Bicester Town Council

BICESTER
TOWN COUNCIL

Finance Committee Meeting

Ref: FIN05/2021

Tuesday 16th February 2020 at 19:00hrs by Zoom (please see Agenda for login details)

Circulation:

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

Other Circulation:

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

FIN05/2021

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Bicester,
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www.bicester.gov.uk

Tuesday 9th February 2021

Sir/ Madam

A meeting of the **Finance Committee** will be held on **Tuesday 16th February 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/83663241636

Meeting ID: 836 6324 1636
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: **FIN04/2021 – Wednesday 9th December 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. Review investment with CCLA fund manager
The Committee is asked to consider the presentation from the CCLA Fund Manager.

6. Finance Report
Committee is asked to review the attached Income, Expenditure and Variances Report to **Month 9.**

7. Bank Balances
Committee is asked to note the attached report detailing bank balances at end of December 2021 and nominate a Councillor to sign the bank reconciliation.

8. Payments
Committee is asked to approve the payment schedules since the Council Meeting on 9 December 2020.

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

10. Date of Next Meeting
Monday 29th March 2021 at 19:00hrs.

Minutes of the Bicester Town Council Finance Committee Meeting

A meeting of the **Bicester Town Council Finance Committee** was held on Wednesday 9th December 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 Frazer Webster

In Attendance:
Samantha Shippen – Chief Officer
Callum McMahon – Administration Officer

1. 230/2021 Apologies for Absence
RESOLVED that apologies be received from Cllr Zoe McLernon. Apologies were also recorded for Oxfordshire County Councillor Lawrie Stratford.

2. 231/2021 Declarations of Interest
RESOLVED that no declarations of interest were received.

3. 232/2021 Minutes of Finance Committee
RESOLVED to confirm the minutes of the Finance Committee meeting **FIN03/2021** held on **Tuesday 6th October 2020 to be signed at a later date.**

4. 233/2021 Public Session
No members of the pubic were present.

5. 234/2021 Finance Report
RESOLVED that Committee **APPROVED** the Income, Expenditure and Variances Report to **Month 7.**

6. 235/2021 Bank Balances
RESOLVED that Committee **APPROVED** the bank balances and nominated Cllr Richard Mould to sign the bank reconciliation.

7. 236/2021 Payments
RESOLVED that the Committee **APPROVED** the payment schedules since the Finance Committee on **6th October 2020.**

8. 237/2021 Aged Debts/Bad Debts
RESOLVED that Committee **NOTED** the report.

9. 238/2021 Audit

RESOLVED that the Committee

1. **NOTED** the receipt of the External Audit;
2. **AGREED** an action plan in response to matters raised by the Internal Auditor:
   2.1 **Standing Orders Review** – this is due to return to the Policy Committee on 21 December 2020.
   2.2 **3-Year Forecast** – considered later in this meeting.
   2.3 **Reserves** – some will be allocated for spend subject to proposals in this meeting.
   2.4 **Investments** – already reviewed, to be reviewed further at next meeting.

10. 239/2021 Draft Budget 2021/22 & Projects Allocation

RESOLVED that the Committee

1. **APPROVED** the 2021/22 Draft Budget, subject to any required additional review to be undertaken by Policy Committee following receipt of the tax base information;
2. **RESOLVED** that the allocation of project budgets for 2021/22 be undertaken at a later date;
3. **AGREED** that fees and charges be held for 2021/22;
4. **APPROVED** the three year forecast budget;
5. **APPROVED** the capital and project funding requested by the Environment Committee as detailed in the report;

Item	**Cost £**	**From**	**Current Balance £**	**Resulting balance £**
Play areas	191,000 +	Play EMR	233,902	42,902 -
Bins	42,640	Green EMR	307,057	264,417
Defibrillators	3,398	Equip EMR	134,863	131,465
Doors	3,401.71	Projects Asset	60,000	56,598.29
Pathways	55,500	Projects 21/22	270,000	214,500
Van	25,000	Equip EMR	131,465	106,465
Wood chipper	11,000	Equip EMR	106,465	95,465

11. 240/2021 Forward Plan

RESOLVED to **ADD** Review investment with CCLA Fund Manager 16th February 2021.

12. 241/2021 Date of Next Meeting: 16th February 2021 – 7pm

Close of Meeting: 19:39hrs

BICESTER TOWN COUNCIL
FINANCE COMMITTEE

Tuesday 16th February 2021

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 December 2020 - Month 9. For those accounts on a straight line we should be at 75%.

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	Complete for year	£1,612 underspend expected for year, with £840 to be moved to 2021/22
4024/105 Subscriptions	1	4,424/4,750	Most subscriptions paid	
4025/105 Insurance	1	17,714/20,000	Complete for year other than in year adjustments	3 year deal entered which reduced premium expected

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	595/0	Council tax, gas & electric costs due to empty property	**Some adjustments to be made in respect of management fees**
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	
4065/109 TVP Crime Partnership	3	3,600/3,600	Complete for year	
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	**Will be earmarked**
4003/300 Temporary staff	4	38,943/28,000	Additional costs for park stewarding over summer	**Unbudgeted expenditure to be met from underspend in salaries**
4011/401 Rates	6	-7,183/3,850	Refund for prior years, awaiting review by VOA	
4050/401 Maintenance Bowls Club	6	-532/500	Payment against 2019/20 expenditure	
501 Town Council Events	6	1,636/53,000	Only 2 Events run as virtual	

3. Income

Account	Page	£Receipt/ £Budget	Explanation	Comments
1010/106 Inc – Garth Room lettings	2	0/4,000	Closed due to COVID	
1014/106 Miscellaneous	2	2,220/0	Insurance reclaim for water ingress in 2019	
1006/107 Inc- Garth Lodge	2	2,068/15,000	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	

Account	Page	£Receipt/ £Budget	Explanation	Comments
1077/108 Precept Support Grant	2	30,858/15,429	Double amount received as expected	Surplus to offset reduction expected in 2021/22
301 Inc Open Spaces	4	1,187/4,000	Income expected below budget as no funfair/circus due to COVID 19 restrictions	
1028/306 Inc Sund Drive	5	398/2,000	Less football use due to COVID	
401 Inc Garth Park	6	407/21,308	Rents not raised for 20/21	
1011/404 Allotments	6	6,252/7,000	Some rents collected in March 2020	
501 inc Town Council Events	6	0/25,500	No events held	

4. Recommendation

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

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

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	1,750	1,750	0		0	100.0%	
4159	Elections	0	0	3,000	3,000		3,000	0.0%	
4160	Civic Expenses	0	414	11,000	10,586		10,586	3.8%	
4209	Member's Allowances	0	11,388	13,000	1,612		1,612	87.6%	
	Civic and Democratic :- Indirect Expenditure	**0**	**22,622**	**37,950**	**15,328**	**0**	**15,328**	**59.6%**	**0**
	Net Expenditure	**0**	**(22,622)**	**(37,950)**	**(15,328)**				
105	Central Services								
1014	Inc-Miscellaneous	0	254	0	(254)			0.0%	
	Central Services :- Income	**0**	**254**	**0**	**(254)**				**0**
4000	Salaries	12,386	101,495	158,775	57,280		57,280	63.9%	
4001	Ers National Insurance	1,204	9,966	14,767	4,801		4,801	67.5%	
4002	Ers Pension	2,688	22,024	34,454	12,430		12,430	63.9%	
4009	Staff Travel	0	1	1,000	999		999	0.1%	
4015	Health and Safety	0	124	2,000	1,876		1,876	6.2%	
4020	Mobile Phones	60	477	750	273		273	63.5%	
4021	Office Phones	0	1,390	2,600	1,210		1,210	53.4%	
4022	Post	0	773	2,600	1,827		1,827	29.7%	
4023	Stationery	33	603	1,500	897		897	40.2%	
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	0	294	1,000	706		706	29.4%	
4033	Office Expenses	0	217	1,300	1,083		1,083	16.7%	
4034	Computer Support	1,049	13,646	18,000	4,354		4,354	75.8%	
4035	Maintenance-Office Equipment	0	216	200	(16)		(16)	108.1%	
4040	Website	25	430	1,000	570		570	43.0%	
4041	Photocopier	26	1,791	3,800	2,009		2,009	47.1%	
4055	Press & PR	225	1,763	2,750	988		988	64.1%	
4056	Legal and Professional Fees	0	625	10,000	9,375		9,375	6.3%	
4057	Audit Fees	0	2,457	4,000	1,543		1,543	61.4%	
4058	Accountancy	365	3,271	6,500	3,229		3,229	50.3%	
4070	Training & Conferences	800	1,015	7,500	6,485		6,485	13.5%	
4097	HR	0	229	5,400	5,171		5,171	4.2%	

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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
4169	Newsletter	0	2,500	14,500	12,000		12,000	17.2%	
	Central Services :- Indirect Expenditure	**18,862**	**187,443**	**320,246**	**132,803**	**0**	**132,803**	**58.5%**	**0**
	Net Income over Expenditure	**(18,862)**	**(187,189)**	**(320,246)**	**(133,057)**				
106	Garth House								
1002	Inc-CAB Rent	4,250	4,250	4,250	0			100.0%	
1007	Inc-Registrars	0	4,553	5,500	947			82.8%	
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	**4,250**	**11,023**	**13,750**	**2,727**			**80.2%**	**0**
4004	Cleaning Contract	293	2,389	3,600	1,211		1,211	66.4%	
4011	Rates	0	7,360	24,000	16,640		16,640	30.7%	
4012	Water Charges	0	19	500	481		481	3.7%	
4013	Gas	0	(55)	2,500	2,555		2,555	(2.2%)	
4014	Electric	24	886	2,500	1,614		1,614	35.5%	
4017	Cleaning Materials	8	24	100	76		76	24.4%	
4036	Grounds & Buildings Mtce	0	802	3,000	2,198		2,198	26.7%	
4039	Waste Removal	0	994	0	(994)		(994)	0.0%	
4130	Building Security	0	1,035	1,500	465		465	69.0%	
4203	Window Cleaning	0	0	600	600		600	0.0%	
	Garth House :- Indirect Expenditure	**325**	**13,455**	**38,300**	**24,845**	**0**	**24,845**	**35.1%**	**0**
	Net Income over Expenditure	**3,925**	**(2,432)**	**(24,550)**	**(22,118)**				
107	Garth Lodge								
1006	Inc-Garth Lodge	2,068	3,404	15,000	11,596			22.7%	
	Garth Lodge :- Income	**2,068**	**3,404**	**15,000**	**11,596**			**22.7%**	**0**
4011	Rates	0	244	0	(244)		(244)	0.0%	
4013	Gas	0	93	0	(93)		(93)	0.0%	
4014	Electric	0	69	0	(69)		(69)	0.0%	
4052	Garth Lodge Costs	87	189	4,000	3,811		3,811	4.7%	
	Garth Lodge :- Indirect Expenditure	**87**	**595**	**4,000**	**3,405**	**0**	**3,405**	**14.9%**	**0**
	Net Income over Expenditure	**1,981**	**2,809**	**11,000**	**8,191**				
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	177	3,266	8,000	4,735			40.8%	
	Corporate Finance :- Income	**177**	**1,600,629**	**1,589,935**	**(10,694)**			**100.7%**	**0**

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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
4059	Bank Charges	145	1,298	2,400	1,102		1,102	54.1%	
4306	Loan Repayments	5,495	11,038	11,300	262		262	97.7%	
	Corporate Finance :- Indirect Expenditure	**5,640**	**12,336**	**13,700**	**1,364**	**0**	**1,364**	**90.0%**	**0**
	Net Income over Expenditure	**(5,463)**	**1,588,293**	**1,576,235**	**(12,058)**				
109	Community Support								
4060	CAB	0	8,250	8,250	0		0	100.0%	
4061	Grants to Voluntary Org.	0	9,350	22,000	12,650		12,650	42.5%	
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	3,600	3,600	0		0	100.0%	
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**	**17,190**	**81,750**	**64,560**	**0**	**64,560**	**21.0%**	**0**
	Net Expenditure	**0**	**(17,190)**	**(81,750)**	**(64,560)**				
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	0	4,000	40,000	36,000		36,000	10.0%	
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	**0**	**4,000**	**268,968**	**264,968**	**0**	**264,968**	**1.5%**	**0**
	Net Expenditure	**0**	**(4,000)**	**(268,968)**	**(264,968)**				
300	Environmental Services								
1014	Inc-Miscellaneous	72	72	0	(72)			0.0%	
	Environmental Services :- Income	**72**	**72**	**0**	**(72)**				**0**
4000	Salaries	16,701	115,867	184,924	69,057		69,057	62.7%	
4001	Ers National Insurance	1,396	9,524	15,994	6,470		6,470	59.5%	
4002	Ers Pension	3,624	24,953	40,129	15,176		15,176	62.2%	

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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
4003	Temporary Staff	275	38,943	28,000	(10,943)		(10,943)	139.1%	
4016	Uniform & PPE	0	623	1,400	777		777	44.5%	
4020	Mobile Phones	125	1,210	2,900	1,690		1,690	41.7%	
4042	Maintenance Machinery	0	1,223	7,000	5,777		5,777	17.5%	
4044	Petrol,Oil & Gas	294	2,564	6,000	3,436		3,436	42.7%	
4045	Tools	0	387	0	(387)		(387)	0.0%	
4178	Vehicle Maintenance	0	1,243	3,000	1,757		1,757	41.4%	
	Environmental Services :- Indirect Expenditure	**22,415**	**196,537**	**289,347**	**92,810**	**0**	**92,810**	**67.9%**	**0**
	Net Income over Expenditure	**(22,343)**	**(196,465)**	**(289,347)**	**(92,882)**				
301	Open Spaces								
1014	Inc-Miscellaneous	0	64	0	(64)			0.0%	
1037	Inc-Keta Field Pitches	182	1,187	2,500	1,313			47.5%	
1040	Inc-Keble Rd Pitches	0	0	1,500	1,500			0.0%	
	Open Spaces :- Income	**182**	**1,251**	**4,000**	**2,749**			**31.3%**	**0**
4126	Lease of Open Spaces	0	10	21	11		11	47.6%	
4154	Tree Maintenance	0	18,230	40,000	21,770		21,770	45.6%	
4175	Maintenance of Open Spaces	0	2,508	7,500	4,992		4,992	33.4%	
4190	Parks and Garden Contract	0	160,386	325,000	164,614		164,614	49.3%	
4204	Pest Control	0	58	500	442		442	11.6%	
	Open Spaces :- Indirect Expenditure	**0**	**181,193**	**373,021**	**191,828**	**0**	**191,828**	**48.6%**	**0**
	Net Income over Expenditure	**182**	**(179,942)**	**(369,021)**	**(189,079)**				
305	Pingle Field								
1028	Inc-Pavilions/Piitches	300	3,432	5,000	1,568			68.6%	
	Pingle Field :- Income	**300**	**3,432**	**5,000**	**1,568**			**68.6%**	**0**
4012	Water Charges	0	1,040	900	(140)		(140)	115.5%	
4014	Electric	0	574	3,500	2,926		2,926	16.4%	
4017	Cleaning Materials	0	394	110	(284)		(284)	358.3%	
4036	Grounds & Buildings Mtce	729	1,889	2,000	111		111	94.4%	
4039	Waste Removal	0	223	0	(223)		(223)	0.0%	
4130	Building Security	0	480	1,000	520		520	48.0%	
	Pingle Field :- Indirect Expenditure	**729**	**4,600**	**7,510**	**2,910**	**0**	**2,910**	**61.3%**	**0**
	Net Income over Expenditure	**(429)**	**(1,168)**	**(2,510)**	**(1,342)**				

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9 **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
306	Sunderland Drive								
1028	Inc-Pavilions/Piitches	52	398	2,000	1,602			19.9%	
	Sunderland Drive :- Income	**52**	**398**	**2,000**	**1,602**			**19.9%**	**0**
4012	Water Charges	0	284	900	616		616	31.5%	
4013	Gas	68	517	800	283		283	64.6%	
4014	Electric	0	278	2,200	1,922		1,922	12.6%	
4017	Cleaning Materials	0	343	70	(273)		(273)	489.7%	
4036	Grounds & Buildings Mtce	0	2,006	3,000	994		994	66.9%	
4039	Waste Removal	0	223	0	(223)		(223)	0.0%	
4130	Building Security	0	640	1,000	360		360	64.0%	
	Sunderland Drive :- Indirect Expenditure	**68**	**4,290**	**7,970**	**3,680**	**0**	**3,680**	**53.8%**	**0**
	Net Income over Expenditure	**(16)**	**(3,893)**	**(5,970)**	**(2,077)**				
307	Bicester Field								
1028	Inc-Pavilions/Piitches	101	743	1,700	957			43.7%	
	Bicester Field :- Income	**101**	**743**	**1,700**	**957**			**43.7%**	**0**
4012	Water Charges	0	389	1,000	611		611	38.9%	
4014	Electric	0	722	2,100	1,378		1,378	34.4%	
4017	Cleaning Materials	0	343	0	(343)		(343)	0.0%	
4036	Grounds & Buildings Mtce	0	1,876	1,500	(376)		(376)	125.1%	
4039	Waste Removal	0	224	0	(224)		(224)	0.0%	
4130	Building Security	0	450	500	50		50	90.0%	
	Bicester Field :- Indirect Expenditure	**0**	**4,003**	**5,100**	**1,097**	**0**	**1,097**	**78.5%**	**0**
	Net Income over Expenditure	**101**	**(3,260)**	**(3,400)**	**(140)**				
308	Whitelands Sports Village								
1201	Contribution 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	32,426	56,400	23,974		23,974	57.5%	
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**	**32,426**	**136,400**	**103,974**	**0**	**103,974**	**23.8%**	**0**
	Net Income over Expenditure	**0**	**(32,426)**	**(86,400)**	**(53,974)**				

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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
401	Garth Park								
1003	Inc-Garth Stables	5,310	5,310	0	(5,310)			0.0%	
1008	Inc-Bowls Club	724	724	1,450	727			49.9%	
1009	Inc-Tennis Club	700	700	1,250	550			56.0%	
1014	Inc-Miscellaneous	0	407	0	(407)			0.0%	
1015	Inc Garth Park Cafe	9,305	9,305	18,608	9,304			50.0%	
	Garth Park :- Income	**16,038**	**16,445**	**21,308**	**4,863**			**77.2%**	**0**
4011	Rates	0	(7,134)	3,850	10,984		10,984	(185.3%)	
4012	Water Charges	0	120	650	530		530	18.5%	
4013	Gas	0	101	500	399		399	20.3%	
4014	Electric	71	958	3,500	2,542		2,542	27.4%	
4036	Grounds & Buildings Mtce	16	2,546	5,100	2,554		2,554	49.9%	
4039	Waste Removal	398	2,910	7,000	4,090		4,090	41.6%	
4046	Horticultural Supplies	0	2,114	4,000	1,886		1,886	52.8%	
4050	Maintenance Bowls Club	256	(532)	500	1,032		1,032	(106.3%)	
4129	Garth Park Toilets	0	0	10,000	10,000		10,000	0.0%	
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	**740**	**1,183**	**36,500**	**35,317**	**0**	**35,317**	**3.2%**	**0**
	Net Income over Expenditure	**15,298**	**15,262**	**(15,192)**	**(30,454)**				
402	Play Areas								
1014	Inc-Miscellaneous	100	100	0	(100)			0.0%	
	Play Areas :- Income	**100**	**100**	**0**	**(100)**				**0**
4123	Maintenance Play Areas	0	7,773	10,000	2,227		2,227	77.7%	
4180	ROSPA Inspections	0	3,520	4,000	480		480	88.0%	
	Play Areas :- Indirect Expenditure	**0**	**11,293**	**14,000**	**2,707**	**0**	**2,707**	**80.7%**	**0**
	Net Income over Expenditure	**100**	**(11,193)**	**(14,000)**	**(2,807)**				
404	Allotments								
1011	Inc-Allotments	0	6,252	7,000	748			89.3%	
	Allotments :- Income	**0**	**6,252**	**7,000**	**748**			**89.3%**	**0**
4012	Water Charges	0	(16)	1,750	1,766		1,766	(0.9%)	
4054	Allotments Costs	13	117	500	383		383	23.3%	
4155	Rent	0	831	831	0		0	100.0%	
	Allotments :- Indirect Expenditure	**13**	**931**	**3,081**	**2,150**	**0**	**2,150**	**30.2%**	**0**
	Net Income over Expenditure	**(13)**	**5,321**	**3,919**	**(1,402)**				

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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
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	0	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	675	9,500	8,825		8,825	7.1%	
	Town Council Events :- Indirect Expenditure	**0**	**1,636**	**53,000**	**51,364**	**0**	**51,364**	**3.1%**	**0**
	Net Income over Expenditure	**0**	**(1,636)**	**(27,500)**	**(25,864)**				
601	**Cemetery**								
1020	Inc-Cemetery	2,696	17,279	20,000	2,721			86.4%	
	Cemetery :- Income	**2,696**	**17,279**	**20,000**	**2,721**			**86.4%**	**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	162	250	89		89	64.6%	
4036	Grounds & Buildings Mtce	0	195	0	(195)		(195)	0.0%	
4039	Waste Removal	171	1,490	1,800	310		310	82.8%	
	Cemetery :- Indirect Expenditure	**184**	**3,251**	**3,450**	**199**	**0**	**199**	**94.2%**	**0**
	Net Income over Expenditure	**2,512**	**14,029**	**16,550**	**2,521**				
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	8,752	17,400	8,648		8,648	50.3%	
	Street Scene :- Indirect Expenditure	**0**	**10,015**	**60,900**	**50,885**	**0**	**50,885**	**16.4%**	**0**
	Net Expenditure	**0**	**(10,015)**	**(60,900)**	**(50,885)**				

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9 **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
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	865	8,916	307,057	298,141		298,141	2.9%	
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	3,750	6,750	3,000		3,000	55.6%	
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	**865**	**12,666**	**2,658,005**	**2,645,339**	**0**	**2,645,339**	**0.5%**	**0**
	Net Expenditure	**(865)**	**(12,666)**	**(2,658,005**	**(2,645,339**				
	Grand Totals:- Income	**26,035**	**1,661,283**	**1,755,193**	**93,910**			**94.6%**	
	Expenditure	**49,929**	**721,667**	**4,413,198**	**3,691,531**	**0**	**3,691,531**	**16.4%**	
	Net Income over Expenditure	**(23,894)**	**939,616**	**(2,658,005)**	**(3,597,621)**				
	Movement to/(from) Gen Reserve	**(23,894)**	**939,616**						

Bicester Town Council
Financial Statement at 31 December 2020

Cash and Bank Balances		
Current Bank Account	267,366	
Wages Account	50,255	
Carnival Account	143	
CCLA Public Sector Deposit	2,000,000	
Barclays Treasury Deposit	1,222,210	
Santander Deposit	240,489	
Lloyds Treasury Account	549,175	
Petty Cash	201	
Cash Floats	0	
		4,329,839
Monies Owed to Council		
Vat Refund Due	22,304	
Owed by Customers	13,773	
Prepayments and Other Debtors	5,193	41,270
		4,371,109
Less: Monies Owed by Council		
Owed to suppliers	19,409	
Paye Due/ Pension Due	7,389	
Retentions Due	9,523	
Accruals	8,112	
		44,433
Total Current Assets		4,326,676

Represented by		
General Reserve		
Current Year Surplus		939,616
Plus: Contribution from Earmarked		12,666
		952,282
Brought Forward at 1st April 2020		729,055
General Reserve Balance to date		1,681,337
Earmarked Reserves		
Balance at 1st April 2020	2,658,005	
Less: Used to Date	12,666	2,645,339
Total Reserves		4,326,676

0

Payments since Finance Committee 9 December 2020 **AGENDA ITEM 8**

BACS

Date	Pg ended	Amount	Officer	Councillor	Councillor
30.11.20	351	£142,871.39	S Shippen	*requires signature*	
16.12.20	355	£7,407.02	S Shippen	*requires signature*	
15.01.21	359	£17,247.70	S Shippen	*requires signature*	
01.02.21	364	£5,438.38	S Shippen	*requires signature*	

Single Payments

Date	Payee	Amount	Officer	Officer	Cllr	Cllr
02.11.20	2507 Bicester Squadron	500	S.Shippen			
02.11.20	1st Bicester Intrepid Scouts	750	S.Shippen			
02.11.20	3rd Bicester Scout Group	500	S.Shippen			
02.11.20	Assisted Reading for Children	1,000.00	S.Shippen			
02.11.20	Bicester Baby Bank	400	S.Shippen			
02.11.20	Bicester Bowls Club	500	S.Shippen			
02.11.20	Bicester East Community Centre	500	S.Shippen			
02.11.20	Bicester Food Bank	1,000.00	S.Shippen			
02.11.20	Bicester Good Neighbour Scheme	750	S.Shippen			
02.11.20	Bubbles Pre-School	500	S.Shippen			
02.11.20	Citizens Advice	450	S.Shippen			
02.11.20	Friends of Langford Village	500	S.Shippen			
02.11.20	Home Start Banbury	500	S.Shippen			
02.11.20	Oxford Sexual Abuse Centre	500	S.Shippen			
02.11.20	South Central Ambulance	500	S.Shippen			
02.11.20	The Hummingbird Cafe	500	S.Shippen			
03.11.20	Citizens Advice - General Support 20/21	8,250.00	S.Shippen			

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor
11.12.20	705396	Petty Cash	200.00	Sam Shippen	R Mould	L Pratt

Direct Debits

Date	Payee	Amount
16/11/2020	SSE	£53.35

BICESTER TOWN COUNCIL
FINANCE COMMITTEE FORWARD PLAN

Tuesday 16th February 2021

Date/ Item/ Comment

1. 16/02/2021: Review investment with CCLA fund manager
2. 29/03/2021: Business Continuity Plan