

Bicester Town Council



Finance Committee Meeting

Ref: FIN03/2122

**Tuesday 5th October 2021 at 19:00hrs at The Council
Chambers, Garth House, Launton Rd, Bicester,
OX26 6PS**

Circulation: Town Mayor – Councillor Nick Mawer

Members:

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

Other Circulation, Substitute Members:

Cllr Harry Knight, Cllr James Metcalf, Cllr Sandy Dallimore, Cllr Dan Sames

Other Circulation:

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



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Tuesday 28th September 2021

Dear Members,

You are hereby summoned to attend a meeting of the **Finance Committee** on **Tuesday 5th October 2021** at **The Council Chambers, Garth House, Launton Rd, Bicester, OX26 6PS** to commence at **7.00pm** for the transaction of business as set out on the agenda below.

Phil Evans
Chief Officer (Acting)

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 (Phil.evans@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Finance Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Finance Committee meeting: **FIN02/2021 – Monday 26th July 2021.**

4. Public Session

In accordance with Standing Orders 1 d-f, members of the public may make representations, ask questions and give evidence in respect of any item of business included in the agenda.

Time allocated shall not exceed 10 minutes. No member shall speak for more than 2 minutes.

5. Finance Report

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

6. Bank Balances

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

7. Payments

Committee is asked to approve the payment schedules since the Council Meeting on 26th July 2021.

8. Grant Payments

Committee is asked to consider the attached report, and recommendations for noting the information on grant payments.

9. External Audit

Committee is asked to consider the attached report, and recommendations for noting the receipt of the external audit and recommending it to Council for approval.

10. Budget Summary

Committee is asked to consider the attached report, and recommendations for noting the summary financial information.

11. Direct Debit

Committee is asked to consider the attached report, and recommendations for the signing of a new direct debit mandate.

12. Reimbursements for Emergency Spend

Committee is asked to consider the attached report, and recommendations for noting the use of reimbursements for emergency spend.

13. Forward Plan

Committee is asked to consider the forward plan.

14. Date of Next Meeting

Monday 29th November 2021 at 19:00hrs.

Tuesday 5th October

Finance Report

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Contact Officers: Callum McMahon – Office Supervisor

Telephone: 01869 252915 callum.mcmahon@bicester.gov.uk

1. Background

1.1 This report details accounts as at the end of August 2021 - Month 5. For those accounts on a straight line should be at 42%.

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

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	% Spent	Comments
102 Civic and Democratic						
4028 Meetings and Hospitality	0	70	200	130	35%	
4031 Modern Gov	0	7,250	7,250	0	100%	Annual fee paid
4150 Mayor's Expenses	0	1,750	1,750	0	100%	Annual allowance paid
4159 Elections	0	0	3,000	3,000	0%	
4160 Civic Expenses	0	5,386	11,000	5,614	49%	
4209 Member's Allowances	0	12,936	13,800	864	94%	Annual allowances paid
Civic and Democratic : Net Expenditure	0	27,392	37,000	9,608	74%	
	0	-27,392	-37,000	-9,608		
105 Central Services						
4000 Salaries	0	60,242	152,808	92,566	39%	
4001 Ers National Insurance	0	5,806	15,024	9,218	39%	
4002 Ers Pension	0	12,105	33,159	21,054	37%	
4003 Temporary Staff	4,016	5,633	0	-5,633	0%	
4009 Staff Travel	0	0	1,000	1,000	0%	
4015 Health and Safety	0	0	2,000	2,000	0%	
4020 Mobile Phones	0	431	900	469	48%	
4021 Office Phones	471	1,536	2,700	1,164	57%	Deposit paid for new system
4022 Post	0	169	1,600	1,431	11%	
4023 Stationery	80	396	1,550	1,154	26%	
4024 Subscriptions	0	4,006	5,000	994	80%	Annual fees paid
4025 Insurance	0	18,587	18,250	-337	102%	Insurance Premium higher than budgeted for, 22/23 budget will incorporate this
4026 Printing	0	22	500	478	4%	
4027 Ref. Books and Publications	0	0	200	200	0%	
4030 Advertising & Promotions	0	0	500	500	0%	
4032 Recruitment Advertising	0	0	300	300	0%	
4033 Office Expenses	31	270	1,300	1,030	21%	
4034 Computer Support	500	14,022	20,000	5,979	70%	Annual support fee paid
4035 Maintenance-Office Equipment	0	225	200	-25	113%	
4040 Website	75	654	1,500	846	44%	
4041 Photocopier	0	61	3,800	3,739	2%	
4055 Press & PR	0	1,350	2,750	1,400	49%	
4056 Legal and Professional Fees	0	12,783	10,000	-2,783	128%	Higher than anticipated fees in first quarter
4057 Audit Fees	0	370	4,000	3,630	9%	
4058 Accountancy	0	1,997	6,500	4,503	31%	
4070 Training & Conferences	0	2,614	10,000	7,386	26%	
4097 HR	0	6,541	5,400	-1,141	121%	Higher than anticipated fees in first quarter
4169 Newsletter	0	5,000	15,000	10,000	33%	
Central Services :- Indi	5,173	154,818	315,941	161,123	49%	
106 Garth House						
1001 Inc-Nais House	4,800	4,800	0	-4,800	0%	
1002 Inc-CAB Rent	0	0	4,250	4,250	0%	
1007 Inc-Registrars	0	0	1,500	1,500	0%	18/19 re-charge received.
1010 Inc-Garth Rooms Lettings	0	0	3,000	3,000	0%	
Garth House :- Income	4,800	4,800	8,750	3,950	55%	
4004 Cleaning Contract	0	1,827	3,600	1,773	51%	
4011 Rates	0	7,360	24,000	16,640	31%	
4012 Water Charges	0	117	500	383	24%	
4013 Gas	0	-39	2,500	2,539	-2%	
4014 Electric	0	371	2,500	2,129	15%	
4017 Cleaning Materials	0	0	200	200	0%	
4036 Grounds & Buildings Mtce	0	2,803	3,000	197	93%	
4039 Waste Removal	0	964	1,000	36	96%	Annual fee paid
4130 Building Security	0	1,130	1,500	370	75%	Annual service
4203 Window Cleaning	225	225	1,500	1,275	15%	
Garth House :- Indirect Net Income over Expenditure	225	14,759	40,300	25,541	37%	
	4,575	-9,959	-31,550	-21,591		
107 Garth Lodge						
1006 Inc-Garth Lodge	0	5,500	13,200	7,700	42%	
Garth Lodge :- Income	0	5,500	13,200	7,700	42%	
4052 Garth Lodge Costs	0	660	4,000	3,340	17%	
Garth Lodge :- Indirect Net Income over Expenditure	0	660	4,000	3,340	17%	
	0	4,840	9,200	4,360		
108 Corporate Finance						
1076 Inc-Precept	0	1,582,488	1,582,488	0	100%	Precept received
1096 Inc-Interest Received	0	792	4,000	3,208	20%	

Corporate Finance :- Ir	0	1,583,280	1,586,488	3,208	100%	
4059 Bank Charges	0	769	2,400	1,631	32%	
4306 Loan Repayments	0	5,448	11,000	5,552	50%	
Corporate Finance :- Ir	0	6,217	13,400	7,183	46%	
Net Income over Expenditure	0	1,577,063	1,573,088	-3,975		
109 Community Support						
4060 CAB	0	0	8,250	8,250	0%	
4061 Grants to Voluntary Org.	0	16,291	22,000	5,709	74%	Grant Aid
4062 Shopmobility/Dialaride	0	0	4,750	4,750	0%	
4064 OYAP	0	13,500	12,000	-1,500	113%	Annual support paid plus parade contribution
4065 TVP Crime Partnership	0	0	3,600	3,600	0%	
4131 Bicester Vision Manager	0	5,000	5,000	0	100%	Annual fee paid
4133 Partnership	0	0	6,000	6,000	0%	
4170 CCTV	0	-5,150	5,150	10,300	-100%	20/21 invoice not received
4191 Community Woodland	0	0	5,000	5,000	0%	
4192 Youth Initiatives	0	0	10,000	10,000	0%	
Community Support :-	0	29,641	81,750	52,109	36%	
Net Expenditure	0	-29,641	-81,750	-52,109		
110 Projects						
1080 Containing Out break Managemer	0	76,300	0	-76,300	0%	
Projects :- Income	0	76,300	0	-76,300		
4100 Purchase New Machinery	0	0	25,000	25,000	0%	
4300 New Computer Equipment	0	0	7,000	7,000	0%	
4301 Garth House Redevelopment	141	2,641	40,000	37,359	7%	
4305 New Cemetery	0	0	63,000	63,000	0%	
4312 Asset Maintenance	0	-3,064	60,000	63,064	-5%	
4313 Play Area/Open Space Inv.	0	0	50,000	50,000	0%	
4314 Town Centre	0	0	25,000	25,000	0%	
4315 Containing Outbreak Managemen	0	27,566	0	-27,566	0%	
Projects :- Indirect Exp	141	27,143	270,000	242,857	10%	
Net Income over Expenditure	-141	49,157	-270,000	-319,157		
300 Environmental Services						
4000 Salaries	0	82,887	208,976	126,089	40%	
4001 Ers National Insurance	0	7,213	17,924	10,711	40%	
4002 Ers Pension	0	17,853	45,348	27,495	39%	
4003 Temporary Staff	1,812	16,626	0	-16,626	0%	
4016 Uniform & PPE	0	171	1,400	1,229	12%	
4020 Mobile Phones	0	780	2,500	1,720	31%	
4042 Maintenance Machinery	115	324	7,000	6,676	5%	
4044 Petrol,Oil & Gas	0	2,651	6,000	3,349	44%	
4045 Tools	0	16	1,000	984	2%	
4178 Vehicle Maintenance	0	1,252	3,000	1,748	0.1%	
Environmental Service	1,927	129,773	293,148	163,375	23.7%	
301 Open Spaces						
1014 Inc-Miscellaneous	0	4	0	-4	0%	
1037 Inc-Keta Field Pitches	0	2,073	2,500	427	83%	Funfair fee received
1038 Inc-Bure Park Pitches	0	42	0	-42	0%	
1040 Inc-Keble Rd Pitches	0	1,200	1,500	300	80%	Funfair fee received
Open Spaces :- Income	0	3,319	4,000	681	83%	
4126 Lease of Open Spaces	0	10	21	11	48%	Annual lease for one site received
4154 Tree Maintenance	0	0	40,000	40,000	0%	
4175 Maintenance of Open Spaces	310	6,190	14,500	8,310	43%	
4190 Parks and Garden Contract	0	-7,354	328,250	335,604	-2%	
4204 Pest Control	0	121	250	129	48%	Increased pest control required
Open Spaces :- Indirect	310	-1,033	383,021	384,054	0%	
Net Income over Expenditure	-310	4,352	-379,021	-383,373		
305 Pingle Field						
1028 Inc-Pavilions/Piitches	0	1,936	5,000	3,064	39%	
Pingle Field :- Income	0	1,936	5,000	3,064	39%	
4012 Water Charges	0	139	900	761	15%	
4014 Electric	0	5,773	3,500	-2,273	165%	20/21 bills paid on higher than usual rates
4017 Cleaning Materials	0	200	300	100	67%	CDC Elections
4036 Grounds & Buildings Mtce	182	188	4,700	4,512	4%	
4039 Waste Removal	0	212	230	18	92%	Annual fee paid
4130 Building Security	0	1,058	1,500	442	71%	Security upgrades
Pingle Field :- Indirect	182	7,570	11,130	3,560	68%	
Net Income over Expenditure	-182	-5,634	-6,130	-496		
306 Sunderland Drive						
1028 Inc-Pavilions/Piitches	0	982	2,000	1,018	49%	
Sunderland Drive :- Inc	0	982	2,000	1,018	49%	
4012 Water Charges	0	267	900	633	30%	
4013 Gas	0	235	800	565	29%	
4014 Electric	0	47	1,000	953	5%	
4017 Cleaning Materials	0	0	200	200	0%	
4036 Grounds & Buildings Mtce	0	0	5,000	5,000	0%	
4039 Waste Removal	0	212	250	38	85%	Annual fee paid
4130 Building Security	0	1,058	1,500	442	71%	Security upgrades
Sunderland Drive :- Inc	0	1,819	9,650	7,831	19%	
Net Income over Expenditure	0	-837	-7,650	-6,813		
307 Bicester Field						
1028 Inc-Pavilions/Piitches	0	956	1,700	744	56%	End of 20/21 season games

Bicester Field :- Income	0	956	1,700	744	56%	
4012 Water Charges	0	464	850	386	55%	Higher than anticipated water use
4014 Electric	0	3,839	2,100	-1,739	183%	
4017 Cleaning Materials	0	0	200	200	0%	
4036 Grounds & Buildings Mtce	0	0	1,500	1,500	0%	
4039 Waste Removal	0	212	250	38	85%	20/21 bills paid on higher than usual rates Security upgrades
4130 Building Security	0	1,858	2,300	442	81%	
Bicester Field :- Indirect	0	6,373	7,200	827	89%	
Net Income over Expenditure	0	-5,417	-5,500	-83		
308 Whitelands Sports Village						
1201 Contribution from Commuted Sun	0	0	40,000	40,000	0%	
1250 Contribution from EMR	0	0	10,000	10,000	0%	
Whitelands Sports Villi	0	0	50,000	50,000	0%	
4069 SW Sports Village	0	0	56,550	56,550	0%	
4075 SW Sports Village Sinking Fund	0	0	10,000	10,000	0%	
4190 Parks and Garden Contract	0	0	70,000	70,000	0%	
Whitelands Sports Villi	0	0	136,550	136,550	0%	
Net Income over Expenditure	0	0	-86,550	-86,550		
401 Garth Park						
1003 Inc-Garth Stables	0	0	6,300	6,300	0%	
1004 Inc-Garth Garage & Yard	0	0	4,320	4,320	0%	
1008 Inc-Bowls Club	0	0	1,455	1,455	0%	
1009 Inc-Tennis Club	0	0	1,400	1,400	0%	
1015 Inc Garth Park Cafe	0	0	21,135	21,135	0%	
Garth Park :- Income	0	0	34,610	34,610	0%	
4011 Rates	0	0	3,850	3,850	0%	
4012 Water Charges	0	114	550	436	21%	Higher than anticipated use first quarter
4013 Gas	0	271	500	229	54%	
4014 Electric	0	305	3,500	3,195	9%	
4036 Grounds & Buildings Mtce	197	914	8,000	7,086	11%	
4039 Waste Removal	0	1,374	6,000	4,626	23%	
4046 Horticultural Supplies	0	1,540	4,000	2,460	39%	
4050 Maintenance Bowls Club	0	-1,123	1,000	2,123	-112%	20/21 re-charge received
4129 Garth Park Toilets	0	0	10,000	10,000	0%	
4130 Building Security	0	0	1,160	1,160	0%	
4176 Maintenance Skate Park	0	0	400	400	0%	
Garth Park :- Indirect E	197	3,394	38,960	35,566	9%	
Net Income over Expenditure	-197	-3,394	-4,350	-956		
402 Play Areas						
4123 Maintenance Play Areas	0	946	12,000	11,054	8%	
4180 ROSPA Inspections	0	3,025	4,300	1,275	70%	Annual fee paid
Play Areas :- Indirect E	0	3,971	16,300	12,329	24%	
Net Expenditure	0	-3,971	-16,300	-12,329		
404 Allotments						
1011 Inc-Allotments	0	6,418	7,000	582	92%	Annual rents received
Allotments :- Income	0	6,418	7,000	582	92%	
4012 Water Charges	0	0	500	500	0%	
4054 Allotments Costs	0	10	500	490	2%	
4155 Rent	0	0	831	831	0%	
Allotments :- Indirect E	0	10	1,831	1,821	1%	
Net Income over Expenditure	0	6,408	5,169	-1,239		
501 Town Council Events						
1018 Inc-Carnival	0	0	3,000	3,000	0%	Higher than anticipated income
1030 INC - EVENT 1	0	11,505	5,000	-6,505	230%	
1032 Inc- EVENT 3	0	0	6,500	6,500	0%	
1034 Inc-Childrens Entertainment	0	2,729	0	-2,729	0%	
1045 Inc-Christmas Lights	0	0	4,000	4,000	0%	
1050 Christmas Lights Trail	0	0	15,000	15,000	0%	
1051 Inc-Food Festival	0	100	1,175	1,075	9%	
Town Council Events :-	0	14,334	34,675	20,341	41%	
4071 EVENT 1	0	5,754	7,000	1,246	82%	Event complete
4088 EVENT 3	0	5,705	7,000	1,295	82%	
4092 Teddy Bears Picnic/Superheroes	0	4,196	4,000	-196	105%	Event complete
4115 Special Events	0	538	2,000	1,462	27%	
4120 Carnival	0	25	9,500	9,475	0%	
4135 Food Festival	0	0	2,500	2,500	0%	
4157 Christmas Lights Switch On	1,029	2,154	9,500	7,346	23%	
4158 Christmas Lights Trail	0	0	32,000	32,000	0%	
Town Council Events :-	1,029	18,372	73,500	55,128	25%	
Net Income over Expenditure	-1,029	-4,038	-38,825	-34,787		
601 Cemetery						
1020 Inc-Cemetery	0	6,850	20,000	13,150	34%	
Cemetery :- Income	0	6,850	20,000	13,150	34%	
4011 Rates	0	1,302	1,170	-132	111%	Rates higher than budgeted for
4012 Water Charges	0	-39	400	439	-10%	
4014 Electric	0	31	250	219	13%	
4036 Grounds & Buildings Mtce	0	0	500	500	0%	
4039 Waste Removal	0	821	2,000	1,179	41%	
Cemetery :- Indirect Ex	0	2,115	4,320	2,205	49%	
Net Income over Expenditure	0	4,735	15,680	10,945		

801 Street Scene					
4029 Street Furniture	0	0	2,000	2,000	0%
4083 Pedestrianisation Scheme	0	0	13,000	13,000	0%
4112 Repairs & Maint. Clocks	0	0	500	500	0%
4151 Litter Bin Provosion	0	0	14,000	14,000	0%
4200 Christmas Lights Maint/Storage	0	0	26,000	26,000	0%
4216 Litter/Dog Bin Emptying	0	0	17,850	17,850	0%
Street Scene :- Indirect	0	0	73,350	73,350	0%
Net Expenditure	0	0	-73,350	-73,350	
901 Earmarked Reserves					
9007 Community and Elections	0	3,780	29,556	25,776	13%
9011 Play Areas/Open Space Investme	0	2,798	325,143	322,345	1%
9013 Equipment Replacement/Mtce	1,973	12,478	213,860	201,382	6%
9014 Green Infrastructure	2,750	36,655	298,955	262,300	12%
9016 Town Centre	0	0	46,000	46,000	0%
9020 BTC Premises	0	101,189	1,225,764	1,124,575	8%
9025 Garth Park Toilets	0	0	10,000	10,000	0%
9036 Shopmobilty	0	0	4,750	4,750	0%
9039 Burial Ground Provision	0	0	671,064	671,064	0%
9042 SW Sports Village Contribution	0	0	236,167	236,167	0%
9043 Skate Park	0	0	3,000	3,000	0%
9044 Partnership	0	0	24,100	24,100	0%
9045 Pedestrianisation Scheme	0	0	41,000	41,000	0%
9046 Sports Village Sinking Fund	0	0	30,000	30,000	0%
Earmarked Reserves :-	4,723	156,901	3,159,359	3,002,458	5%
Net Expenditure	-4,723	-156,901	(3,159,359)	(3,002,458)	
Grand Totals:- Income	4,800	1,704,675	1,767,423	62,748	96%
Expenditure	13,906	589,895	4,970,710	4,380,815	12%
Net Income over Expenditure	-9,106	1,114,780	-3,203,287	-4,318,067	
Movement to/(from) €	-9,106	1,114,780			

Bicester Town Council
Financial Statement at 31 August 2021

Agenda item 6

Cash and Bank Balances

Current Bank Account	78,450	
Wages Account	33,108	
Carnival Account	11,600	
CCLA Public Sector Deposit	2,000,000	
Barclays Treasury Deposit	2,172,292	
Santander Deposit	240,489	
Lloyds Treasury Account	549,175	
Petty Cash	32	
Cash Floats		
		5,085,146

Monies Owed to Council

Vat Refund Due	20,242	
Owed by Customers	(3,864)	
Prepayments and Other Debtors	2,892	19,270
		5,104,416

Less: Monies Owed by Council

Owed to suppliers	63,532	
Paye Due/ Pension Due	7,454	
Retentions Due	9,523	
Accruals	8,112	
		88,621

Total Current Assets

5,015,795

Represented by

General Reserve

Current Year Surplus	1,123,887
Plus: Contribution from Earmarked	<u>152,178</u>
	1,276,065
Brought Forward at 1st April 2021	<u>732,549</u>
General Reserve Balance to date	2,008,614

Earmarked Reserves

Balance at 1st April 2020	3,159,359
Less: Used to Date	<u>152,178</u> 3,007,181

Total Reserves

5,015,795

0

Payments since those reported to Finance Committee 26th July 2021

AGENDA ITEM 7

BACS

A full breakdown of BACS purchase ledger payments can be found at Appendix 1.

Date	Pg ended	Amount	Officer	Councillor	Councillor
07.07.21	404	£77,428.58	Phil Evans	requires signature	
19.07.21	413	£46,109.80	Phil Evans	requires signature	
30.07.21	417	£22,328.57	Phil Evans	requires signature	
12.08.21	420	£28,003.93	Phil Evans	requires signature	
28.08.21	427	£19,404.94	Phil Evans	requires signature	
31.08.21	430	£29,183.54	Phil Evans	requires signature	
31.08.21	434	£133.69	Phil Evans	requires signature	
31.08.21	436	£1,188.00	Phil Evans	requires signature	
17.09.21	437	£22,795.29	Phil Evans	requires signature	

Single Payments

Date	Payee	Amount	Officer	Officer	Clr	Clr
17/06/2021	Mr Cox - allotment refund	£10.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Beauty and Bicester	£400.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Bicester Rugby Union Football Club Ltd	£1,000.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Cherwell Theatre Company	£992.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Clean Slate	£625.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Glory Farm Primary School PTA	£1,000.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Graven Hill community Ministry	£999.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Oxfordshire Association for the Blind	£500.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	1st Kingsmere Beavers	£496.52	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Rainbow Bicester	£500.00	Phil Evans	Callum McMahon	requires signature	
21/06/2021	Bardwell School	£500.00	Phil Evans	Callum McMahon	requires signature	
24/06/2021	Dan Cooper - reimbursement	£59.23	Phil Evans	Callum McMahon	requires signature	
24/06/2021	Phil Evans - reimbursement	£63.81	Phil Evans	Callum McMahon	requires signature	
24/06/2021	Nick Mawer - Mayor's allowance	£1,750.00	Phil Evans	Callum McMahon	requires signature	
23/07/2021	Bicester Hotel	£50.00	Phil Evans	Callum McMahon	requires signature	
23/07/2021	G&N Enterprises	£250.00	Phil Evans	Callum McMahon	requires signature	
27/07/2021	BTC Mayor's a/c 2	£100.00	Phil Evans	Callum McMahon	requires signature	
12/08/2021	ARCh - Assisted Reading for Children	£1,000.00	Phil Evans	Callum McMahon	requires signature	
12/08/2021	Bicester Athletic Club	£1,000.00	Phil Evans	Callum McMahon	requires signature	
12/08/2021	Bicester Good Neighbour Scheme	£500.00	Phil Evans	Callum McMahon	requires signature	
12/08/2021	Bicester Green	£408.00	Phil Evans	Callum McMahon	requires signature	
12/08/2021	Bicester Spiritualist Church	£500.00	Phil Evans	Callum McMahon	requires signature	

12/08/2021	Cygnets preschool	£1,000.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	Home-Start Banbury, Bicester and Chipping Norton	£500.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	Life Education Wessex and Thames Valley	£600.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	Nai's House	£1,000.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	One Bicester	£500.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	Volunteer Driver Service	£500.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	Kingsmere Front Runner	£300.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	1st Bicester Intrepid Scout Group	£750.00	Phil Evans	Callum McMahon	requires signature
12/08/2021	1st Southwold Scouts	£720.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	Bicester Fridge	£800.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	Refugee Support	£1,000.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	Market Traders	£600.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	Hummingbird	£2,033.44	Phil Evans	Callum McMahon	requires signature
26/08/2021	Bicester Good Neighbour Sscheme	£2,000.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	Bicester Green Gym	£500.00	Phil Evans	Callum McMahon	requires signature
26/08/2021	OYAP	£1,966.56	Phil Evans	Callum McMahon	requires signature
26/08/2021	Bicester Baby Bank	£1,000.00	Phil Evans	Callum McMahon	requires signature
09/09/2021	Dan Cooper - reimbursement	£151.25	Phil Evans	Callum McMahon	requires signature

Cheques

Date	Cheque No	Payee	Amount	Officer	Councillor	Councillor
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Direct Debits

Date	Payee	Amount
30.06.21	Opus	£1,009.58
02.07.21	SSE	£72.11
15.07.21	SSE	£82.59
16.07.21	Everflow	£227.66
29.07.21	Opus	£315.74
16.08.21	SSE	£162.27
16.08.21	Everflow	£220.89

Linked to Cashbook 1

Entered Month 3
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A001	Alexander & Co Property Seviles Ltd						
Lodge mgmt fee 28/6-27/9	28/06/2021	CAC58683	1	396.00	0.00	396.00	0.00
					0.00	396.00	
Above paid on 30/06/2021 by Online Payment Ref A001							
B003	Bicesterprint Ltd						
Cllr Pictures	24/06/2021	BIC24342	1	26.25	0.00	26.25	0.00
					0.00	26.25	
Above paid on 30/06/2021 by Online Payment Ref B003							
B024	Barclaycard Commercial 5476760594863261						
Zoom annual subs	23/06/2021	JUNE '21	1	119.90	0.00	119.90	0.00
					0.00	119.90	
Above paid on 30/06/2021 by Online Payment Ref B024							
B087	Barstows Stationery						
Lever arch archive folders	25/06/2021	82815	1	17.59	0.00	17.59	0.00
A5 clipframes, paper, d/w tabs	28/06/2021	82821	1	67.82	0.00	67.82	0.00
					0.00	85.41	
Above paid on 30/06/2021 by Online Payment Ref B087							
BELL	Bell Decorating Group Ltd						
Garth redevelopment	08/06/2021	CSI03281	1	36,908.89	0.00	36,908.89	0.00
					0.00	36,908.89	
Above paid on 30/06/2021 by Online Payment Ref BELL							
C054	CMR Intech Limited						
office 365 subs 28/6-27/7 Cllr	29/06/2021	414969	1	68.40	0.00	68.40	0.00
					0.00	68.40	
Above paid on 30/06/2021 by Online Payment Ref C054							
C105	CleanGenieLtd						
Cleaning June	30/06/2021	3758	1	443.23	0.00	443.23	0.00
					0.00	443.23	
Above paid on 30/06/2021 by Online Payment Ref C105							

Continued over page

Linked to Cashbook 1

Entered Month 3
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
CIDIM	Can I Do It Myself						
<i>Link breathing corp awareness</i>	18/06/2021	CIDIM-1225	1	495.00	0.00	495.00	0.00
					0.00	495.00	
Above paid on 30/06/2021 by Online Payment Ref CIDIM							
D011	Dyno-Rod						
<i>Dyno rod service June</i>	30/06/2021	17331015421	1	516.00	0.00	516.00	0.00
					0.00	516.00	
Above paid on 30/06/2021 by Online Payment Ref D011							
EQUIP	Equip4work						
<i>Office refurb furniture</i>	22/06/2021	SN790031	1	513.60	0.00	513.60	0.00
<i>Pidgeon holes</i>	23/06/2021	SN70689	1	105.60	0.00	105.60	0.00
					0.00	619.20	
Above paid on 30/06/2021 by Online Payment Ref EQUIP							
EVENTIND	The Event Industry Forum Ltd						
<i>The Pruple Guide subs 21/22</i>	01/07/2021	PG011901	1	30.00	0.00	30.00	0.00
					0.00	30.00	
Above paid on 30/06/2021 by Online Payment Ref EVENTIND							
G002	Glasdon UK Ltd						
<i>Litter bins 7/9</i>	02/07/2021	SI818664	1	3,704.08	0.00	3,704.08	0.00
					0.00	3,704.08	
Above paid on 30/06/2021 by Online Payment Ref G002							
GL	Gateley Legal						
<i>Professional fees June</i>	29/06/2021	INV372561	1	4,290.00	0.00	4,290.00	0.00
					0.00	4,290.00	
Above paid on 30/06/2021 by Online Payment Ref GL							
J001	Joblings						
<i>Fuel and stamps June</i>	30/06/2021	202100000170	1	597.36	0.00	597.36	0.00
					0.00	597.36	
Above paid on 30/06/2021 by Online Payment Ref J001							

Continued over page

Linked to Cashbook 1

Entered Month 3
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J006 John Paul II Centre							
Room hire 16/6	16/06/2021	SI620	1	350.00	0.00	350.00	0.00
Room hire 21/6	21/06/2021	SI621	1	350.00	0.00	350.00	0.00
					0.00	700.00	
Above paid on 30/06/2021 by Online Payment Ref J006							
K002 KJ CLEANING SOLUTIONS LTD							
Play area cleaning June	24/06/2021	INV-1510	1	2,760.00	0.00	2,760.00	0.00
					0.00	2,760.00	
Above paid on 30/06/2021 by Online Payment Ref K002							
L011 Lawyers Online Ltd							
Internet quarterly	01/07/2021	D41645	1	214.20	0.00	214.20	0.00
					0.00	214.20	
Above paid on 30/06/2021 by Online Payment Ref L011							
M050 Microshade Business Consultants Ltd							
Accountancy June	29/06/2021	14691	1	354.00	0.00	354.00	0.00
Hosting June	07/07/2021	14701	1	266.82	0.00	266.82	0.00
					0.00	620.82	
Above paid on 30/06/2021 by Online Payment Ref M050							
N004 New Recruits							
Casuals w/b 14/6 DT, TP	22/06/2021	00056070	1	1,152.69	0.00	1,152.69	0.00
Casuals w/b 21/6 DT, PT	29/06/2021	00056156	1	1,240.06	0.00	1,240.06	0.00
					0.00	2,392.75	
Above paid on 30/06/2021 by Online Payment Ref N004							
N010 NPower							
Bic pav elec 1-31/10	24/04/2021	LGWK7H9S	1	256.91	0.00	256.91	0.00
Bic pav elec 1-31/11	24/04/2021	LGWK7H9T	1	392.13	0.00	392.13	0.00
Bic pav elec 1-31/12	24/04/2021	LGWK7H9V	1	594.44	0.00	594.44	0.00
Bic pav elec 1-31/1	24/04/2021	LGWK7H9W	1	649.70	0.00	649.70	0.00
Bic pav elec 1-28/2	24/04/2021	LGWK7H9X	1	595.16	0.00	595.16	0.00

Continued over page

Linked to Cashbook 1**Entered Month 3
by user CM**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>Bic pav elec 1-31/3</i>	24/04/2021	LGWK7H9Y	1	1,089.34	0.00	1,089.34	0.00
<i>Pingle elec 1-31/10</i>	27/04/2021	LGWK7KQR	1	505.49	0.00	505.49	0.00
<i>Pingle elec 1/11-31/1</i>	27/04/2021	LGWK7KQT	1	3,298.00	0.00	3,298.00	0.00
					0.00	7,381.17	

Above paid on 30/06/2021 by Online Payment Ref N010

N027 Navitas Desgin

<i>Website menu additions</i>	18/06/2021	INV-29534	1	13.50	0.00	13.50	0.00
<i>Website July</i>	01/07/2021	INV-29615	1	29.99	0.00	29.99	0.00
					0.00	43.49	

Above paid on 30/06/2021 by Online Payment Ref N027

P010 Travis Perkins Trading Co Ltd

<i>Photo back board</i>	16/06/2021	3003AKN023	1	25.92	0.00	25.92	0.00
<i>Bin installation postcrete</i>	18/06/2021	3003AKN145	1	31.10	0.00	31.10	0.00
					0.00	57.02	

Above paid on 30/06/2021 by Online Payment Ref P010

RT RT Machinery

<i>Green waste shredder</i>	29/06/2021	138698	1	13,626.49	0.00	13,626.49	0.00
					0.00	13,626.49	

Above paid on 30/06/2021 by Online Payment Ref RT

S013 St Edburg's Church

<i>Civic service flowers 11/7</i>	25/06/2021	250621	1	100.00	0.00	100.00	0.00
					0.00	100.00	

Above paid on 30/06/2021 by Online Payment Ref S013

S073 The Society of Local Council Clerks

<i>Membs SS 21/22</i>	30/06/2021	MEM235703	1	473.00	0.00	473.00	0.00
					0.00	473.00	

Above paid on 30/06/2021 by Online Payment Ref S073

Linked to Cashbook 1

Entered Month 3
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
T011 Nigel Trinder							
<i>Office plastering</i>	03/07/2021	NT3/7/21	1	310.00	0.00	310.00	0.00
					0.00	310.00	
Above paid on 30/06/2021 by Online Payment Ref T011							
TOOL Toolstation Ltd							
<i>Key safe & picture hooks</i>	24/06/2021	QWW719681755	1	30.77	0.00	30.77	0.00
<i>Outdoor space repairs</i>	29/06/2021	QWW724050132	1	30.78	0.00	30.78	0.00
<i>Reception desk fittings</i>	30/06/2021	QWW724614926	1	32.77	0.00	32.77	0.00
					0.00	94.32	
Above paid on 30/06/2021 by Online Payment Ref TOOL							
W002 Washington House Occupational Health Ltd							
<i>OH adviser referral March</i>	31/03/2021	3707	1	125.00	0.00	125.00	0.00
<i>OH adviser referral May</i>	31/05/2021	3820	1	125.00	0.00	125.00	0.00
					0.00	250.00	
Above paid on 30/06/2021 by Online Payment Ref W002							
W024 Waterman Graphics							
<i>Civic event road closure signs</i>	16/06/2021	9638	1	105.60	0.00	105.60	0.00
					0.00	105.60	
Above paid on 30/06/2021 by Online Payment Ref W024							
Total Purchase Ledger Payments					0.00	77,428.58	

Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
1ST STOP 1st Stop MOT & Service							
CP66AXF clutch repair	16/07/2021	26969	1	1,480.80	0.00	1,480.80	0.00
					0.00	1,480.80	
Above paid on 19/07/2021 by Online Payment Ref 1STSTOP							
A018 ACR Networks Ltd							
Office phones June	12/07/2021	340143	1	173.29	0.00	173.29	0.00
					0.00	173.29	
Above paid on 19/07/2021 by Online Payment Ref A018							
AA WRIST aawristbands.co.uk							
Wristbands for Abba	09/07/2021	30989	1	50.00	0.00	50.00	0.00
Wristbands for 80s	09/07/2021	30990	1	50.00	0.00	50.00	0.00
					0.00	100.00	
Above paid on 19/07/2021 by Online Payment Ref AAWRIST							
ABBA Abba Stars - Blazena Kovalikova							
Abba Stars Performance 14/8	19/07/2021	14 AUGUST	1	1,440.00	0.00	1,440.00	0.00
					0.00	1,440.00	
Above paid on 19/07/2021 by Online Payment Ref ABBA							
B005 Telefonica O2 UK Ltd							
Additional phone - CM	02/07/2021	93905414	1	17.35	0.00	17.35	0.00
					0.00	17.35	
Above paid on 19/07/2021 by Online Payment Ref B005							
B007 George Browns							
Seeder hire	15/07/2021	807571	1	480.00	0.00	480.00	0.00
					0.00	480.00	
Above paid on 19/07/2021 by Online Payment Ref B007							
B018 C Brewers & Sons Ltd							
ROSPA repairs paint stairs	30/06/2021	BCT/357851	1	81.22	0.00	81.22	0.00
ROSPA repairs extra paint	30/06/2021	BCT/357852	1	94.45	0.00	94.45	0.00

Continued over page

Linked to Cashbook 1**Entered Month 4
by user CM**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<i>ROSPA repairs paint</i>	30/06/2021	BCT/357853	1	66.66	0.00	66.66	0.00
					0.00	242.33	

Above paid on 19/07/2021 by Online Payment Ref B018

BELL Bell Decorating Group Ltd

<i>Garth redevelopment</i>	16/07/2021	CSI05247	1	13,527.35	0.00	13,527.35	0.00
					0.00	13,527.35	

Above paid on 19/07/2021 by Online Payment Ref BELL

C054 CMR Intech Limited

<i>Purchase Ledger Payment</i>	30/06/2021	ON ACC 194	1	90.00	0.00	90.00	0.00
<i>Veaam office 365 July</i>	06/07/2021	414977	1	41.40	0.00	41.40	0.00
<i>Veeam MS wins July</i>	06/07/2021	415006	1	90.00	0.00	90.00	0.00
<i>Laptop bag</i>	07/07/2021	415032	1	24.00	0.00	24.00	0.00
<i>Office 365 subs 7/7-6/8</i>	07/07/2021	415041	1	147.84	0.00	147.84	0.00
<i>Mountable monitor</i>	19/07/2021	415099	1	660.00	0.00	660.00	0.00
					0.00	1,053.24	

Above paid on 19/07/2021 by Online Payment Ref C054

CIDIM Can I Do It Myself

<i>Link breathing corp coach 1:1</i>	24/06/2021	CIDIM-1226	1	375.00	0.00	375.00	0.00
					0.00	375.00	

Above paid on 19/07/2021 by Online Payment Ref CIDIM

EPTC Victoria Ruskin-Clements

<i>Superhero deposit</i>	08/07/2021	2	1	50.00	0.00	50.00	0.00
					0.00	50.00	

Above paid on 19/07/2021 by Online Payment Ref EPTC

G002 Glasdon UK Ltd

<i>Litter bins 8/9</i>	16/07/2021	SI819582	1	3,704.08	0.00	3,704.08	0.00
					0.00	3,704.08	

Above paid on 19/07/2021 by Online Payment Ref G002

Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G007	Grundon Waste Management Ltd						
Garth park waste June	30/06/2021	PSI-0415802	1	194.76	0.00	194.76	0.00
Cem waste removal June	30/06/2021	PSI-0415803	1	277.40	0.00	277.40	0.00
					0.00	472.16	
Above paid on 19/07/2021 by Online Payment Ref G007							
HO21	HZ Entertainment Limited						
Superhero day 50% deposit	28/06/2021	3085-1	1	585.00	0.00	585.00	0.00
					0.00	585.00	
Above paid on 19/07/2021 by Online Payment Ref HO21							
J006	John Paul II Centre						
Room hire 12th July Planning	12/07/2021	SI-622	1	350.00	0.00	350.00	0.00
					0.00	350.00	
Above paid on 19/07/2021 by Online Payment Ref J006							
JOHNSONS	Johnsons of Whixley						
Play area conversion plants	12/07/2021	1179060	1	2,844.20	0.00	2,844.20	0.00
					0.00	2,844.20	
Above paid on 19/07/2021 by Online Payment Ref JOHNSONS							
N004	New Recruits						
Casuals w/b 28/6 TP, DT	06/07/2021	00056234	1	1,240.06	0.00	1,240.06	0.00
Casuals w/b 5/7 PT DT	14/07/2021	00056314	1	741.00	0.00	741.00	0.00
					0.00	1,981.06	
Above paid on 19/07/2021 by Online Payment Ref N004							
O019	Oxford Alarm Company Ltd						
Security lock buzzer entrance	12/07/2021	2461	1	1,452.00	0.00	1,452.00	0.00
Sunderland alarm service	13/07/2021	2537	1	540.00	0.00	540.00	0.00
Pingle alarm service	13/07/2021	2538	1	540.00	0.00	540.00	0.00
Bicester fields alarm service	13/07/2021	2539	1	540.00	0.00	540.00	0.00
Garth House alarm service	13/07/2021	2540	1	1,020.00	0.00	1,020.00	0.00
					0.00	4,092.00	
Above paid on 19/07/2021 by Online Payment Ref O019							

Continued over page

Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
R008 Rigby Taylor Ltd							
<i>Grass seed pitch mtce</i>	07/07/2021	RSIN0380713	1	4,704.00	0.00	4,704.00	0.00
					0.00	4,704.00	
Above paid on 19/07/2021 by Online Payment Ref R008							
S005 Sam McGregor							
<i>Press & PR June</i>	30/06/2021	5024	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 19/07/2021 by Online Payment Ref S005							
S077 Scarlett Entertainment & Management Ltd							
<i>Xmas lights deposit</i>	07/07/2021	INV-313833	1	1,350.00	0.00	1,350.00	0.00
					0.00	1,350.00	
Above paid on 19/07/2021 by Online Payment Ref S077							
SHAPE Shape HR Solutions							
<i>HR support</i>	01/04/2021	BICESTER TC 1	1	5,000.00	0.00	5,000.00	0.00
<i>HR Support</i>	07/07/2021	BICESTER TC 2	1	1,500.00	0.00	1,500.00	0.00
					0.00	6,500.00	
Above paid on 19/07/2021 by Online Payment Ref SHAPE							
TIME Timely Training Solutions							
<i>AAT exam fee CM BKCL</i>	05/07/2021	002596	1	78.00	0.00	78.00	0.00
					0.00	78.00	
Above paid on 19/07/2021 by Online Payment Ref TIME							
TOOL Toolstation ltd							
<i>Door guards & closers</i>	16/07/2021	QWW739111935	1	189.96	0.00	189.96	0.00
<i>Extra door guard</i>	16/07/2021	QWW739113284	1	94.98	0.00	94.98	0.00
					0.00	284.94	
Above paid on 19/07/2021 by Online Payment Ref TOOL							
Total Purchase Ledger Payments					0.00	46,109.80	

Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
BDH	BDH Flooring Ben Hickman						
Office refurb flooring 10% dep	29/07/2021	333	1	751.20	0.00	751.20	0.00
					0.00	751.20	
Above paid on 30/07/2021 by Online Payment Ref BDH							
BH1	Bubbly Heavnen - Little Party Heaven						
Superhero bubbles, remainder	28/06/2021	INV-0017	1	220.00	0.00	220.00	0.00
					0.00	220.00	
Above paid on 30/07/2021 by Online Payment Ref BH1							
C054	CMR Intech Limited						
Office 365 license JC 28/7-6/8	29/07/2021	415183	1	13.51	0.00	13.51	0.00
Office 365 subs 28/7-27/8	29/07/2021	415184	1	72.96	0.00	72.96	0.00
					0.00	86.47	
Above paid on 30/07/2021 by Online Payment Ref C054							
C41	Cherwell District Council						
Bic East May bi-election costs	19/07/2021	20002564	1	3,780.40	0.00	3,780.40	0.00
					0.00	3,780.40	
Above paid on 30/07/2021 by Online Payment Ref C41							
CTC	Cherwell Theatre Compnay						
Ranger workshop SHD 4/8	21/07/2021	2022	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 30/07/2021 by Online Payment Ref CTC							
EPTC	Victoria Ruskin-Clements						
Superhero day characters	08/07/2021	1	1	775.00	0.00	775.00	0.00
					0.00	775.00	
Above paid on 30/07/2021 by Online Payment Ref EPTC							
G002	Glasdon UK Ltd						
Litter bins 9/9	23/07/2021	SI820020	1	3,704.08	0.00	3,704.08	0.00
					0.00	3,704.08	
Above paid on 30/07/2021 by Online Payment Ref G002							

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Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
J006	John Paul II Centre						
Hall hire 21/7	21/07/2021	SI-625	1	350.00	0.00	350.00	0.00
Hall hire 26/7	26/07/2021	SI-626	1	350.00	0.00	350.00	0.00
					0.00	700.00	
Above paid on 30/07/2021 by Online Payment Ref J006							
K002	KJ CLEANING SOLUTIONS LTD						
Parks cleaning July	20/07/2021	INV-1539	1	2,760.00	0.00	2,760.00	0.00
Banbury Rd play area clean	28/07/2021	INV-1547	1	36.00	0.00	36.00	0.00
					0.00	2,796.00	
Above paid on 30/07/2021 by Online Payment Ref K002							
R012	Ridge & Partners LLP						
Garth Park Masterplan	26/06/2021	196632	1	4,200.00	0.00	4,200.00	0.00
Garth PPM additional works	29/06/2021	196828	1	900.00	0.00	900.00	0.00
Garth PPM additional works	29/06/2021	196929	1	300.00	0.00	300.00	0.00
Garth PPM additional works	29/06/2021	196930	1	300.00	0.00	300.00	0.00
					0.00	5,700.00	
Above paid on 30/07/2021 by Online Payment Ref R012							
S005	Sam McGregor						
Press & PR July	31/07/2021	5026-2	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 30/07/2021 by Online Payment Ref S005							
S028	Sound and Light Guys						
Abba 14/8	26/07/2021	943	1	2,880.00	0.00	2,880.00	0.00
					0.00	2,880.00	
Above paid on 30/07/2021 by Online Payment Ref S028							
TASS	TIME ASSURED LIMITED						
Annual town clocks service	29/07/2021	21169	1	324.00	0.00	324.00	0.00
					0.00	324.00	
Above paid on 30/07/2021 by Online Payment Ref TASS							

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List of Purchase Ledger Payments

User: CM

Linked to Cashbook 1

Entered Month 4
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
TOOL							
Toolstation Ltd							
<i>Saw discs</i>	22/07/2021	QWW744909782	1	19.44	0.00	19.44	0.00
<i>Painting accessories</i>	28/07/2021	QWW7502212552	1	25.98	0.00	25.98	0.00
					0.00	45.42	
Above paid on 30/07/2021 by Online Payment Ref TOOL							
W002							
Washington House Occupational Health Ltd							
<i>OH adviser 9/6</i>	30/06/2021	3878	1	41.00	0.00	41.00	0.00
					0.00	41.00	
Above paid on 30/07/2021 by Online Payment Ref W002							
Total Purchase Ledger Payments					0.00	22,328.57	

Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A061	Advanced Water Coolers Ltd						
Office water 19ltr	21/07/2021	10494	1	20.59	0.00	20.59	0.00
					0.00	20.59	
Above paid on 12/08/2021 by Online Payment Ref A061							
B002	Bicester Tyre & Exhaust Centre						
Machinery repair puncture	09/07/2021	161148	1	20.00	0.00	20.00	0.00
					0.00	20.00	
Above paid on 12/08/2021 by Online Payment Ref B002							
B005	Telefonica O2 UK Ltd						
Mobile phones June	30/06/2021	15523876	1	230.17	0.00	230.17	0.00
Mobile phones July	31/07/2021	15552945	1	257.63	0.00	257.63	0.00
					0.00	487.80	
Above paid on 12/08/2021 by Online Payment Ref B005							
B018	C Brewers & Sons Ltd						
Paint reception desk	31/07/2021	BCT/358311	1	98.38	0.00	98.38	0.00
					0.00	98.38	
Above paid on 12/08/2021 by Online Payment Ref B018							
B024	Barclaycard Commercial 5476760594863261						
Zoom subs	23/07/2021	JULY '21	1	133.69	0.00	133.69	0.00
					0.00	133.69	
Above paid on 12/08/2021 by Online Payment Ref B024							
B035	Bicester Print						
Garrison freedom invites	16/07/2021	BIC24416	1	67.27	0.00	67.27	0.00
					0.00	67.27	
Above paid on 12/08/2021 by Online Payment Ref B035							
BEAUTY	Beauty & Bicester						
Superhero day photography	09/08/2021	2103018	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 12/08/2021 by Online Payment Ref BEAUTY							

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Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C054 CMR Intech Limited							
Veeam backup MS office Aug	03/08/2021	415205	1	46.80	0.00	46.80	0.00
Veeam wins offsite backup Aug	03/08/2021	415236	1	90.00	0.00	90.00	0.00
					0.00	136.80	
Above paid on 12/08/2021 by Online Payment Ref C054							
C105 CleanGenieLtd							
Cleaning July	31/07/2021	3881	1	443.23	0.00	443.23	0.00
					0.00	443.23	
Above paid on 12/08/2021 by Online Payment Ref C105							
CS Carl Simone							
Garth House decorating	03/08/2021	BALANCE	1	4,050.00	0.00	4,050.00	0.00
					0.00	4,050.00	
Above paid on 12/08/2021 by Online Payment Ref CS							
D026 Drum With Us Ray Watters							
Superhero drumming workshop	04/08/2021	006/21	1	425.00	0.00	425.00	0.00
					0.00	425.00	
Above paid on 12/08/2021 by Online Payment Ref D026							
FENCE UK Fence Supplies UK							
Pedestrian Barriers	25/05/2021	4047	1	4,056.00	0.00	4,056.00	0.00
					0.00	4,056.00	
Above paid on 12/08/2021 by Online Payment Ref FENCEUK							
GL Gateley Legal							
Professional fees	31/07/2021	INV377879	1	2,046.00	0.00	2,046.00	0.00
					0.00	2,046.00	
Above paid on 12/08/2021 by Online Payment Ref GL							
J001 Joblings							
Fuel July	31/07/2021	20210000206	1	570.23	0.00	570.23	0.00
					0.00	570.23	
Above paid on 12/08/2021 by Online Payment Ref J001							

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Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
L004	LKT Electrical Services Ltd						
Office light repair	09/08/2021	LKT118764	1	178.80	0.00	178.80	0.00
					0.00	178.80	
Above paid on 12/08/2021 by Online Payment Ref L004							
M050	Microshade Business Consultants Ltd						
Accountancy July	31/07/2021	14825	1	354.00	0.00	354.00	0.00
Hosting August	07/08/2021	14836	1	250.50	0.00	250.50	0.00
					0.00	604.50	
Above paid on 12/08/2021 by Online Payment Ref M050							
N010	NPower						
Bic fields elec 1-30/6	13/07/2021	LGWLLKY2	1	167.64	0.00	167.64	0.00
					0.00	167.64	
Above paid on 12/08/2021 by Online Payment Ref N010							
N027	Navitas Desgin						
Website mtce August	01/08/2021	INV-29687	1	29.99	0.00	29.99	0.00
Website training	02/08/2021	INV-29696	1	54.00	0.00	54.00	0.00
bicestertc.co.uk domain	09/08/2021	INV-29707	1	24.00	0.00	24.00	0.00
					0.00	107.99	
Above paid on 12/08/2021 by Online Payment Ref N027							
O019	Oxford Alarm Company Ltd						
Call out and works	10/08/2021	2598	1	177.64	0.00	177.64	0.00
					0.00	177.64	
Above paid on 12/08/2021 by Online Payment Ref O019							
O089	Office Depot						
office wrist mats	14/07/2021	978221799	1	41.81	0.00	41.81	0.00
					0.00	41.81	
Above paid on 12/08/2021 by Online Payment Ref O089							

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Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
OXFORD TRU Oxford Trust, Science Oxford							
<i>Superheroes science activities</i>	04/08/2021	8425	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 12/08/2021 by Online Payment Ref OXFORDTRU							
P010 Travis Perkins Trading Co Ltd							
<i>Reception desk materials</i>	22/07/2021	3003AKO541	1	193.08	0.00	193.08	0.00
					0.00	193.08	
Above paid on 12/08/2021 by Online Payment Ref P010							
PO76 Pushstart Marketing							
<i>Gazette sept</i>	04/08/2021	INV-1345	1	6,000.00	0.00	6,000.00	0.00
					0.00	6,000.00	
Above paid on 12/08/2021 by Online Payment Ref PO76							
R012 Ridge & Partners LLP							
<i>Stables Masterplan</i>	29/07/2021	198359	1	5,184.84	0.00	5,184.84	0.00
					0.00	5,184.84	
Above paid on 12/08/2021 by Online Payment Ref R012							
T028 Trysports Limited							
<i>Engraving cadets</i>	23/06/2021	3133	1	16.00	0.00	16.00	0.00
					0.00	16.00	
Above paid on 12/08/2021 by Online Payment Ref T028							
T097 Tudor Environmental							
<i>Park watering parts</i>	16/07/2021	IN0138489	1	80.64	0.00	80.64	0.00
					0.00	80.64	
Above paid on 12/08/2021 by Online Payment Ref T097							
T098 Tulu Toilet Hire Ltd							
<i>Superheroes toilets hire</i>	02/08/2021	9867	1	492.00	0.00	492.00	0.00
<i>Abba toilet hire</i>	10/08/2021	9897	1	930.00	0.00	930.00	0.00
					0.00	1,422.00	
Above paid on 12/08/2021 by Online Payment Ref T098							

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Bicester Town Council

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List of Purchase Ledger Payments

User: CM

Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details		Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
THORNE	Thorne & Wait							
Casuals w/e 1/8 SD NA		01/08/2021	00707558	1	972.00	0.00	972.00	0.00
						0.00	972.00	
Above paid on 12/08/2021 by Online Payment Ref THORNE								
Total Purchase Ledger Payments						0.00	28,003.93	

Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A018 ACR Networks Ltd							
Office phones July	12/08/2021	340278	1	159.45	0.00	159.45	0.00
					0.00	159.45	
Above paid on 24/08/2021 by Online Payment Ref A018							
ABBA Abba Stars - Blazena Kovalikova							
Music event 1 additional music	20/08/2021	14/8 ADDITIONAL	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 24/08/2021 by Online Payment Ref ABBA							
B087 Barstows Stationery							
Black sacks	26/06/2021	82626	1	95.70	0.00	95.70	0.00
Xtra strong waste sacks	01/07/2021	82652	1	161.34	0.00	161.34	0.00
Paper towels, Coffee	12/08/2021	83138	1	56.93	0.00	56.93	0.00
Hand wash, toilet tissue	17/08/2021	83150	1	24.80	0.00	24.80	0.00
					0.00	338.77	
Above paid on 24/08/2021 by Online Payment Ref B087							
BEAUTY Beauty & Bicester							
Flag raising photography	10/08/2021	2103020	1	50.00	0.00	50.00	0.00
Music event 1 photography	14/08/2021	2103019	1	50.00	0.00	50.00	0.00
					0.00	100.00	
Above paid on 24/08/2021 by Online Payment Ref BEAUTY							
C054 CMR Intech Limited							
WatchGuard renewal 8/21-8/22	11/08/2021	415249	1	1,140.00	0.00	1,140.00	0.00
Office 365 subs 7/8-6/9	11/08/2021	415287	1	190.08	0.00	190.08	0.00
Office 365 subs PL	16/08/2021	415296	1	19.84	0.00	19.84	0.00
					0.00	1,349.92	
Above paid on 24/08/2021 by Online Payment Ref C054							
G002 Glasdon UK Ltd							
Dog waste bins	28/07/2021	SI821659	1	3,959.72	0.00	3,959.72	0.00
					0.00	3,959.72	
Above paid on 24/08/2021 by Online Payment Ref G002							

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Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
HO21 HZ Entertainment Limited							
<i>Superheroes Zorb balance</i>	28/06/2021	3085-2	1	585.00	0.00	585.00	0.00
					0.00	585.00	
Above paid on 24/08/2021 by Online Payment Ref HO21							
LGRC Local Government Resource Centre							
<i>Professional fees deposit</i>	10/08/2021	1143	1	3,695.76	0.00	3,695.76	0.00
					0.00	3,695.76	
Above paid on 24/08/2021 by Online Payment Ref LGRC							
M061 Mulberry & Co							
<i>Internal Audit final May</i>	25/05/2021	17843	1	443.70	0.00	443.70	0.00
					0.00	443.70	
Above paid on 24/08/2021 by Online Payment Ref M061							
N004 New Recruits							
<i>Casuals w/b 2/8 JC</i>	10/08/2021	00056646	1	643.80	0.00	643.80	0.00
<i>Casuals w/b 9/8 JC</i>	17/08/2021	00056733	1	652.50	0.00	652.50	0.00
					0.00	1,296.30	
Above paid on 24/08/2021 by Online Payment Ref N004							
N010 NPower							
<i>Pingle elec 1/5-31/7</i>	10/08/2021	LGWLNLG	1	764.90	0.00	764.90	0.00
<i>Bicester fields elec 1-31/7</i>	10/08/2021	LGWLNQCT	1	167.15	0.00	167.15	0.00
					0.00	932.05	
Above paid on 24/08/2021 by Online Payment Ref N010							
NEWMAN NEWMAN EVENT SERVICES LTD							
<i>Superheroes security</i>	13/08/2021	2854	1	541.44	0.00	541.44	0.00
					0.00	541.44	
Above paid on 24/08/2021 by Online Payment Ref NEWMAN							

Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S028	Sound and Light Guys						
<i>Music event 3 stage</i>	15/08/2021	945	1	2,880.00	0.00	2,880.00	0.00
					0.00	2,880.00	
Above paid on 24/08/2021 by Online Payment Ref S028							
T065	Turney - Groundforce						
<i>Mower parts</i>	16/08/2021	1037486	1	16.68	0.00	16.68	0.00
					0.00	16.68	
Above paid on 24/08/2021 by Online Payment Ref T065							
T097	Tudor Environmental						
<i>Strimmer heads</i>	10/08/2021	IN0142690	1	231.58	0.00	231.58	0.00
					0.00	231.58	
Above paid on 24/08/2021 by Online Payment Ref T097							
T098	Tulu Toilet Hire Ltd						
<i>Music event 3 toilets</i>	12/08/2021	9922	1	930.00	0.00	930.00	0.00
<i>Music event 3 extra toilets</i>	19/08/2021	9938	1	408.00	0.00	408.00	0.00
					0.00	1,338.00	
Above paid on 24/08/2021 by Online Payment Ref T098							
THORNE	Thorne & Wait						
<i>Casuals w/e 8/8 SD, NA</i>	08/08/2021	00707592	1	1,206.90	0.00	1,206.90	0.00
					0.00	1,206.90	
Above paid on 24/08/2021 by Online Payment Ref THORNE							
TOOL	Toolstation Ltd						
<i>Cable trunking</i>	12/08/2021	AQQ763378788	1	29.67	0.00	29.67	0.00
					0.00	29.67	
Above paid on 24/08/2021 by Online Payment Ref TOOL							
Total Purchase Ledger Payments					0.00	19,404.94	

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B087 Barstows Stationery							
Office stationary supplies	26/08/2021	83205	1	54.18	0.00	54.18	0.00
					0.00	54.18	
Above paid on 31/08/2021 by Online Payment Ref B087							
BDH BDH Flooring Ben Hickman							
Office refurb flooring balance	16/08/2021	343	1	6,760.00	0.00	6,760.00	0.00
					0.00	6,760.00	
Above paid on 31/08/2021 by Online Payment Ref BDH							
BEAUTY Beauty & Bicester							
Music event 3 photography	31/08/2021	2103021	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 31/08/2021 by Online Payment Ref BEAUTY							
C054 CMR Intech Limited							
Endpoint protection 21-22	08/06/2021	414726	1	588.00	0.00	588.00	0.00
Office 365 subs 7/6-6/7	08/06/2021	414847	1	147.84	0.00	147.84	0.00
Office 365 subs 28/8-27/9	31/08/2021	415399	1	72.96	0.00	72.96	0.00
Veeam backup MS office Sept	02/09/2021	415410	1	48.60	0.00	48.60	0.00
Veeam backup wins Sept	02/09/2021	415439	1	90.00	0.00	90.00	0.00
					0.00	947.40	
Above paid on 31/08/2021 by Online Payment Ref C054							
C082 Critical Care Medical services							
First aid events abba, 80s, SH	31/08/2021	002	1	690.00	0.00	690.00	0.00
					0.00	690.00	
Above paid on 31/08/2021 by Online Payment Ref C082							
C105 CleanGenieLtd							
Cleaning August	31/08/2021	4002	1	480.17	0.00	480.17	0.00
					0.00	480.17	
Above paid on 31/08/2021 by Online Payment Ref C105							

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Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
G001 Gem Tool Hire & Sales Ltd							
80s music night flood lights	31/08/2021	A25773	1	283.38	0.00	283.38	0.00
					0.00	283.38	
Above paid on 31/08/2021 by Online Payment Ref G001							
G002 Glasdon UK Ltd							
Dog bins x10 2/5	27/08/2021	SI822189	1	3,299.76	0.00	3,299.76	0.00
					0.00	3,299.76	
Above paid on 31/08/2021 by Online Payment Ref G002							
GL Gateley Legal							
Professional fees	24/08/2021	INV379804	1	198.00	0.00	198.00	0.00
					0.00	198.00	
Above paid on 31/08/2021 by Online Payment Ref GL							
J001 Joblings							
Fuel August	31/08/2021	2021000000241	1	870.13	0.00	870.13	0.00
					0.00	870.13	
Above paid on 31/08/2021 by Online Payment Ref J001							
JOHNSONS Johnsons of Whixley							
Play area conversion plants 2	16/07/2021	1179213	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/08/2021 by Online Payment Ref JOHNSONS							
LGRC Local Government Resource Centre							
Locum Clerk PL 9/8-31/8	01/09/2021	1146	1	3,018.20	0.00	3,018.20	0.00
					0.00	3,018.20	
Above paid on 31/08/2021 by Online Payment Ref LGRC							
M050 Microshade Business Consultants Ltd							
Accountancy August	31/08/2021	14946	1	354.00	0.00	354.00	0.00
					0.00	354.00	
Above paid on 31/08/2021 by Online Payment Ref M050							

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Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N004 New Recruits							
Casuals w/b 16/8 JC	24/08/2021	00056814	1	643.80	0.00	643.80	0.00
Casuals w/b 23/8 JC	01/09/2021	00056898	1	643.80	0.00	643.80	0.00
					0.00	1,287.60	
Above paid on 31/08/2021 by Online Payment Ref N004							
N027 Navitas Desgin							
Website mtce Sept	01/09/2021	INV-29749	1	29.99	0.00	29.99	0.00
					0.00	29.99	
Above paid on 31/08/2021 by Online Payment Ref N027							
O031 Oxford Office Furniture Ltd							
Office refurb furniture balanc	22/06/2021	OOF-INV3495	1	3,165.00	0.00	3,165.00	0.00
					0.00	3,165.00	
Above paid on 31/08/2021 by Online Payment Ref O031							
R008 Rigby Taylor Ltd							
Line marking paint	02/09/2021	RSIN0387135	1	371.75	0.00	371.75	0.00
					0.00	371.75	
Above paid on 31/08/2021 by Online Payment Ref R008							
R012 Ridge & Partners LLP							
Garth PPM additional works	31/08/2021	200447	1	1,200.00	0.00	1,200.00	0.00
					0.00	1,200.00	
Above paid on 31/08/2021 by Online Payment Ref R012							
R062 Rideontime							
Super hero ride on activities	10/08/2021	02/21	1	150.00	0.00	150.00	0.00
					0.00	150.00	
Above paid on 31/08/2021 by Online Payment Ref R062							
S005 Sam McGregor							
Press & PR August	31/08/2021	5028	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 31/08/2021 by Online Payment Ref S005							

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Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
S105	Simon Bays Sledgehammer						
<i>Music event 3 performers</i>	30/08/2021	28/8/21	1	1,000.00	0.00	1,000.00	0.00
					0.00	1,000.00	
Above paid on 31/08/2021 by Online Payment Ref S105							
SETFORDS	Setfords						
<i>Lease disbursements</i>	03/06/2021	361655	1	6.90	0.00	6.90	0.00
<i>Lease professional fees</i>	28/06/2021	373007	1	3,000.00	0.00	3,000.00	0.00
					0.00	3,006.90	
Above paid on 31/08/2021 by Online Payment Ref SETFORDS							
T065	Turney - Groundforce						
<i>Ride on mower mtce parts</i>	03/09/2021	1039640	1	137.56	0.00	137.56	0.00
					0.00	137.56	
Above paid on 31/08/2021 by Online Payment Ref T065							
THORNE	Thorne & Wait						
<i>Casuals w/e 22/8 SD NA</i>	22/08/2021	00707664	1	1,206.90	0.00	1,206.90	0.00
					0.00	1,206.90	
Above paid on 31/08/2021 by Online Payment Ref THORNE							
TIME	Timely Training Solutions						
<i>AAT exam fee CM</i>	30/08/2021	002678	1	100.00	0.00	100.00	0.00
					0.00	100.00	
Above paid on 31/08/2021 by Online Payment Ref TIME							
TOOL	Toolstation Ltd						
<i>Music event cable ties</i>	23/08/2021	QWW773119750	1	11.04	0.00	11.04	0.00
<i>Music event barrier straps</i>	23/08/2021	QWW773121010	1	86.36	0.00	86.36	0.00
<i>Drain cleaner pavilions</i>	27/08/2021	QI5776896886	1	7.26	0.00	7.26	0.00
<i>Memebrrs room cable management</i>	27/08/2021	QXC776931323	1	27.96	0.00	27.96	0.00
<i>Memebrrs room cable management</i>	27/08/2021	QXR776931323	1	15.00	0.00	15.00	0.00
					0.00	147.62	
Above paid on 31/08/2021 by Online Payment Ref TOOL							
Total Purchase Ledger Payments					0.00	29,183.54	

27/09/2021

Bicester Town Council

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List of Purchase Ledger Payments

User: CM

Linked to Cashbook 1

Entered Month 5
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
B024							
Barclaycard Commercial 5476760594863261							
<i>2nd attempt to pay, Zoom subs</i>	25/08/2021	JULY-2	1	133.69	0.00	133.69	0.00
					0.00	133.69	
Above paid on 31/08/2021 by Online Payment Ref B024							
Total Purchase Ledger Payments					0.00	133.69	

27/09/2021

Bicester Town Council

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List of Purchase Ledger Payments

User: CM

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
ICE	ICE & ROLLER MAGIC						
<i>Xmas lights ice rink deposit</i>	13/09/2021	12077	1	1,188.00	0.00	1,188.00	0.00
					0.00	1,188.00	
Above paid on 31/08/2021 by Online Payment Ref ICE							
Total Purchase Ledger Payments					0.00	1,188.00	

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
A018	ACR Networks Ltd						
Office phones Aug	16/09/2021	340414	1	155.15	0.00	155.15	0.00
					0.00	155.15	
Above paid on 17/09/2021 by Online Payment Ref A018							
A061	Advanced Water Coolers Ltd						
Office water	01/09/2021	10654	1	15.46	0.00	15.46	0.00
					0.00	15.46	
Above paid on 17/09/2021 by Online Payment Ref A061							
B003	Bicesterprint Ltd						
Xmas lights flyers	10/09/2021	BIC24573	1	38.88	0.00	38.88	0.00
					0.00	38.88	
Above paid on 17/09/2021 by Online Payment Ref B003							
B005	Telefonica O2 UK Ltd						
Mobile phones Sept	30/08/2021	15582313	1	263.95	0.00	263.95	0.00
					0.00	263.95	
Above paid on 17/09/2021 by Online Payment Ref B005							
B087	Barstows Stationery						
Tea & sugar	09/09/2021	83312	1	17.70	0.00	17.70	0.00
Lever arch archive folders	14/09/2021	83334	1	17.59	0.00	17.59	0.00
					0.00	35.29	
Above paid on 17/09/2021 by Online Payment Ref B087							
C054	CMR Intech Limited						
Garth house re-networking	13/08/2021	414509	1	4,185.60	0.00	4,185.60	0.00
Offiec refurb keyboards & mice	13/08/2021	415298	1	201.60	0.00	201.60	0.00
Offic 365 subs 7/9-6/10	13/09/2021	415478	1	211.20	0.00	211.20	0.00
					0.00	4,598.40	
Above paid on 17/09/2021 by Online Payment Ref C054							

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
C099	Castle Water Limited						
<i>GH water 16/10-6/2</i>	31/08/2021	0005995292	1	100.27	0.00	100.27	0.00
					0.00	100.27	
Above paid on 17/09/2021 by Online Payment Ref C099							
G002	Glasdon UK Ltd						
<i>Outddoor bin ashtray</i>	08/09/2021	SI823061	1	126.74	0.00	126.74	0.00
<i>Dog bins 4/5</i>	10/09/2021	SI822919	1	3,299.76	0.00	3,299.76	0.00
					0.00	3,426.50	
Above paid on 17/09/2021 by Online Payment Ref G002							
G007	Grundon Waste Management Ltd						
<i>Garth park sharps box replace</i>	30/04/2021	PSI-0384426	1	110.12	0.00	110.12	0.00
					0.00	110.12	
Above paid on 17/09/2021 by Online Payment Ref G007							
ICS	iCS Communication						
<i>New phone system deposit</i>	06/09/2021	228549	1	409.80	0.00	409.80	0.00
					0.00	409.80	
Above paid on 17/09/2021 by Online Payment Ref ICS							
M050	Microshade Business Consultants Ltd						
<i>Hosting Sept</i>	07/09/2021	14969	1	250.50	0.00	250.50	0.00
					0.00	250.50	
Above paid on 17/09/2021 by Online Payment Ref M050							
N004	New Recruits						
<i>Casuals w/b 30/8 JC</i>	07/09/2021	00056987	1	513.30	0.00	513.30	0.00
<i>Casuals w/b 6/9 JC</i>	14/09/2021	0057074	1	643.80	0.00	643.80	0.00
					0.00	1,157.10	
Above paid on 17/09/2021 by Online Payment Ref N004							

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
N027 Navitas Desgin							
<i>annual hosting bicester.gov.uk</i>	15/09/2021	INV-29766	1	59.99	0.00	59.99	0.00
					0.00	59.99	
Above paid on 17/09/2021 by Online Payment Ref N027							
NEWMAN NEWMAN EVENT SERVICES LTD							
<i>Abba music security</i>	31/08/2021	2889	1	609.00	0.00	609.00	0.00
<i>80s music security</i>	31/08/2021	2890	1	609.00	0.00	609.00	0.00
					0.00	1,218.00	
Above paid on 17/09/2021 by Online Payment Ref NEWMAN							
O019 Oxford Alarm Company Ltd							
<i>Pingle callout & alarm repair</i>	11/09/2021	2637	1	218.21	0.00	218.21	0.00
					0.00	218.21	
Above paid on 17/09/2021 by Online Payment Ref O019							
O089 Office Depot							
<i>keyboard and mouse wrist mats</i>	07/07/2021	978210246	1	65.52	0.00	65.52	0.00
<i>Visitor book</i>	06/09/2021	978325285	1	12.95	0.00	12.95	0.00
					0.00	78.47	
Above paid on 17/09/2021 by Online Payment Ref O089							
R012 Ridge & Partners LLP							
<i>Garth Park Masterplan</i>	27/08/2021	200314	1	4,500.00	0.00	4,500.00	0.00
					0.00	4,500.00	
Above paid on 17/09/2021 by Online Payment Ref R012							
SAFE1 Safe Options							
<i>New safe & disposal of old</i>	08/09/2021	85946	1	2,367.60	0.00	2,367.60	0.00
					0.00	2,367.60	
Above paid on 17/09/2021 by Online Payment Ref SAFE1							

Linked to Cashbook 1

Entered Month 6
by user CM

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
SHLEWIS S H Lewis Cleaning							
<i>GH window cleaning 16/9</i>	16/09/2021	45269	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 17/09/2021 by Online Payment Ref SHLEWIS							
THORNE Thorne & Wait							
<i>Casuals w/e 15/8 SD NA</i>	15/08/2021	00707627	1	1,296.00	0.00	1,296.00	0.00
<i>Casuals w/e 29/8 SD NA</i>	29/08/2021	00707700	1	1,134.00	0.00	1,134.00	0.00
<i>Casuals w/e 05/9 SD NA</i>	05/09/2021	00707733	1	838.36	0.00	838.36	0.00
					0.00	3,268.36	
Above paid on 17/09/2021 by Online Payment Ref THORNE							
TIME Timely Training Solutions							
<i>AAT exam fee CM ELCO</i>	11/08/2021	002657	1	84.00	0.00	84.00	0.00
					0.00	84.00	
Above paid on 17/09/2021 by Online Payment Ref TIME							
TOOL Toolstation Ltd							
<i>Titanium drill bit</i>	09/09/2021	QI5788037691	1	1.54	0.00	1.54	0.00
<i>Paint for outreach</i>	09/09/2021	QWW787671942	1	63.78	0.00	63.78	0.00
<i>Push button lock x2 (extra)</i>	09/09/2021	QWW787744333	1	51.96	0.00	51.96	0.00
<i>Push button lock x2</i>	09/09/2021	QWW787781291	1	51.96	0.00	51.96	0.00
					0.00	169.24	
Above paid on 17/09/2021 by Online Payment Ref TOOL							
Total Purchase Ledger Payments					0.00	22,795.29	

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 5th October 2021

Grant Payments

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor

Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.1 Due to delays with banking authorisation, there has been a recent wave of grants payments made to clear the backlog (see item 7 on this agenda, Payments).

2. Grant Payments

- 2.1 Officers can now report that the grants approved at Finance Committee 29th March have been paid. List below.

Beauty and Bicester	£400.00
Bicester Rugby Union Football Club Ltd	£1,000.00
Cherwell Theatre Company	£992.00
Clean Slate	£625.00
Glory Farm Primary School PTA	£1,000.00
Graven Hill community Ministry	£999.00
Oxfordshire Association for the Blind	£500.00
1st Kingsmere Beavers	£496.52
Rainbow Bicester	£500.00
Bardwell School	£500.00
ARCh - Assisted Reading for Children	£1,000.00
Bicester Athletic Club	£1,000.00
Bicester Good Neighbour Scheme	£500.00
Bicester Green	£408.00
Bicester Spiritualist Church	£500.00
Cygnets preschool	£1,000.00
Home-Start Banbury, Bicester and Chipping Norton	£500.00
Life Education Wessex and Thames Valley	£600.00
Nai's House	£1,000.00
One Bicester	£500.00
1st Bicester Intrepid Scout Group	£750.00
1st Southwold Scouts	£720.00

- 2.2 Two Covid grants were also paid, these were the last of the previous batch of Covid grants (no more Covid grants are planned).

Volunteer Driver Service	£500.00
Kingsmere Front Runner	£300.00

- 2.3 The below grants have been paid as part of the Containing the Outbreak Management Fund. Due to the nature of the claim back arrangement with Cherwell District Council, these grants are cost neutral to Bicester Town Council. They are reported here for the Committee's awareness.

Bicester Fridge	£800.00
Refugee Support	£1,000.00
Market Traders	£600.00
Hummingbird	£2,033.44
Bicester Good Neighbour Scheme	£2,000.00
Bicester Green Gym	£500.00
OYAP	£1,966.56
Bicester Baby Bank	£1,000.00

3. Recommendation

- 3.1 Committee is recommended to **NOTE** the information on grant payments.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 5th October 2021

External Audit

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor

Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. External Audit Financial year 20/21

1.1 The Council has received the certificate of external audit for the year 20/21. Summary Excerpt below, full report at Appendix 1.

2 External auditor report 2020/21

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.

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

NONE

1.2 By law, Council must approve the conclusion of audit. This committee is asked to note the audit and recommend it to Council for approval.

2. Recommendation

2.1 Committee is recommended to **NOTE** the receipt of the external audit and **RECOMMEND** it to Council for approval.

Section 3 - External Auditor Report and Certificate 2020/21

In respect of

Bicester Town Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

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 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

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.

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

NONE

3 External auditor certificate 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name



MOORE

External Auditor Signature

Moore

Date

19/09/2021

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 5th October 2021

Budget Summary

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor

Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Overview

- 1.1 In line with financial regulations and using the same methodology as in previous years, officers have drafted the 22/23 budget. This report presents an advanced look for Committee awareness.

2. Forward Plan

- 2.1 As per financial regulations, the draft budget including three year forecasts shall be presented to each relevant Committee as below.

October 25 th	Policy
November 3 rd	Events Working Party
November XX	Special Personnel
November 22 nd	Environment
November 29 th	Finance
December 20 th	Policy (any amendments/we will hopefully be notified by Cherwell by then of the exact tax base for the next year)
January 24 th	Council

- 2.2 The budget returns to Policy in December to take account of any amendments needed after notification of the exact tax base by Cherwell District Council in early December. After approval at Council 24th January the precept demand will be sent to Cherwell District Council.

3. Summary Position

- 3.1 The figures below show the 21/22 budget and the 22/23 draft budget based on extrapolating from several years history of actual spend. The 22/23 figures include a 2% increase (as planned in previous years forecasts); an estimate of the additional Band D income; savings of £324,287 and additional spend of £412,417.
- 3.2 It is worth noting the overall deficit of the 21/22 budget leading to a budgeted transfer from reserves. Officers have sought to redress this by bringing the 22/23 budget back to a net positive position as shown by the budgeted transfer to reserves.

22/23 Budget Summary Net Figures per Cost Centre				
	21/22	22/23	Difference	Comments
Policy & Finance				
Civic and Democratic	£37,000	£36,900	-£100	Reduction in hospitality costs
Central Services	£315,941	£233,923	-£82,018	Reductions in overheads due to streamlined services
Garth House	£31,550	£31,950	£400	New fixtures and fittings
Garth Lodge	-£9,200	-£10,700	-£1,500	Reduction in budgeted costs due to renovations in previous years
Corporate Finance	£9,400	£9,000	-£400	Reduction in interest received
Precept	£1,582,488	£1,644,137	£61,649	2% annual increase +30k Band D Increase
Community Support	£81,750	£81,750	£0	
Projects	£270,000	£292,000	£22,000	Increase to cemetery and open space investment
Policy & Finance Totals (excl precept)	£736,441	£674,823	-£61,618	
Environment				
Environmental Services	£293,145	£370,538	£77,393	Increased staffing
Open Spaces	£379,021	£379,021	£0	
Pingle Field	£6,130	£5,480	-£650	Reductions in overheads due to streamlined services
Sunderland Drive	£7,650	£15,050	£7,400	Refurbishment
Bicester Fields	£5,500	£5,500	£0	
Sports village	£86,550	£86,550	£0	
Garth Park	£4,350	£17,155	£12,805	Increased maintenance of fixed assets
Play Areas	£16,300	£16,300	£0	
Allotments	-£5,169	-£5,369	-£200	Reductions in overheads due to streamlined services
Town Council Events	£38,825	£19,500	-£19,325	Changes in events roster
Cemetery	-£15,680	-£15,780	-£100	Reductions in overheads due to streamlined services
Street Scene	£73,350	£73,350	£0	
Environment Totals	£889,972	£967,295	£77,323	
Grand Totals (exc precept)	£1,626,413	£1,642,118	£15,705	
Precept	£1,582,488	£1,644,137	£61,649	
Final position	-£43,925	£2,019	£45,944	

4. Recommendation

4.1 Committee is recommended to **NOTE** the summary financial information.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 5th October 2021

Direct Debit

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor

Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Direct Debit Background

- 1.1 Financial Regulation 6.8 states, “The approval of the use of a variable direct debit shall be renewed by resolution of the Finance Committee at least every two years.”
- 1.2 The current payroll provider has been using a variable direct debit in order to make payments to staff for over two years. Not using this method would incur a significant administrative burden on managers and put at risk the Council's duties as an employer through the time delay associated with other funds transfer methods.

2. Payroll Supplier

- 2.1 Although the direct debit has been working seamlessly to support the current payroll supplier to make the necessary payments, the supplier has made several calculation errors in salary and tax, as well as issuing payslips without authorisation.
- 2.2 These matters combined with a lack of communication compelled the Acting Chief Officer to seek an alternative supplier. A new supplier has been approached. This is within the authority of the Acting Chief Officer as the contract total is within delegated revenue spend.

3. New Direct Debit

- 3.1 In order to transfer smoothly to the new payroll supplier, a new variable direct debit instruction is requested. This will continue the payroll current arrangements but with a new supplier.

4. Recommendation

- 4.1 Committee is recommended to **APPROVE** the setting up of a new variable direct debit for the new payroll supplier.
- 4.2 Committee is asked to **NOMINATE** two committee members to sign the new instruction.

BICESTER TOWN COUNCIL FINANCE COMMITTEE REPORT

Tuesday 5th October 2021

Staff Reimbursements

Chairman: Councillor Alex Thrupp

Contact: alex.thrupp@bicester.gov.uk

Callum McMahon – Office Supervisor

Contact: 01869 252915 callum.mcmahon@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 Due to the ongoing banking authorisation issues the Council is only able to pay suppliers via BACS on receipt of an invoice. Certain critical services however do not accept BACS such as vehicle tax, Zoom subscription and the Information Commissioner.

2. Staff Reimbursement

- 2.1 Failure to pay for these services would significantly impact the ability of the Council to discharge its functions. Given this, in certain situations, staff have used personal credit cards to make payments on behalf of the Council on the understanding it would be reimbursed. In each event, all other possibilities are explored beforehand and only when absolutely necessary is this method used.
- 2.2 This report is to bring these reimbursements to the Committee's awareness. The reimbursements appear in the Committee finance reports in the same way as other non-standard payments do. A full breakdown can be provided on request.
- 2.3 In order to avoid the situation reoccurring, a corporate credit card is being sought in line with financial regulations.

3. Recommendation

- 3.1 Committee is recommended to **NOTE** the information on staff reimbursements.

BICESTER TOWN COUNCIL FINANCE COMMITTEE FORWARD PLAN

Tuesday 5th October 2021

1. 29/11/2021: Budget 22/23 (including three year forecast)
2. 11/04/2022: Business Continuity Plan