,000	1,612		1,612	87.6%	
	Civic and Democratic :- Indirect Expenditure	**803**	**20,458**	**37,950**	**17,492**	**0**	**17,492**	**53.9%**	**0**
	Net Expenditure	**(803)**	**(20,458)**	**(37,950)**	**(17,492)**				
105	Central Services								
4000	Salaries	10,256	51,278	158,775	107,497		107,497	32.3%	
4001	Ers National Insurance	1,011	5,056	14,767	9,711		9,711	34.2%	
4002	Ers Pension	2,225	11,127	34,454	23,327		23,327	32.3%	
4009	Staff Travel	1	1	1,000	999		999	0.1%	
4015	Health and Safety	0	106	2,000	1,894		1,894	5.3%	
4020	Mobile Phones	64	294	750	456		456	39.2%	
4021	Office Phones	120	824	2,600	1,776		1,776	31.7%	
4022	Post	9	760	2,600	1,840		1,840	29.2%	
4023	Stationery	0	293	1,500	1,207		1,207	19.5%	
4024	Subscriptions	0	4,424	4,750	326		326	93.1%	
4025	Insurance	0	17,714	20,000	2,286		2,286	88.6%	
4026	Printing	0	0	500	500		500	0.0%	
4027	Ref. Booksand Publications	0	0	100	100		100	0.0%	
4030	Advertising & Promotions	0	0	500	500		500	0.0%	
4032	Recruitment Advertising	49	49	1,000	951		951	4.9%	
4033	Office Expenses	20	39	1,300	1,261		1,261	3.0%	
4034	Computer Support	1,407	10,439	18,000	7,561		7,561	58.0%	
4035	Maintenance-Office Equipment	0	54	200	146		146	27.1%	
4040	Website	25	125	1,000	875		875	12.5%	
4041	Lease of Photocopier	31	1,177	3,800	2,623		2,623	31.0%	
4055	Press & PR	225	1,088	2,750	1,663		1,663	39.5%	
4056	Legal and Professional Fees	0	625	10,000	9,375		9,375	6.3%	
4057	Audit Fees	0	150	4,000	3,850		3,850	3.8%	
4058	Accountancy	321	2,181	6,500	4,319		4,319	33.6%	
4070	Training & Conferences	35	165	7,500	7,335		7,335	2.2%	
4097	HR	0	229	5,400	5,171		5,171	4.2%	
4169	Newsletter	0	2,500	14,500	12,000		12,000	17.2%	
	Central Services :- Indirect Expenditure	**15,798**	**110,696**	**320,246**	**209,550**	**0**	**209,550**	**34.6%**	**0**
	Net Expenditure	**(15,798)**	**(110,696)**	**(320,246)**	**(209,550)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106	Garth House								
1002	Inc-CAB Rent	0	0	4,250	4,250			0.0%	
1007	Inc-Registrars	0	0	5,500	5,500			0.0%	
1010	Inc-Garth Rooms Lettings	0	0	4,000	4,000			0.0%	
1014	Inc-Miscellaneous	0	2,220	0	(2,220)			0.0%	
	Garth House :- Income	**0**	**2,220**	**13,750**	**11,530**			**16.1%**	**0**
4004	Cleaning Contract	293	1,488	3,600	2,112		2,112	41.3%	
4011	Rates	0	7,360	24,000	16,640		16,640	30.7%	
4012	Water Charges	0	12	500	488		488	2.4%	
4013	Gas	0	(100)	2,500	2,600		2,600	(4.0%)	
4014	Electric	0	427	2,500	2,073		2,073	17.1%	
4017	Cleaning Materials	0	0	100	100		100	0.0%	
4036	Grounds & Buildings Mtce	0	80	3,000	2,920		2,920	2.7%	
4039	Waste Removal	30	994	0	(994)		(994)	0.0%	
4130	Building Security	0	940	1,500	560		560	62.7%	
4203	Window Cleaning	0	0	600	600		600	0.0%	
	Garth House :- Indirect Expenditure	**323**	**11,201**	**38,300**	**27,099**	**0**	**27,099**	**29.2%**	**0**
	Net Income over Expenditure	**(323)**	**(8,981)**	**(24,550)**	**(15,569)**				
107	Garth Lodge								
1006	Inc-Garth Lodge	0	0	15,000	15,000			0.0%	
	Garth Lodge :- Income	**0**	**0**	**15,000**	**15,000**			**0.0%**	**0**
4011	Rates	0	573	0	(573)		(573)	0.0%	
4013	Gas	0	56	0	(56)		(56)	0.0%	
4014	Electric	0	34	0	(34)		(34)	0.0%	
4052	Garth Lodge Costs	0	0	4,000	4,000		4,000	0.0%	
	Garth Lodge :- Indirect Expenditure	**0**	**664**	**4,000**	**3,336**	**0**	**3,336**	**16.6%**	**0**
	Net Income over Expenditure	**0**	**(664)**	**11,000**	**11,664**				
108	Corporate Finance								
1076	Inc-Precept	0	1,566,506	1,566,506	0			100.0%	
1077	Inc-Precept Support Grant	0	30,858	15,429	(15,429)			200.0%	
1096	Inc-Interest Received	400	1,945	8,000	6,055			24.3%	
	Corporate Finance :- Income	**400**	**1,599,309**	**1,589,935**	**(9,374)**			**100.6%**	**0**
4059	Bank Charges	135	763	2,400	1,637		1,637	31.8%	
4306	Loan Repayments	0	5,542	11,300	5,758		5,758	49.0%	
	Corporate Finance :- Indirect Expenditure	**135**	**6,305**	**13,700**	**7,395**	**0**	**7,395**	**46.0%**	**0**
	Net Income over Expenditure	**265**	**1,593,004**	**1,576,235**	**(16,769)**				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
109	Community Support								
4060	CAB	0	0	8,250	8,250		8,250	0.0%	
4061	Grants to Voluntary Org.	0	0	22,000	22,000		22,000	0.0%	
4062	Shopmobility/Dialaride	0	0	4,750	4,750		4,750	0.0%	
4063	COVID 19 Grants	0	8,140	0	(8,140)		(8,140)	0.0%	
4064	OYAP	0	(12,000)	12,000	24,000		24,000	(100.0%)	
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	0	6,000	6,000		6,000	0.0%	
4170	CCTV	0	(5,150)	5,150	10,300		10,300	(100.0%)	
4191	Community Woodland	0	0	5,000	5,000		5,000	0.0%	
4192	Youth Initiatives	0	0	10,000	10,000		10,000	0.0%	
	Community Support :- Indirect Expenditure	**0**	**(4,010)**	**81,750**	**85,760**	**0**	**85,760**	**(4.9%)**	**0**
	Net Expenditure	**0**	**4,010**	**(81,750)**	**(85,760)**				
110	Projects								
4100	Purchase New Machinery	0	0	25,000	25,000		25,000	0.0%	
4300	New Computer Equipment	0	0	7,000	7,000		7,000	0.0%	
4301	Garth House Redevelopment	2,000	2,000	40,000	38,000		38,000	5.0%	
4305	New Cemetery	0	0	61,968	61,968		61,968	0.0%	
4312	Asset Maintenance	0	0	60,000	60,000		60,000	0.0%	
4313	Play Area/Open Space Inv.	0	0	50,000	50,000		50,000	0.0%	
4314	Town Centre	0	0	25,000	25,000		25,000	0.0%	
	Projects :- Indirect Expenditure	**2,000**	**2,000**	**268,968**	**266,968**	**0**	**266,968**	**0.7%**	**0**
	Net Expenditure	**(2,000)**	**(2,000)**	**(268,968)**	**(266,968)**				
300	Environmental Services								
4000	Salaries	10,589	61,201	184,924	123,723		123,723	33.1%	
4001	Ers National Insurance	855	4,991	15,994	11,003		11,003	31.2%	
4002	Ers Pension	2,298	13,091	40,129	27,038		27,038	32.6%	
4003	Temporary Staff	9,631	21,078	28,000	6,922		6,922	75.3%	
4016	Uniform & PPE	167	601	1,400	799		799	42.9%	
4020	Mobile Phones	129	831	2,900	2,069		2,069	28.6%	
4042	Maintenance Machinery	353	668	7,000	6,332		6,332	9.5%	
4044	Petrol,Oil & Gas	443	1,419	6,000	4,581		4,581	23.6%	
4045	Tools	167	235	0	(235)		(235)	0.0%	
4178	Vehicle Maintenance	937	937	3,000	2,063		2,063	31.2%	
	Environmental Services :- Indirect Expenditure	**25,568**	**105,051**	**289,347**	**184,296**	**0**	**184,296**	**36.3%**	**0**
	Net Expenditure	**(25,568)**	**(105,051)**	**(289,347)**	**(184,296)**				

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Detailed Income & Expenditure by Budget Heading 31.08.2020

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301	Open Spaces								
1037	Inc-Keta Field Pitches	245	245	2,500	2,255			9.8%	
1040	Inc-Keble Rd Pitches	0	0	1,500	1,500			0.0%	
	Open Spaces :- Income	**245**	**245**	**4,000**	**3,755**			**6.1%**	**0**
4126	Lease of Open Spaces	0	10	21	11		11	47.6%	
4154	Tree Maintenance	11,288	11,288	40,000	28,712		28,712	28.2%	
4175	Maintenance of Open Spaces	227	1,138	7,500	6,362		6,362	15.2%	
4190	Parks and Garden Contract	80,385	80,385	325,000	244,615		244,615	24.7%	
4204	Pest Control	0	0	500	500		500	0.0%	
	Open Spaces :- Indirect Expenditure	**91,900**	**92,821**	**373,021**	**280,200**	**0**	**280,200**	**24.9%**	**0**
	Net Income over Expenditure	**(91,655)**	**(92,576)**	**(369,021)**	**(276,445)**				
305	Pingle Field								
1028	Inc-Pavilions/Piitches	621	621	5,000	4,379			12.4%	
	Pingle Field :- Income	**621**	**621**	**5,000**	**4,379**			**12.4%**	**0**
4012	Water Charges	0	591	900	309		309	65.7%	
4014	Electric	328	378	3,500	3,122		3,122	10.8%	
4017	Cleaning Materials	344	344	110	(234)		(234)	313.1%	
4036	Grounds & Buildings Mtce	984	1,063	2,000	937		937	53.2%	
4039	Waste Removal	30	223	0	(223)		(223)	0.0%	
4130	Building Security	0	480	1,000	520		520	48.0%	
	Pingle Field :- Indirect Expenditure	**1,686**	**3,080**	**7,510**	**4,430**	**0**	**4,430**	**41.0%**	**0**
	Net Income over Expenditure	**(1,065)**	**(2,459)**	**(2,510)**	**(51)**				
306	Sunderland Drive								
1028	Inc-Pavilions/Piitches	0	0	2,000	2,000			0.0%	
	Sunderland Drive :- Income	**0**	**0**	**2,000**	**2,000**			**0.0%**	**0**
4012	Water Charges	0	202	900	698		698	22.4%	
4013	Gas	60	239	800	561		561	29.9%	
4014	Electric	94	206	2,200	1,994		1,994	9.3%	
4017	Cleaning Materials	293	293	70	(223)		(223)	418.5%	
4036	Grounds & Buildings Mtce	1,845	1,877	3,000	1,123		1,123	62.6%	
4039	Waste Removal	30	223	0	(223)		(223)	0.0%	
4130	Building Security	0	640	1,000	360		360	64.0%	
	Sunderland Drive :- Indirect Expenditure	**2,322**	**3,680**	**7,970**	**4,290**	**0**	**4,290**	**46.2%**	**0**
	Net Income over Expenditure	**(2,322)**	**(3,680)**	**(5,970)**	**(2,290)**				

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Bicester Town Council

Detailed Income & Expenditure by Budget Heading 31.08.2020

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307	Bicester Field								
1028	Inc-Pavilions/Piitches	71	71	1,700	1,629			4.2%	
	Bicester Field :- Income	**71**	**71**	**1,700**	**1,629**			**4.2%**	**0**
4012	Water Charges	0	230	1,000	770		770	23.0%	
4014	Electric	116	467	2,100	1,633		1,633	22.2%	
4017	Cleaning Materials	293	293	0	(293)		(293)	0.0%	
4036	Grounds & Buildings Mtce	1,790	1,790	1,500	(290)		(290)	119.3%	
4039	Waste Removal	30	224	0	(224)		(224)	0.0%	
4130	Building Security	0	450	500	50		50	90.0%	
	Bicester Field :- Indirect Expenditure	**2,229**	**3,453**	**5,100**	**1,647**	**0**	**1,647**	**67.7%**	**0**
	Net Income over Expenditure	**(2,158)**	**(3,382)**	**(3,400)**	**(18)**				
308	Whitelands Sports Village								
1201	Cintribution from Commuted Sum	0	0	40,000	40,000			0.0%	
1250	Contribution from EMR	0	0	10,000	10,000			0.0%	
	Whitelands Sports Village :- Income	**0**	**0**	**50,000**	**50,000**			**0.0%**	**0**
4069	SW Sports Village	0	13,886	56,400	42,515		42,515	24.6%	
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%	
	Whitelands Sports Village :- Indirect Expenditure	**0**	**13,886**	**136,400**	**122,515**	**0**	**122,515**	**10.2%**	**0**
	Net Income over Expenditure	**0**	**(13,886)**	**(86,400)**	**(72,515)**				
401	Garth Park								
1008	Inc-Bowls Club	0	0	1,450	1,450			0.0%	
1009	Inc-Tennis Club	0	0	1,250	1,250			0.0%	
1014	Inc-Miscellaneous	0	407	0	(407)			0.0%	
1015	Inc Garth Park Cafe	0	0	18,608	18,608			0.0%	
	Garth Park :- Income	**0**	**407**	**21,308**	**20,901**			**1.9%**	**0**
4003	Temporary Staff	(1,548)	0	0	0		0	0.0%	
4011	Rates	0	3,789	3,850	61		61	98.4%	
4012	Water Charges	0	59	650	591		591	9.1%	
4013	Gas	0	48	500	452		452	9.6%	
4014	Electric	45	583	3,500	2,917		2,917	16.7%	
4036	Grounds & Buildings Mtce	78	871	5,100	4,229		4,229	17.1%	
4039	Waste Removal	640	1,994	7,000	5,006		5,006	28.5%	
4046	Horticultural Supplies	0	2,114	4,000	1,886		1,886	52.8%	
4050	Maintenance Bowls Club	0	(788)	500	1,288		1,288	(157.5%)	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4129	Garth Park Toilets	0	(2,500)	10,000	12,500		12,500	(25.0%)	
4130	Building Security	0	75	400	325		325	18.8%	
4177	Maintenance Bandstand & Well	0	24	1,000	976		976	2.4%	
	Garth Park :- Indirect Expenditure	**(785)**	**6,270**	**36,500**	**30,230**	**0**	**30,230**	**17.2%**	**0**
	Net Income over Expenditure	**785**	**(5,863)**	**(15,192)**	**(9,330)**				
402	Play Areas								
4123	Maintenance Play Areas	718	5,309	10,000	4,691		4,691	53.1%	
4180	ROSPA Inspections	0	0	4,000	4,000		4,000	0.0%	
	Play Areas :- Indirect Expenditure	**718**	**5,309**	**14,000**	**8,691**	**0**	**8,691**	**37.9%**	**0**
	Net Expenditure	**(718)**	**(5,309)**	**(14,000)**	**(8,691)**				
404	Allotments								
1011	Inc-Allotments	184	5,784	7,000	1,216			82.6%	
	Allotments :- Income	**184**	**5,784**	**7,000**	**1,216**			**82.6%**	**0**
4012	Water Charges	0	(16)	1,750	1,766		1,766	(0.9%)	
4054	Allotments Costs	0	425	500	75		75	85.1%	
4155	Rent	0	416	831	416		416	50.0%	
	Allotments :- Indirect Expenditure	**0**	**825**	**3,081**	**2,256**	**0**	**2,256**	**26.8%**	**0**
	Net Income over Expenditure	**184**	**4,959**	**3,919**	**(1,040)**				
501	Town Council Events								
1018	Inc-Carnival	0	0	3,000	3,000			0.0%	
1030	INC - EVENT 1	0	0	5,000	5,000			0.0%	
1032	Inc- EVENT 3	0	0	6,500	6,500			0.0%	
1035	Special Events	0	0	1,000	1,000			0.0%	
1045	Inc-Christmas Lights	0	0	4,000	4,000			0.0%	
1049	Inc-EVENT 2	0	0	6,000	6,000			0.0%	
	Town Council Events :- Income	**0**	**0**	**25,500**	**25,500**			**0.0%**	**0**
4071	EVENT 1	0	0	8,000	8,000		8,000	0.0%	
4088	EVENT 3	0	0	8,000	8,000		8,000	0.0%	
4092	Teddy Bears Picnic/Superheroes	643	866	4,000	3,134		3,134	21.7%	
4115	Special Events	0	95	5,000	4,905		4,905	1.9%	
4120	Carnival	0	0	9,500	9,500		9,500	0.0%	
4134	EVENT 2	0	0	6,000	6,000		6,000	0.0%	
4135	Food Festival	0	0	3,000	3,000		3,000	0.0%	
4157	Christmas Lights Switch On	0	0	9,500	9,500		9,500	0.0%	
	Town Council Events :- Indirect Expenditure	**643**	**961**	**53,000**	**52,039**	**0**	**52,039**	**1.8%**	**0**
	Net Income over Expenditure	**(643)**	**(961)**	**(27,500)**	**(26,539)**				

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Detailed Income & Expenditure by Budget Heading 31.08.2020

Month No: 5 **Cost Centre Report**

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
601	Cemetery								
1020	Inc-Cemetery	0	4,850	20,000	15,150			24.3%	
	Cemetery :- Income	**0**	**4,850**	**20,000**	**15,150**			**24.3%**	**0**
4011	Rates	0	1,132	1,000	(132)		(132)	113.2%	
4012	Water Charges	0	272	400	128		128	68.0%	
4014	Electric	13	100	250	150		150	40.1%	
4036	Grounds & Buildings Mtce	0	181	0	(181)		(181)	0.0%	
4039	Waste Removal	171	939	1,800	861		861	52.2%	
	Cemetery :- Indirect Expenditure	**185**	**2,624**	**3,450**	**826**	**0**	**826**	**76.1%**	**0**
	Net Income over Expenditure	**(185)**	**2,226**	**16,550**	**14,324**				
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	270	500	230		230	54.0%	
4151	Litter Bin Provosion	0	993	3,000	2,007		2,007	33.1%	
4200	Christmas Lights Maint/Storage	0	0	25,000	25,000		25,000	0.0%	
4216	Litter/Dog Bin Emptying	0	0	17,400	17,400		17,400	0.0%	
	Street Scene :- Indirect Expenditure	**0**	**1,263**	**60,900**	**59,637**	**0**	**59,637**	**2.1%**	**0**
	Net Expenditure	**0**	**(1,263)**	**(60,900)**	**(59,637)**				
901	Earmarked Reserves								
9007	Community and Elections	0	0	26,556	26,556		26,556	0.0%	
9011	Play Areas/Open Space Investme	0	0	233,902	233,902		233,902	0.0%	
9013	Equipment Replacement/Mtce	0	0	134,863	134,863		134,863	0.0%	
9014	Green Infrastructure	0	0	307,057	307,057		307,057	0.0%	
9016	Town Centre	0	0	21,000	21,000		21,000	0.0%	
9020	BTC Premises	0	0	1,140,764	1,140,764		1,140,764	0.0%	
9036	Shopmobilty	0	0	4,750	4,750		4,750	0.0%	
9039	Burial Ground Provision	0	0	544,096	544,096		544,096	0.0%	
9042	SW Sports Village Contribution	0	0	166,167	166,167		166,167	0.0%	
9043	Skate Park	0	0	6,750	6,750		6,750	0.0%	
9044	Partnership	0	0	24,100	24,100		24,100	0.0%	
9045	Pedestrianisation Scheme	0	0	28,000	28,000		28,000	0.0%	
9046	Sports Village Sinking Fund	0	0	20,000	20,000		20,000	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**0**	**0**	**2,658,005**	**2,658,005**	**0**	**2,658,005**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(2,658,005**	**(2,658,005**				

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Detailed Income & Expenditure by Budget Heading 31.08.2020

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**1,521**	**1,613,507**	**1,755,193**	**141,686**			**91.9%**	
Expenditure	**143,524**	**386,534**	**4,413,198**	**4,026,664**	**0**	**4,026,664**	**8.8%**	
Net Income over Expenditure	**(142,003)**	**1,226,972**	**(2,658,005)**	**(3,884,977)**				
Movement to/(from) Gen Reserve	**(142,003)**	**1,226,972**						

Bicester Town Council
Financial Statement at 31 August 2020

Cash and Bank Balances		
Current Bank Account	154,468	
Wages Account	37,228	
Carnival Account	167	
CCLA Public Sector Deposit	2,000,000	
Barclays Treasury Deposit	1,771,821	
Santander Deposit	240,489	
Lloyds Treasury Account	549,175	
Petty Cash	93	
Cash Floats	0	
		4,753,441
Monies Owed to Council		
Vat Refund Due	25,666	
Owed by Customers	3,916	
Prepayments and Other Debtors	4,798	34,380
		4,787,821
Less: Monies Owed by Council		
Owed to suppliers	150,861	
Paye Due/ Pension Due	5,234	
Retentions Due	9,523	
Accruals	8,170	
		173,788
Total Current Assets		4,614,033

Represented by		
General Reserve		
Current Year Surplus		1,226,973
Plus: Contribution from Earmarked		0
		1,226,973
Brought Forward at 1st April 2020		729,055
General Reserve Balance to date		1,956,028
Earmarked Reserves		
Balance at 1st April 2020	2,658,005	
Less: Used to Date	0	2,658,005
Total Reserves		4,614,033

Payments since Finance Committee 27 July 2020

AGENDA ITEM 7

BACS

Date	Pg ended	Amount	Officer	Councillor	Councillor
27/07/2020	285	£11,419.81	S.Shippen	*requires signature*	
17/08/2020	292	£16,378.61	S.Shippen	*requires signature*	
10/09/2020	302	£126,715.44	S.Shippen	*requires signature*	

Single Payments

Date	Payee	Amount	Officer	Officer	Cllr	Cllr
11/09/2020	BX20090981242032 Mayors Allowance	£1,750.00	S Shippen			

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor

Direct Debits

Date	Payee	Amount
14/08/2020	SSE Gas	£53.14

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 6th October 2020

Appointment of Internal Auditor

Chairman: Councillor Alex Thrupp
Telephone: 07854 652199 alex.thrupp@bicester.gov.uk

Contact Officers: Samantha Shippen – Chief Officer
Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

1.1 The current Internal Auditor, Mulberry and Co was appointed in 2017 for an initial three year term following a tendering process.

1.2 The tendering document included the provision to extend the contract for a further two years, subject to the Council's satisfaction with the service delivered. This would cover 2020/21 and 2021/22 financial years.

1.3 Given that the Council has reviewed the scope and satisfaction with Internal Audit services, it is recommended that the contract is extended for a further two years.

1.4 Mulberry & Co has confirmed they are able to commence the 2020/21 internal audit services with a visit on 3 November, subject to the Committee approval.

2. Recommendation

The Committee is recommended to **APPROVE** the extension of the Internal Audit contract with Mulberry & Co for the 2020/21 and 2021/22 financial years.

Agenda Item 9

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 6th October 2020

Rent Income

Chairman: Councillor Alex Thrupp
Telephone: 07854 652199 alex.thrupp@bicester.gov.uk

Contact Officers: Samantha Shippen – Chief Officer
Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: East Ward

1. Background

1.1 As the Committee is aware, the Council has lease agreements in place with Bicester Bowls Club, Bicester Green, Bicester Tennis Club, Citizens Advice, OCC Registrars and Savoir Fare.

1.2 As a direct result of COVID 19 during the current financial year, no rent invoices have been raised to date, which leaves the Council in an income shortfall.

1.3 The view of the Committee is sought regarding issuing invoices for the 20/21 financial year and any method of rental holiday which the Council may wish to apply.

2. Recommendation

The Committee is recommended to **REVIEW** the issuing of rent invoices for the 2020/21 financial year.

BICESTER TOWN COUNCIL
FINANCE COMMITTEE FORWARD PLAN

Tuesday 29th September 2020

Date/ Item/ Comment

1. 16/2/2021: Business Continuity Plan