

Bicester Town Council



Bicester Town Council Meeting

Ref: BTC06/2021

**Monday 18th January 2021 - 19:00hrs by Zoom
(please see Agenda for login details)**

Circulation: Town Mayor - Councillor Jason Slaymaker

Members:

Cllr Jason Slaymaker – **Chairman**, Cllr Nick Mawer– **Vice-Chairman**
Cllr Nick Cotter, Cllr Dan Hallett, Cllr Harry Knight, Cllr Zoe McLernon,
Cllr James Metcalf, Cllr Richard Mould, Cllr Robert Nixon, Cllr Lynn Pratt, Cllr Dan
Sames, Cllr Les Sibley, Cllr Alex Thrupp, Cllr Fraser Webster

Other Circulation:

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



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Bicester,
Oxon. OX2 6PS
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Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Monday 11th January 2021

Sir/ Madam

You are summoned to attend a meeting of the **Bicester Town Council Committee** will be held on **Monday 18th January 2021** 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/83081124708>

Meeting ID: 830 8112 4708

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. 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.

4. Minutes of the Town Council Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Town Council meeting:

BTC05/2021 – 23rd November 2020

5. Minutes of the Environment Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Environment Committee meeting:

ENV04/2021 – 30th November 2020

6. Minutes of the Finance Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Finance Committee meeting:

FIN04/2021 – 9th December 2020

7. Minutes of the Planning Committee Meetings

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Planning Committee meeting:

PL08/2021 – 15th December 2020

8. Minutes of the Policy Committee Meeting

To confirm the minutes and **RESOLUTIONS** contained in the minutes of the following Policy Committee meeting:

PL04/2021 – 21st December 2020

9. Questions on Working Parties and Other Groups

Members are asked to raise any questions they may have regarding the minutes of Working Parties and Other Groups contained in the Minute Book.

10. Report from Oxfordshire County/Cherwell District Councillor

A report may be delivered to Bicester Town Council from Oxfordshire County and Cherwell District Councillors.

11. Report of the Town Mayor

Council is requested to note the following matters from the Mayor:

- **18th December 2020 – Opening of the Christmas Tree Festival, St Edburghs Church**
- **18th December 2020 – Grand opening of KFC Weston-On-Green**

12. Wild Bicester

Presentation by Cherwell District Council on the Wild Bicester Project.

13. Date of Annual Town Meeting

Council is asked to consider the attached report.

14. 2021/2022 Budget and Precept

Council is asked to consider the attached report.

15. Standing Orders Review

Council is asked to consider the attached report.

16. Conclusion of Audit for the Year Ending 31st March 2020

Council is asked to consider the attached report.

17. Date of Next Meeting – Monday 8th March 2021 at 19:00hrs

Close of Meeting:

BICESTER TOWN COUNCIL

Monday 18th January 2021

Annual Town Meeting

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer

Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 As Members are aware, a vacancy for a councillor which would ordinarily have been filled at election in May 2020 remains due to the ongoing pandemic.
- 1.2 As a result, it is expected that notice of such election to take place on Thursday 6th May 2021 will be called on Monday 29th March 2021.
- 1.3 The Annual Town Meeting is on the calendar for Tuesday 30th March 2021 would then be in the period of heightened sensitivity prior to elections, during which we are required to conform with the Code of Recommended Practice on Local Authority Publicity.
- 1.4 Council is recommended to agree an alternative date for the Annual Town Meeting between 1st March and 1 June 2021.

2. Recommendation

The Council is recommended to receive a proposal to agree an alternative date for the Annual Town Meeting between 1 March and 1 June 2021.

BICESTER TOWN COUNCIL

Monday 18th January 2021

Budget and Precept 2021/22

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer

Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 The level of Band D equivalent during the current financial year (2020/21) is £129.35, with a tax base of 12,110.6. The tax base for 2021/22 has been advised by Cherwell District Council at a decrease of 116.6 to 11,994.0. This figure is unadjusted from that considered by the Policy Committee on 21 December 2020.
- 1.2 The budget attached indicates the actual figures for 2016/17, 2017/18, 2018/19 and 2019/20; the current year budget, 2020/21 actuals to 30/9/20 (6 months), expected outturn for 2020/21 and a draft budget figure for 2021/22. All budget lines have been reviewed with the historical data taken into account in addition to known additional requirements.
- 1.3 Initial drafts have been presented to the Policy, Environment and Finance Committees, following which the Chief Officer has made suggested adjustments.
- 1.4 The budget has been prepared on the base principle of a 2% increase in Band D. It is known that there will not be a government imposed cap for 2020/21, although advice from government is once again to keep increases to a minimum.

2. Attached Papers

- 2.1 The attached papers show the detailed budget for all cost centres (Appendix 1), a summary of net expenditure by budget heading and projected three year budget requirement (Appendix 2), a preliminary precept calculation (Appendix 3) and a summary of gross expenditure, income and net expenditure by cost centre (Appendix 4).
- 2.2 The overall budget requirement on this draft budget is £1,626,415.
- 2.3 With a decrease on a tax base to 11,994.0 the increase required to fund the required budget would be beyond the 2% expectation of Council. Therefore a contribution from 2020/21 in year expected underspend of £43,927 is required to balance the budget.
- 2.3 Band D raised by 2% to £131.94, an increase of £2.59 per year, which equates to slightly less than 5p per week.

3. Recommendation

The Council is **RECOMMENDED** to **APPROVE**:

- 1. The budget for 2021/22 with a gross expenditure of £1,811,350, income of £184,935 and a resulting net expenditure of £1,626,415;**
- 2. That £43,927 of underspend in 2020/21 be utilised to support the budget for 2021/22;**
- 3. The total precept for 2021/22 be set at £1,582,488;**
- 4. The Band D be increased by 2% to £131.94, an increase of £2.59 per year per Band D property.**

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

POLICY & FINANCE

102 Civic & Democratic

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4028 Meetings/Hospitality	68	137	78	53	200	70	100	200
4031 ModernGov	0	0	0	0	9,000	9,000	9,000	7,250
4150 Mayor's Expenses	1,500	1,500	1,750	1,750	1,750	1,750	1,750	1,750
4159 Election Expenses	5,918	3,876	2,638	0	3,000	0	3,000	3,000
4160 Civic Expenses	8,954	8,458	14,905	8,491	11,000	62	4,000	11,000
4209 Members Allowances	12,769	12,600	11,760	12,264	13,000	11,388	12,228	13,800
Civic & Democratic :- Expenditure	29,209	26,571	31,131	22,558	37,950	22,270	30,078	37,000
1010 Inc-Garth Rooms Lettings	60	0	0	0	0	0	0	0
Civic & Democratic :- Income	60	0	0	0	0	0	0	0
Net Expenditure over Income	29,149	26,571	31,131	22,558	37,950	22,270	30,078	37,000

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
105 Central Services								
4000 Salaries	110,732	123,010	130,778	112,400	158,775	64,336	138,654	152,808
4001 Er's NI	7,548	10,975	11,108	11,051	14,767	6,353	13,632	15,024
4002 Er's Pension	26,753	38,111	37,526	24,170	34,454	13,961	30,088	33,159
4003 Temporary Staff	0	0	0	16,283	0	0	0	0
4009 Staff Travel	307	520	24	466	1,000	1	200	1,000
4015 Health & Safety	392	81	1,607	595	2,000	106	2,000	2,000
4020 Mobile Phones	1,226	996	908	623	750	294	600	900
4021 Office Phones	2,348	2,554	2,581	2,738	2,600	940	2,500	2,700
4022 Post	2,556	2,588	2,202	2,619	2,600	764	2,000	1,600
4023 Stationery	882	935	1,193	1,460	1,500	534	1,500	1,550
4024 Subscriptions	3,950	4,607	4,061	4,357	4,750	4,424	4,750	5,000
4025 Insurance	16,952	17,415	18,562	19,241	20,000	17,714	17,714	18,250
4026 Printing	866	529	220	0	500	0	0	500
4027 Ref Books/Publications	195	0	109	60	100	0	130	200
4030 Advertising & Promotions	841	319	680	35	500	0	500	500
4032 Recruitment Advertising	4,470	0	565	0	1,000	62	150	300
4033 Office Expenses	1,150	876	1,124	1,042	1,300	109	700	1,300
4034 Computer Support	6,851	8,131	16,536	18,887	18,000	10,926	18,000	20,000
4035 Maintenance - Office Equipment	159	298	18	20	200	216	300	200
4040 Website	385	425	2,755	471	1,000	215	1000	1,500
4041 Lease of Photocopier	2,746	3,554	3,510	3,509	3,800	1,227	3,800	3,800
4055 Press & PR	0	0	1,800	2,025	2,750	1,313	2,750	2,750
4056 Legal & Professional Fees	950	3,569	7,489	10,511	10,000	625	5,000	10,000
4057 Audit Fees	4,070	2,901	3,460	2,613	4,000	150	3,000	4,000
4058 Accountancy	5,363	6,154	6,274	5,345	6,500	2,543	5,200	6,500

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4070 Training & Conferences	555	2,477	1,605	2,040	7,500	165	5,000	10,000
4097 HR	840	397	1,485	9,904	5,400	229	1,000	5,400
4169 Newsletter	14,000	14,000	14,000	14,666	14,500	2,500	15,000	15,000
Central Services :- Expenditure	217,087	245,422	272,180	267,131	320,246	129,707	275,169	315,941
1014 Inc-Miscellaneous	0	0	0	24154	0	0	0	0
Central Services :- Income	0	0	0	24154	0	0	0	0
Net Expenditure over Income	217,087	245,422	272,180	242,977	320,246	129,707	275,169	315,941

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106 Garth House

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4004 Cleaning Contract	3,448	3,437	3,525	3,539	3,600	1,781	3,600	3,600
4011 Rates	8,946	7,153	7,080	7,242	24,000	7,360	7,360	24,000
4012 Water Charges	0	0	96	302	500	12	500	500
4013 Gas	0	0	1,585	528	2,500	-100	1,000	2,500
4014 Electric *was utilities to 2017/18	6,377	3,117	1,486	2,171	2,500	575	1,500	2,500
4017 Cleaning Materials	105	21	12	88	100	17	100	200
4036 Grounds & Buildings Maintenance	2,120	2,235	2,532	6,792	3,000	160	3,000	3,000
4039 Waste Removal	0	0	0	0	0	994	994	1,000
4102 R&M Outreach Building	177	19		0	0	0	0	0
4103 Maintenance CAB Building	1,373	303	310	0	0	0	0	0
4130 Building Security	1,610	535	895	2,500	1,500	940	1,500	1,500
4203 Window Cleaning	498	664	498	332	600	0	600	1,500
Garth House :- Expenditure	24,654	17,484	18,019	23,494	38,300	11,739	20,154	40,300
1001 Inc-OCC Rent	10,000	5,000	0	0	0	0	0	0
1002 Inc-CAB Rent	4,250	4,250	4,250	4,250	4,250	0	4,250	4,250
1007 Inc-Registrars	2,500	16,817	4,185	2627	5500	0	5,500	1500
1010 Inc-Garth Rooms Lettings	7,825	6,765	6,069	3,307	4,000	0	0	3,000
1014 Inc-Miscellaneous	0	0	0	0	0	2,200	2,200	0
1019 Inc-Grants received	514	0	0	0	0	0	0	0
Garth House :- Income	25,089	32,832	14,504	10,184	13,750	2,200	11,950	8,750
Net Expenditure over Income	-435	-15,348	3,515	13,310	24,550	9,539	8,204	31,550

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Bicester Town Council
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107 Garth Lodge

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4011 Rates	0	0	1,485	0	0	573	244	0
4012 Water Charges	0	0	-5	0	0	0	0	0
4013 Gas	0	0	264	115	0	83	90	0
4014 Electricity	0	0	77	33	0	62	70	0
4052 Garth Lodge Costs	1,744	1,389	7,013	3,908	4,000	90	4,000	4,000
Garth Lodge :- Expenditure	1,744	1,389	8,834	4,056	4,000	808	4,404	4,000
1006 Inc-Garth Lodge	9,949	3,756	3,900	8,387	15,000	368	6,600	13,200
Garth Lodge :- Income	9,949	3,756	3,900	8,387	15,000	368	6,600	13,200
Net Expenditure over Income	-8,205	-2,367	4,934	-4,331	-11,000	440	-2,196	-9,200

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DRAFT Income & Expenditure by Budget Heading 2021/22

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
108 Corporate Finance								
4059 Bank Charges	2,086	2,063	2,107	2,076	2,400	892	2,400	2,400
4306 loan repayments	26,102	25,914	25,726	11,226	11,300	5,542	11,075	11,000
Corporate Finance :- Expenditure	28,188	27,977	27,833	13,302	13,700	6,434	13,475	13,400
1014 Inc-Miscellaneous	110	526	0	0	0	0	0	0
1019 Grants Received	0	0	0	0	0	0	0	0
1076 Inc-Precept	1,262,320	1,339,590	1,399,420	1,468,070	1,566,506	1,566,506	1,566,506	1,582,488
1077 Inc-Precept support Grant	61,716	61,716	61,716	61,716	15,429	30,858	30,858	0
1078 Maturity of 2 Year Investment	0	525,000	0	0	0	0	0	0
1096 Inc-Interest Received	14,341	8,272	16,271	15,896	8,000	2,580	4,000	4,000
1225 Inc - New Homes Bonus	0	0	4,003	0	0	0	0	0
Corporate Finance :- Income	1,338,487	1,935,104	1,481,410	1,545,682	1,589,935	1,599,944	1,601,364	1,586,488
Net Expenditure over Income	-47,979	-567,537	-54,157	-64,310	-9,729	-27,004	-21,383	0
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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
109 Community Support								
4060 CAB	8,250	8,250	8,250	8,250	8,250	0	8,250	8,250
4061 Grants To Voluntary Org.	16,339	16,209	18,273	18,069	22,000	0	22,000	22,000
4062 Shopmobility/Dial A Ride	0	0	0	0	4,750	0	4,750	4,750
4063 COVID 19 Grants	0	0	0	0	0	8140	20,000	0
4064 OYAP	0	0	3000	12000	12,000	-12000	12000	12,000
4065 TVP Crime Partnership	3,600	3,600	3,600	3,600	3,600	0	3,600	3,600
4066 SEE Bags	0	0	-218	0	0	0	0	0
4131 Bicester Vision Manager	5,000	5,000	5,004	5,000	5,000	5,000	5,000	5,000
4133 Partnerships	0	366	4,767	496	6,000	0	6000	6,000
4170 CCTV	5,150	5,150	5,150	5,150	5,150	-5,150	5,150	5,150
4171 In Bloom Support	0	0	0	0	0	0	0	0
4191 Community Woodland	0	0	0	0	5,000	0	5,000	5,000
4192 Youth Initiatives	0	0	0	0	10,000	0	10,000	10,000
Community Support :- Expenditure	38,339	38,575	47,826	52,565	81,750	-4,010	101,750	81,750
Net Expenditure over Income	38,339	38,575	47,826	52,565	81,750	-4,010	101,750	81,750

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110 Projects

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4100 Purchase New Machinery	0	0	3584	1,751	25,000	0	25,000	
4300 New Computer Equipment	0	0	0	5,904	7,000	0	7,000	
4301 Garth House Redevelopment	0	0	1250	5,000	40,000	2000	40,000	
4305 New cemetery	0	0	1725	400	61,968	0	61,968	
4312 Asset maintenance	0	0	0	0	60,000	0	60,000	
4313 Playarea/openspace investment	7,998	0	0	1,514	50,000	0	50,000	
4314 Town Centre				4,014	25,000	0	25,000	
Projects :- Expenditure	7,998	0	6,559	18,583	268,968	2,000	268,968	270,000
1019 Inc- Grants Received			64,150	30,000	0	0	0	0
Projects :- Income			64,150	30,000	0	0	0	0
Net Expenditure over Income	7,998	0	-57,591	-11,417	268,968	2,000	268,968	270,000

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
<u>TOTAL POLICY & FINANCE</u>								
EXPENDITURE	347,219	357,418	412,382	401,689	764,914	168,948	713,998	762,391
INCOME	111,265	632,102	164,544	150,337	52,179	36,006	53,408	25,950
NET EXPENDITURE POLICY & FINANCE	<u>235,954</u>	<u>-274,684</u>	<u>247,838</u>	<u>251,352</u>	<u>712,735</u>	<u>132,942</u>	<u>660,590</u>	<u>736,441</u>

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Bicester Town Council
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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
<u>ENVIRONMENT</u>								
<u>300 Environmental Services</u>								
4000 Salaries	174,396	177,807	214,228	177,735	184,924	73,191	166,200	208,976
4001 Ers National Insurance	13,633	14,360	15,970	14,348	15,994	6,040	14,000	17,924
4002 Ers Pension	23,224	35,183	38,895	32,652	40,129	15,692	36,000	45,348
4003 Temporary Staff	0	0	0	25,296	28,000	28,847	39,000	0
4016 Uniforms & PPE	535	905	582	578	1,400	608	1,400	1,400
4020 Mobile Phones	641	2,395	2,831	1,730	2,900	831	2,000	2,500
4042 Maintenance Machinery	5,339	2,189	5,153	6,102	7,000	693	7,000	7,000
4044 Petrol, Oil & Gas	4,521	4,718	5,365	5,260	6,000	1,419	5,000	6,000
4045 Tools	0	0	0	0	0	235	600	1,000
4068 Contract hire vehicle	5,381	4,948	5,090	2,730	0	0	0	0
4178 Vehicle maintenance	4,979	2,005	1,868	1,583	3,000	937	2,500	3,000
Environmental Services :- Expenditure	232,649	244,510	289,982	268,014	289,347	128,493	273,700	293,148
1014 Inc - Miscellaneous	0	0	105	0	0	0	0	0
1211 Inc - Sale of Assets	0	1,017	0	4,200	0	0	0	0
Environmental Services :- Income	0	1,017	105	4,200	0	0	0	0
Net Expenditure over Income	232,649	243,493	289,877	263,814	289,347	128,493	273,700	293,148

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Bicester Town Council
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301 Open Spaces

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4012 Water Charges	0	0	91	0	0	0	0	0
4013 Gas	0	0	52	0	0	0	0	0
4036 Grounds & Building Maintenance	0	0	76	0	0	0	0	0
4126 Lease of Open Spaces	0	10	0	20	21	10	21	21
4154 Tree Maintenance	46,082	0	8,692	45,246	40,000	11,288	40,000	40,000
4175 Maintenance of open Spaces	6,914	3,464	3,737	4,282	7,500	2,232	6,000	14,500
4190 Parks & Gardens Contract	292,314	297,159	260,239	327,837	325,000	80,385	325,000	328,250
4204 Pest Control Contract	0	130	0	0	500	58	200	250
Open Spaces :- Expenditure	345,310	300,763	272,887	377,385	373,021	93,973	371,221	383,021
1014 Inc-Miscellaneous			517	2,111	0	0	0	0
1028 Inc-Pavilions/pitches	0	0	365	0	0	0	0	0
1037 Inc-Keta Field Pitches	2,064	1,698	2,230	2,938	2,500	597	2,300	2,500
1038 Inc-Bure Park pitches	0	50	297	17	0	0	0	0
1040 Inc-Keble Road pitches	2,907	1,450	989	1,100	1,500	0	0	1,500
1041 Inc - Open Spaces		0	1,004	0	0	0	0	0
1046 Inc-Football Pitches Other	830	435	0	0	0	0	0	0
Open Spaces :- Income	5,801	3,633	5,402	6,166	4,000	597	2,300	4,000
Net Expenditure over Income	339,509	297,130	267,485	371,219	369,021	93,376	368,921	379,021

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Bicester Town Council**Item 14 Appendix 1****DRAFT Income & Expenditure by Budget Heading 2021/22**

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
305 Pingle Field								
4012 Water Charges	0	0	590	726	900	591	900	900
4014 Electric *was utilities to 2017/18	3,616	3,836	2,545	2,639	3,500	378	2,500	3,500
4017 Cleaning Materials	91	108	99	108	110	344	500	300
4036 Grounds & Buildings Maintenance	1,278	977	1,311	1,693	2,000	1063	2,000	4,700
4039 Waste Removal	0	0	0	0	0	223	223	230
4130 Building Security	397	323	250	2200	1000	480	1000	1500
Pingle Field :- Expenditure	5,382	5,244	4,795	7,366	7,510	3,079	7,123	11,130
1014 Inc- Misc	0	0	0	2	0	0	0	0
1028 Inc - Pavilion/Pitches	4,544	8,227	3,762	4,720	5,000	1,065	5,000	5,000
Pingle Field :- Income	4,544	8,227	3,762	4,722	5,000	1,065	5,000	5,000
Net Expenditure over Income	838	-2,983	1,033	2,644	2,510	2,014	2,123	6,130

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Bicester Town Council**Item 14 Appendix 1****DRAFT Income & Expenditure by Budget Heading 2021/22**

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
306 Sunderland Drive								
4012 Water charges	0	0	390	850	900	202	600	900
4013 Gas	0	0	693	574	800	300	800	800
4014 Electric *was utilities to 2017/18	3,027	3,219	389	621	2,200	251	900	1,000
4017 Cleaning Materials	0	17	5	96	70	293	320	200
4036 Grounds & Buildings Maintenance	879	742	1666	1911	3000	1919	3000	5000
4039 Waste Removal	0	0	0	0	0	223	230	250
4130 Building Security	234	919	278	1,900	1,000	640	1,000	1,500
Sunderland Drive :- Expenditure	4,140	4,897	3,421	5,952	7,970	3,828	6,850	9,650
1028 Inc-pavilion/pitches	4,160	1,793	4,286	2,068	2,000	127	1,000	2,000
Sunderland Drive :- Income	4,160	1,793	4,286	2,068	2,000	127	1,000	2,000
Net Expenditure over Income	-20	3,104	-865	3,884	5,970	3,701	5,850	7,650

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

307 Bicester Fields

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4012 Water charges	0	0	910	525	1000	230	800	850
4014 Electric *was utilities to 2017/18	4,621	478	3,605	2,045	2,100	593	2,100	2,100
4017 Cleaning Materials	0	0	0	0	0	293	320	200
4036 Grounds & Buildings Maintenance	857	453	1,085	1,640	1,500	1,790	2,300	1,500
4039 Waste Removal	0	0	0	0	0	224	230	250
4130 Building Security	150	209	194	1750	500	450	500	2,300
Bicester Fields :- Expenditure	5,628	1,140	5,794	5,960	5,100	3,580	6,250	7,200
1028 Inc-Bicester Fields pitches	2,187	2,491	1,657	825	1,700	191	1,400	1,700
Bicester Fields :- Income	2,187	2,491	1,657	825	1,700	191	1,400	1,700
Net Expenditure over Income	3,441	-1,351	4,137	5,135	3,400	3,389	4,850	5,500

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

308 Sports village

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4069 S W Sports Village operator conts	0	28833	52400	55,091	56,400	13886	55,800	56,550
4075 SW Sports Village Sinking fund	0	0	0	0	10,000	0	10,000	10,000
4190 Parks & Gardens Contract	0	0	0	0	70,000	0	0	70,000
Sports village :- Expenditure	0	28833	52400	55091	136400	13886	65,800	136,550
1201 Contribution from Commuted Sum	0	0	0	0	40,000	0	0	40,000
Contribution from earmarked Reserve	0	0	0	0	10,000	0	0	10,000
Sports village :- Income	0	0	0	0	50000	0	0	50000
Net Expenditure over Income	0	28833	52400	55091	86400	13886	65800	86550

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

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401 Garth Park

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4011 Rates	0	0	3648	3730	3850	-7134	3730	3850
4012 Water Charges	0	0	161	441	650	59	500	550
4013 Gas	0	0	34	466	500	48	350	500
4014 Electric *was utilities to 2017/18	5,966	6,750	1,871	3,545	3,500	583	3,000	3,500
4036 Grounds & Buildings Maintenance	3,173	2,244	5,118	7,331	5,100	1,036	5,100	8,000
4039 Waste Removal	9,555	5,170	6,296	4,803	7,000	2,282	7,000	6,000
4046 Horticultural Supplies	291	1,555	1,115	3,196	4,000	2114	4,000	4,000
4050 Maintenance Bowls Club	953	549	164	195	500	438	500	1,000
4128 Garth Park cafe	2,600	400	0	0	0	0	0	0
4129 Garth Park toilets	10,000	10,000	10,000	10,000	10,000	-2,500	5,000	10,000
4130 Building Security	0	72	0	1,450	400	75	750	1,160
4132 Maintenance Tennis Club	353	303	0	0	0	0	0	0
4176 Maintenance Skateboard Park	0	0	0	212	0	0	0	400
4177 Maintenance Bandstand and Well	0	4,242	60	0	1,000	24	100	0
Garth Park :- Expenditure	32,891	31,285	28,467	35,369	36,500	-2,975	30,030	38,960

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

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	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
1003 Inc-Garth Stables	5,900	5,900	5,967	6,300	0	0	3,150	6,300
1004 Inc-Garth Garage & Yard	4,709	0	0	12,960	0	0	2,160	4,320
1005 Inc-Garth Depot Upper Rooms	3,500	3,500	1,750	0	0	0	0	0
1008 Inc-Bowls Club	1,350	1,450	1,400	1,727	1,450	0	724	1,455
1009 Inc-Tennis Club	1,150	1,250	1,200	0	1,250	0	700	1,400
1014 Inc - Miscellaneous	0	0	3,127	857	0	407	407	0
1015 Inc-Garth Park cafe	10,855	18,609	21,711	18,609	18,608	0	9,304	21,135
1019 Inc-Grants received	30,000	11,381	0	0	0	0	0	0
1047 Inc-Skateboard park	580	0	0	0	0	0	0	0
Garth Park :- Income	58,044	42,090	35,155	40,453	21,308	407	16,445	34,610
Net Expenditure over Income	-25,153	-10,805	-6,688	-5,084	15,192	-3,382	13,585	4,350
<u>402 Play Areas</u>								
4123 Maintenance Play areas	5,076	504	3,355	1,183	10,000	6039	10,000	12,000
4180 ROSPA Inspection	3,488	3,488	4,265	3,520	4,000	0	4,224	4,300
4500 Grant Funded Expenditure	5,047	0	0	0	0	0	0	0
Play Areas :- Expenditure	13,611	3,992	7,620	4,703	14,000	6,039	14,224	16,300
1019 Inc-Grants received	12,000	8,479	0	0	0	0	0	0
Play Areas :- Income	12,000	8,479	0	0	0	0	0	0
Net Expenditure over Income	1,611	-4,487	7,620	4,703	14,000	6,039	14,224	16,300

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

404 Allotments

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4012 Water Charges	0	0	63	1796	1750	-16	500	500
4054 Allotments costs	279	327	115	149	500	425	250	500
4155 Rent Allotment Land	852	831	831	831	831	831	831	831
Allotments :- Expenditure	1,131	1,158	1,009	2,776	3,081	1,240	1,581	1,831
1011 Inc-Allotment Rents	2,481	4,845	6,695	8,875	7,000	5,971	6,200	7,000
1014 Inc-Misc	0	0	8	1	0	0	0	0
1044 Inc-Claypits allotments	2,186	2,365	0	0	0	0	0	0
Allotments :- Income	4,667	7,210	6,703	8,876	7,000	5,971	6,200	7,000
Net Expenditure over Income	-3,536	-6,052	-5,694	-6,100	-3,919	-4,731	-4,619	-5,169

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Bicester Town Council**Item 14 Appendix 1****DRAFT Income & Expenditure by Budget Heading 2021/22**

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
501 Town Council Events								
4000 Salaries	0	350	210	0	0	0	0	0
4022 Post	0	57	0	0	0	0	0	0
4030 Advertising/Promotion	1,416	607	0	0	0	0	0	0
4039 Rubbish Removal	156	0	0	0	0	0	0	0
4046 Horticultural Supplies	28	0	0	0	0	0	0	0
4051 Car Show	571	152	273	255	0	0	0	0
4071 EVENT 1	5,014	5,430	260	5,544	8,000	0	0	7,000
4088 EVENT 3	5,683	5,379	5,170	5,460	8,000	0	0	7,000
4092 Activity Day/Teddy Bears Picnic/Superheroes I	967	3534	5101	7,491	4,000	866	866	4,000
4093 Paypal Fees	0	153	113	0	0	0	0	0
4094 School Proms	6,450	0	0	0	0	0	0	0
4115 Special Events	4,659	3,691	3,474	0	5,000	95	95	2,000
4120 Carnival/Family Funday	8,355	5,475	9,822	9,571	9,500	0	0	9,500
4134 EVENT 2	0	4,546	4,292	0	6,000	0	0	0
4157 Christmas Lights switch on	2,332	4,159	10,351	12,277	9,500	0	0	9,500
4135 Food Festival	0	0	0	0	3,000	0	0	2,500
Christmas Lights Trail					0	0	750	32,000
Town Council Events :- Expenditure	35,631	33,533	39,066	40,598	53,000	961	1,711	73,500

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Bicester Town Council**Item 14 Appendix 1****DRAFT Income & Expenditure by Budget Heading 2021/22**

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
1018 Inc-Carnival/Family Funday	5,246	4,140	7,609	4,948	3,000	0	0	3,000
1030 Inc-EVENT 1	7,366	2,896	0	3,163	5,000	0	0	5,000
1031 Inc-School Proms	7,375	0	0	0	0	0	0	0
1032 Inc-EVENT 3	8,426	9,903	7,882	12,073	6,500	0	0	6,500
1034 Inc-Activity Day/Teddy Bear's	0	3,780	4,300	5,180	0	0	0	0
1035 Inc - Special Events	9,781	0	2,210	0	1,000	0	0	0
1045 Inc Christmas Lights	610	2,297	9,170	6,285	4,000	0	0	4,000
1048 Inc-Fees	0	162	10	0	0	0	0	0
1049 Inc - EVENT2	0	5,083	3,703	0	6,000	0	0	0
Inc - Christmas Lights Trail								15,000
Inc- Food Festival						0	0	1,175
Town Council Events :- Income	38,804	28,261	34,884	31,649	25,500	0	0	34,675
Net Expenditure over Income	-3,173	5,272	4,182	8,949	27,500	961	1,711 *	38,825

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

601 Cemetery

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4011 Rates	0	0	861	969	1000	1132	1132	1170
4012 Water Charges	0	0	360	304	400	272	400	400
4014 Electric *was utilities to 2017/18	1,083	1,520	246	333	250	100	250	250
4036 Grounds & Buildings Maintenance	0	83	63	32	0	181	181	500
4039 Waste Removal	1,458	1,835	1,982	2,026	1,800	939	1,950	2,000
Cemetery :- Expenditure	2,541	3,438	3,512	3,664	3,450	2,624	3,913	4,320
1020 Inc-Cemetery	21,723	27,720	25,883	19,374	20,000	8,448	20,000	20,000
Cemetery :- Income	21,723	27,720	25,883	19,374	20,000	8,448	20,000	20,000
Net Expenditure over Income	-19,182	-24,282	-22,371	-15,710	-16,550	-5,824	-16,087	-15,680

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

801 Street Scene

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
4029 Street Furniture	0	404	129	697	2000	0	1000	2000
4083 Pedestrianisation Scheme	13,000	0	13,000	0	13,000	0	13,000	13,000
4112 Repairs & Maint.-Clocks	790	450	425	300	500	270	500	500
4151 Litter Bins/Dog Bin Provision	2,992	1,393	1,832	623	3,000	993	3,000	14,000
4200 Christmas Lights maint/storage	11,483	12,439	13,673	12,755	25,000	0	26,007	26,000
4216 Litter/dog bin emptying	12,132	12,132	8,088	13,082	17,400	0	17,504	17,850
Highways Miscellaneous :- Expenditure	40,397	26,818	37,147	27,457	60,900	1,263	61,011	73,350
1014 Inc-Miscellaneous	0	0	0	1,027	0	0	0	0
Street Scene :- Income	0	0	0	1,027	0	0	0	0
Net Expenditure over Income	40,397	26,818	37,147	26,430	60,900	1,263	61,011	73,350

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Bicester Town Council
DRAFT Income & Expenditure by Budget Heading 2021/22

Item 14 Appendix 1

	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Budget 2020/21	Actual to 30/09/2020	Expected Outturn 20/21	Budget 2021/22
<u>TOTAL ENVIRONMENT</u>								
EXPENDITURE	719,311	685,611	746,100	834,335	990,279	255,991	843,414	1,048,960
INCOME	151,930	130,921	117,837	119,360	136,508	16,806	52,345	158,985
NET EXPENDITURE ENVIRONMENT	567,381	554,690	628,263	714,975	853,771	239,185	791,069	889,975
<u>TOTAL COUNCIL</u>								
EXPENDITURE	1,066,530	1,043,029	1,158,482	1,236,024	1,755,193	424,939	1,557,412	1,811,350
INCOME	263,195	763,023	282,381	269,697	188,687	52,812	105,753	184,935
NET EXPENDITURE COUNCIL	<u>803,335</u>	<u>280,006</u>	<u>876,101</u>	<u>966,327</u>	<u>1,566,506</u>	<u>372,127</u>	<u>1,451,659</u>	<u>1,626,415</u>
Inc-Precept	1,262,320	1,339,590	1,399,420	1,468,070	1,566,506	1,566,506	1,566,506	1,582,488
Contribution to/from reserves	458,985	1,059,584	523,319	501,743	0	1,194,379	114,847 *	-43,927

Summary Expenditure/Income/Net Expenditure**Item 14 Appendix 4**

	2020/21 Budget			2021/22 Budget			
	Gross Exp	Income	Net Ep	Gross Exp	Income	Net Ep	
<u>POLICY & FINANCE</u>							
102 Civic & Democratic	37,950	0	37,950	37,000	0	37,000	excl PRECEPT
105 Central Services to the Public	320,246	0	320,246	315,941	0	315,941	
106 Garth House	38,300	13,750	24,550	40,300	8,750	31,550	
107 Garth Lodge	4,000	15,000	-11,000	4,000	13,200	-9,200	
108 Corporate Finance	13,700	23,429	-9,729	13,400	4,000	9,400	
109 Community Support	81,750	0	81,750	81,750	0	81,750	
110 Projects	268,968	0	268,968	270,000	0	270,000	
TOTAL POLICY & FINANCE	764,914	52,179	712,735	762,391	25,950	736,441	
<u>ENVIRONMENT</u>							
300 Environmental Services	289,347	0	289,347	293,148	0	293,148	
301 Open Spaces	373,021	4,000	369,021	383,021	4,000	379,021	
305 Pingle Field	7,510	5,000	2,510	11,130	5,000	6,130	
306 Sunderland Drive	7,970	2,000	5,970	9,650	2,000	7,650	
307 Bicester Fields	5,100	1,700	3,400	7,200	1,700	5,500	
308 Sports village	136,400	50,000	86400	136,550	50000	86550	
401 Garth Park	36,500	21,308	15,192	38,960	34,610	4,350	
402 Play Areas	14,000	0	14,000	16,300	0	16,300	
404 Allotments	3,081	7,000	-3,919	1,831	7,000	-5,169	
501 Town Council Events	53,000	25,500	27,500	73,500	34,675	38,825	
601 Cemetery	3,450	20,000	-16,550	4,320	20,000	-15,680	
801 Street Scene	60,900	0	60,900	73,350	0	73,350	
TOTAL ENVIRONMENT	990,279	136,508	853,771	1,048,960	158,985	889,975	
TOTAL COUNCIL	1,755,193	188,687	1,566,506	1,811,350	184,935	1,626,415	
Precept			1,566,506			1,582,488	
Other	764,914	52,179	712,735	762,391	25,950	736,441	
Environmental	356,778	27,000	329,778	372,649	27,000	345,649	
Recreation & Tourism	633,501	109,508	523,993	676,311	131,985	544,326	

BICESTER TOWN COUNCIL

Monday 18th January 2021

Standing Orders Review

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer

Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 The Council's Standing Orders were last reviewed in 2017/18 with adoption by Council on 18 May 2018.
- 1.2 Shortly after adoption, NALC issued a new model document to take account of changes to data protection and improved advice around both public recording and code of conduct changes.
- 1.3 The Chief Officer has undertaken a review of existing Standing Orders against the NALC model and produced a Draft Standing Orders version 20 for consideration (Appendix 1). The review has been to Policy Committee on 21 December 2020 as required under Standing Order 28b and is now recommended by the Policy Committee to Council for adoption.
- 1.4 Council is recommended to permanently revoke Standing Orders version 19 and add version 20.
- 1.5 As this is a special motion, it is required to be moved and seconded and will then lay on the table for consideration at the next meeting of Council on 8th March 2021.

2. Recommendation

The Council is recommended to receive a proposal to permanently revoke Standing Orders version 19 and add Standing Orders version 20 to be seconded and lay on the table until the meeting on 8th March 2021.



BICESTER TOWN COUNCIL

STANDING ORDERS

These Standing Orders were approved by a Meeting of the Council held on **DATE**

Some of the standing orders are compulsory as they are laid down in Acts of Parliament. These are printed in ***CAPITAL, BOLD, ITALICS*** type. These standing orders cannot be altered.

Signed

A handwritten signature in black ink, appearing to read 'S. Shippen'.

**Mrs S Shippen
Chief Officer**

Date ... **DATE**

Version No 20

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1 Meetings

Mandatory for full Council meetings	*
Mandatory for committee meetings	**
Mandatory for sub-committee meetings	***

- a Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**
- b When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.**
- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Subject to standing order 1(d) above, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda.**
- f The period of time which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 10 minutes unless directed by the chairman of the meeting.**
- g Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 2 minutes unless directed by the chairman of the meeting.**
- h In accordance with standing order 1(e) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.**
- i In accordance with standing order 1(e) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an officer for a written or oral response.**
- j A record of a public participation session at a meeting shall be included in the minutes of that meeting.**
- k A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairman may at any time permit an individual to be seated when speaking.**
- l Any person speaking at a meeting shall address his comments to the Chairman.**

- m Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
- n **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**
- * ** p In accordance with standing order 1(d) above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman (Town Mayor) may in his absence be done by, to or before the Vice-Chairman (Deputy Mayor).**
- * r **The Town Mayor if present, shall preside at a meeting. If the Town Mayor is absent from a meeting, the Deputy Town Mayor, if present, shall preside. If both the Town Mayor and the Deputy Town Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**
- * ** *** s **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- * ** *** t **The Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. (See also standing orders 2 (h) and (i) below.)**
- * ** *** u **Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.**
- * ** *** v **The minutes of a meeting shall include an accurate record of the following:**
 - i. the time and place of the meeting;
 - ii. **the names of councillors who are present** and the names of councillors who are absent, reporting those who have conveyed apologies;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and the resolutions made.
- * ** *** w **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

- *
**
*** X **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- *
** y **No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**
- *** z Sub-committees shall have a quorum of 3.
- *
**
*** aa **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- bb Meetings shall not exceed a period of 2 hours unless specifically agreed otherwise.
- *
**
*** cc The Chief Officer may change the date of a meeting in consultation with the Chairman of the meeting concerned.

2 Rules of debate

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been proposed and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;

- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

3 Ordinary Council meetings

See also standing order 1 above

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.
- e The election of the Town Mayor and Deputy Town Mayor of the Council shall be the first business completed at the annual meeting of the Council.
- f The Chairman of the Council, (Town Mayor) unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, (Deputy Town Mayor) unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council (Town Mayor) has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council (Town Mayor) has been elected. The current Chairman of the Council (Town Mayor) shall not have an original vote in respect of the election of the new Chairman of the Council (Town Mayor) but must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must

give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council (Town Mayor) and Vice-Chairman (Deputy Town Mayor) of the Council at the annual meeting of the Council, the order of business can be as follows.
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Appointment of standing committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them, including the appointment of Chairman to each.
 - iv. Review of representation on or work with external bodies and arrangements for reporting back.
 - v. In a year of elections, if a Council's period of eligibility to exercise the power of competence being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - vi. Setting the dates, times and place of ordinary meetings of the Council and committees for the year ahead.

4 Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the

terms of office of members of such a committee;

- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ~~(—) days before the meeting~~ that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall determine if the public may participate at a meeting of a committee;
- viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- x. may dissolve a committee or a sub-committee.

5 Extraordinary Meetings of The Council, Committees and Sub-Committees

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee (or a sub-committee).

6 Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents

- b In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 5 clear working days before the next meeting.
- c The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least 5 clear working days before the meeting.
- e If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- f Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- g Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and appropriate records kept which shall be open to inspection by all councillors.
- h Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection. Appropriate records shall be kept and shall be open to inspection by all councillors.
- i Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

7 Motions at a meeting that do not require written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. to move to a vote.
 - iii. To correct an inaccuracy in the minutes of the previous meeting.
 - iv. To alter the order of business on the agenda for reasons of urgency or expedience.
 - v. To proceed to the next business on the agenda.
 - vi. To close or adjourn debate.
 - vii. To refer by formal delegation a matter to a committee or to a sub-

committee or an employee.

- viii. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
- ix. To receive nominations to a committee or sub-committee.
- x. To require a report and/or recommendations be made by a committee or a sub- committee or an employee.
- xi. To require a report and/or recommendations made by a professional advisor, expert or consultant.
- xii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xiii. To extend the time limit for speeches.
- xiv. To exclude the press and public for all or part of a meeting.
- xv. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xvi. To give the consent of the Council if such consent is required by standing orders.
- xvii. To suspend any standing order except those which are mandatory by law.**
- xviii. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xix. To answer questions from councillors.
- xx. to temporarily suspend the meeting.
- xxi. To adjourn the meeting.
- xxii. to close the meeting.

- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

8 Code of conduct and dispensations

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He

may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 8(d) and (f) above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 8(e) above if having regard to all relevant circumstances the following applies:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. **granting the dispensation is in the interests of persons living in the council's area or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

9 Code of Conduct Complaints

- a Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to

- investigate the complaint or is a legal requirement;
- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

10 Draft Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 7(a)(iii) above.
- c Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

11 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion. .
- c If a resolution made in accordance with standing order 11(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

12 Previous resolutions

- a A resolution (whether affirmative or negative) shall not be reversed within 6 months except either by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 12(a) above has been disposed of, no similar motion may be moved within a further 6 months.

13 Voting on appointments

Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

14 Management of Information

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

15 Execution and sealing of legal deeds

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **In accordance with a resolution made under standing order 15(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.**

16 Proper Officer

- a The Council's Proper Officer shall be either (i) the Chief Officer or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.

- i. **At least three clear days before a meeting of the council, a committee or a sub-committee, serve on the councillors, by email delivery or post at their residences, a signed summons confirming the time, place and the agenda, (provided the councillor has consented to service by email);**
- ii. **Provide, in a conspicuous place, public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**
- iii. Subject to standing orders 6(a)–(e) above , include in the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it.
- iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.**
- v. **facilitate inspection of the minute book by local government electors;**
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. Receive and retain declarations of acceptance of office from councillors.
- viii. Hold a copy of every councillor's register of interests.
- ix. Keep proper records required before and after meetings;
- x. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- xi. liaise, as appropriate, with the Council's Data Protection Officer;
- xii. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xiii. Assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xiv. Arrange for legal deeds to be executed;
- xv. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;
- xvi. Record every planning application notified to the Council and the Council's response to the local planning authority in the electronic system for such purpose;
- xvii. Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;

- xviii. manage access to information about the Council via the publication scheme;
- xix. Retain custody of the seal of the Council which shall not be used without a resolution to that effect;
- xx. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

17 Responsible Financial Officer

The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 Accounts and Accounting Statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide (England).
- b All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed regularly and at least bi-annually by the Finance Committee.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable a statement to summarise in reports to the Finance Committee:
 - i. the Council's receipts and payments (or income and expenditure) for each period;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the period being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last period and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19 Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, following review by the Finance Committee, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly for fitness of purpose.
- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised via the Public Procurement website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

20 Handling Staff Matters

- a A matter personal to a member of staff that is being considered by a meeting of Council or a committee or a sub-committee is subject to standing order 14.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Policy Committee or, if he is not available, the vice-chairman of the Policy Committee of absence occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee at its next meeting.
- c Councillors appointed by the Personnel Sub-Committee shall conduct a review of the performance and annual appraisal of the work of the Chief Officer. The reviews and appraisal shall be reported in Personnel Sub-Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Policy Committee or in his absence, the vice-chairman of the Policy Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Sub-Committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Chief Officer relates to the chairman or vice-chairman of the Policy Committee, this shall be communicated to another member of the Personnel Sub-Committee], which shall be reported back and progressed by resolution of the Personnel Sub-Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 14(a), persons with line management responsibilities shall have access to staff records referred to in standing order

20(f).

21 Responsibilities to provide information

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

22 Responsibilities under data protection legislation

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.

23 Relations with the press/media

All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.

24 Restrictions on councillor activities

Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

25 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion to the Council on the recommendation of the Policy Committee.

26 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.

DRAFT

BICESTER TOWN COUNCIL

Monday 18th January 2021

Conclusion of Audit for the Year Ended 31st March 2020

Chairman: Councillor Jason Slaymaker

Telephone: 07512 902386 jason.slaymaker@bicester.gov.uk

Contact Officer: Samantha Shippen – Chief Officer

Telephone: 01869 252915 samantha.shippen@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 The Council has received both the concluded audit for 2019/20 which is attached at Appendix 1.
- 1.2 The conclusion of audit for 2019/20 was received without any queries and has no comments for action. The Chief Officer has posted the required public notice.
- 1.3 The Council is required by law to approve the conclusion of audit. The usual practice in this Council is following review by the Finance Committee which was undertaken on 9th December 2020.
- 1.4 Council is recommended to note the conclusion of audit.

2. Recommendation

The Council is recommended to note the conclusion of audit for the year ended 31st March 2020.

Section 3 - External Auditor Report and Certificate 2019/20

In respect of

Bicester Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK and Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

~~(Except for the matter reported below)~~ on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(*delete as appropriate)

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

(continue on a separate sheet if required)

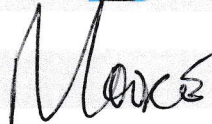
3 External auditor certificate 2019/20

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

~~*We do not certify completion because:~~

External Auditor Name

External Auditor Signature

 **MOORE**


Date

20/11/2020

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)