

# **Bicester Town Council**



## **Policy Committee Meeting**

**Ref: POL03/2122**

**Wednesday 20<sup>th</sup> October 2021 at 20.00 hrs  
Bicester Town Council, The Garth, Launton Road,  
Bicester, Oxon OX26 2PS**

**Circulation: Town Mayor - Councillor Nicholas Mawer**

### **Members:**

Cllr Richard Mould – **Chairman**, Cllr Lynn Pratt – **Vice-Chairman**  
Cllr Dan Hallett, Cllr Nicholas Mawer, Cllr Zoe McLernon, Cllr Dan Sames,  
Cllr Les Sibley, Cllr Jason Slaymaker, Cllr Alex Thrupp, Cllr Fraser Webster

### **Other Circulation, Substitute Members:**

Cllr Nick Cotter, Cllr Sandy Dallimore, Cllr Donna Ford,  
Cllr Harry Knight, Cllr James Metcalf,

### **Other Circulation:**

Cllr Calum Miller – OCC, Cllr Michael Waine – OCC,  
Cllr Tom Wallis – CDC, Cllr Lucinda Wing – CDC



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Thursday 14th October 2021

Dear Councillor

You are summoned to attend a meeting of the **Policy Committee** to be held on **Wednesday 20<sup>th</sup> October 2021 at 20.00hrs at Garth House, Launton Road, Bicester, OX26 6PS**

pp

**Paula Lopez**  
**Locum Clerk Support**

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## 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 Bicester Town Council ([enquiries@bicester.gov.uk](mailto:enquiries@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 Policy Committee

To confirm the **MINUTES** and **RESOLUTIONS** of the following Policy Committee meeting: **Monday 2<sup>nd</sup> August 2021 - POL02/2122**

### 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. Major Town Initiatives**

Committee is requested to note and comment as appropriate on the minutes from the following meeting:

**Bicester Vision CIC Executive Board Meeting: Thursday 22<sup>nd</sup> July 2021**

**6. Burnehyll Community Woodland**

Committee is asked to consider the verbal report given by Councillor Mould.

**7. Defibrillator Request**

Committee is asked to consider the attached report and the request for installation of additional defibrillators in the WEST ward.

**8. Online booking**

Committee is asked to consider the attached report and recommendations for the use of an online booking tool.

**9. Fee's Charge and rents 2021/2022**

Committee is asked to consider the attached report and recommendations for the approval of 2021/22 fees.

**10. Budget Proposals 2022/2023**

Committee is asked to consider the attached report and recommendations for approving the draft 2022/23 budget.

**10a Fee's Charge and rents 2022/2023**

Committee is asked to consider the attached report and recommendations for the approval of 2022/23 fees.

**11. Recruitment of the Chief Officer**

Committee is asked to consider the attached report.

**12. Forward Plan**

Committee is asked to review the forward plan.

**13. Exclusion of Press and Public**

**RECOMMENDED**

That in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

**14. Community Awards for Exceptional Public Service**

Committee is asked to consider the attached report.

**15. Freedom of Information**

Committee is asked to consider the attached report. Detailing all open requests for opening a discussion on the management of FOI Requests going forward.

**15. Date of Next Meeting – 20<sup>th</sup> December 2021 – 7pm, Garth House**

**Close of Meeting:**

# BICESTER VISION

| Meeting                          | BICESTER VISION CIC EXECUTIVE BOARD MEETING                                                                                                                                                                                                                                                                                                                                                                               |      |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| <b>Directors/Members Present</b> | Lt Col Lyndon Robinson RLC (Chair) (LR)<br>James Hill (Adalta Real) (JH)<br>Shaun Jardine (Brethertons) (Part meeting) (SJ)<br>Graeme Laws (Business Manager) (Director only) (GL)<br>Miranda Markham (Value Retail/Bicester Village) (MM)<br>Cllr Richard Mould (Bicester Town Council) (RM)<br>Graham Perryman (Bicester Chamber) (GP)<br>Cllr Lynn Pratt (Cherwell District Council) (LP)<br>Phil Shadbolt (Zeta) (PS) |      |
| <b>Observers Present</b>         | Richard Byard (OxLEP) (Part meeting) (RB)<br>Peter Cox (Grange Mews/Bicester Chamber) (PC)<br>William Knighton (Chiltern Railway) (WK)<br>Steve Thornton (Brita UK) (Part meeting) (ST)                                                                                                                                                                                                                                   |      |
| <b>Apologies</b>                 | Robert Jolley (Cherwell District Council)(RJ), Amrik Manku (Oxfordshire County Council), Sam Shippen (Bicester Town Council), John Liggins (Ziran Land Limited), Cllr Michael Waine (Oxfordshire County Council), Sarah-Jane Curtis (Bicester Motion), Jacqui Cox (Oxfordshire County Council)                                                                                                                            |      |
| <b>In attendance</b>             | Sarah Fraser                                                                                                                                                                                                                                                                                                                                                                                                              | (SF) |
| <b>Date of meeting</b>           | Thursday 22 July 2021                                                                                                                                                                                                                                                                                                                                                                                                     |      |
| <b>Venue</b>                     | Via Zoom                                                                                                                                                                                                                                                                                                                                                                                                                  |      |
| <b>Circulation</b>               | All Supporters                                                                                                                                                                                                                                                                                                                                                                                                            |      |
| <b>Dates of next meetings</b>    | <b>Full Partnership</b> – Thursday, 16 September 2021, <b>10am-4pm</b> , volunteering day with Chiltern Rangers CIC at Bicester Garrison<br><b>Executive Board</b> – Thursday 7 October 2021, <b>10am-12pm</b> , venue tbc/via Zoom                                                                                                                                                                                       |      |

## MINUTES

### ACTION

#### 1 BOARD MEMBERSHIP – PROPOSED NEW DIRECTOR

Further to information previously circulated and to discussion at the meeting, Directors/Members agreed unanimously in favour of appointing Steve Thornton of Brita UK as a Director of Bicester Vision CIC.

GL will arrange for ST to complete all relevant documents for submission to Companies House.

GL

#### 2 MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10 June 2021 were agreed as an accurate record.

##### 2.1 Matters arising (not covered elsewhere on the agenda):

- 2.1.1 ➤ **CDC Observer status – Carried forward** – RJ to forward details of his named alternate should he be unable to attend Bicester Vision meetings.

RJ

- 2.1.2 ➤ **Oxfordshire County Council** – It was agreed LR will write to the Chief Executive of Oxfordshire County Council confirming that Lawrie Stratford stepping down from the Council has left a vacancy on the Bicester Vision CIC Board for a Council representative. LR will request the Council nominate an alternative for Lawrie, preferably the Bicester Member on the Council. LR
- 2.1.3 ➤ **Cherwell District Council Grant Agreement** – No progress has been made since the last meeting with regards to the CDC Grant Agreement. Dates are awaited from RJ to discuss and finalise this matter, which Board members asked is progressed as a matter of some urgency. It was agreed the meeting, once arranged, would need to take place online to enable GL to share full financial details. RJ
- 2.1.4 ➤ **Town Centre Task Group** – Next meeting to be held on 19 August. Board members present, who also sit on the Town Centre Task Group, shared their views on a number of issues:
- The need to speed up progress with regard to implementing identified actions.
  - That the appointment of Nexus to undertake stakeholder engagement on the Cherwell Local Plan might run the risk of again capturing information already identified by the Town Centre Task Group during previous stakeholder sessions.
  - That CDC when seeking approval from Council Members to produce a business plan for the Town Centre does so in discussion with the Town Centre Task Group.
  - That there is a risk of conflating a Business Case with a Business Plan.
  - That the excellent progress made regarding the Market Square is not delayed by wider Town Centre work.
  - **It was agreed to invite Wood Consulting to present the Market Square proposals to the Bicester Vision Board.** GL
- 2.1.5 ➤ **PropFest** – It had been agreed at the last meeting that there would be a Town Centre Task Group ‘Pod’ at PropFest, showcasing town centre plans. However, it has subsequently been decided that town centre information will be incorporated on Cherwell District Council’s stand at PropFest. GL is in discussion with Steve Newman at CDC on content to be used at PropFest.

All other actions had been undertaken or were covered by the agenda.

### 3 WELCOME

Steve Thornton joined the meeting and was warmly welcomed to the Bicester Vision CIC Board, the organisation bringing together, and working in support of, public, private and third sector bodies around the town for the wider prosperity of the Bicester community.

ST confirmed he was delighted to be joining the Bicester Vision Board, declaring his interests as a Director of Brita UK and the Launton Estate.

### 4 BUSINESS MANAGER’S UPDATE

Further to the update provided the following items were noted:

- **Volunteering Day with Chiltern Rangers** – Board members were encouraged to register (either themselves or other managers within their businesses) for the Volunteering Day on 16 September. This will be an excellent event, hosted with kind permission from Bicester Garrison, on land that is not normally accessible to the public, a natural wilding area rich in plant life/species and unique in Oxfordshire. ALL
- **PropFest** – GL confirmed he would be working with Steve Newman to ensure Bicester Vision information is available on the Cherwell District Council stand at PropFest.
- **Financial information** – GL reported current forecast is a deficit of c£1,800 at the year end position. However, it was confirmed there is some flexibility in the forecasts and it was anticipated the organisation will actually achieve a breakeven position (or thereabouts). The Board noted the net member statistics resulted in a deficit of £500 compared to last year.

- **December Partnership meeting:** The suggestion is to theme around:
  - Why business people need to make Wills and ensure business interests are properly handled.
  - Business continuity, keyman protection, etc.
  - ARCh (Assisted Reading for Children) charity presentation.

## 5 ECONOMIC DEVELOPMENT LANDSCAPE

RB provided an update on the difficult economic development landscape currently in place. Government has announced key priorities around Levelling Up, Net Zero, and Devolution, and there are workstreams in play around each of these.

In terms of Levelling Up, Oxfordshire and the South East have long been at the narrow end in terms of available government funding with public money perhaps understandably largely falling to areas of deprivation and, therefore, less so to those areas that contribute to economic growth and are net contributors to the exchequer enabling more resources to be put to levelling up.

However, there are various opportunities for Oxfordshire to bid to funding streams and there will be a role for Bicester Vision to play in this, both individually and collectively:

- The UK Shared Prosperity Fund will be the successor to EU funding; detail on this fund is still to be confirmed by Government. An announcement is anticipated in the near future with the possibility that this may, or may not, be linked to the Devolution and Levelling Up White Paper due to be published in the Autumn.
- The Community Renewal Fund and the Levelling Up Fund have both opened recently and Oxfordshire County Council has submitted a number of bids; although success is not anticipated as bids will be measured against levelling up categories.
- The Community Ownership Fund may be of interest to Bicester Vision CIC and to the Town Centre Task Group, [www.communityownershipfund.co.uk/](http://www.communityownershipfund.co.uk/). There will be 4 rounds of funding running to April 2022 providing funding for community ownership projects; facilities in, parks, open spaces etc, and may be relevant to provide for town centre assets or facilities. GL/RM to consider.

GL/RM

The national agenda is very much linked to skills and there has been a step change in the way Government is seeking to handle skills interventions going forward; with both capital and revenue opportunities arising. There is a focus on ensuring young people are trained for jobs that exist now or that we are developing for the future. Much of the responsibility for leading skills bids has been placed on the Chambers of Commerce, with some more keen than others to take on this responsibility.

The LEP Review, announced in March 2021, looking at the form, function and responsibilities of LEPs, continues; the anticipated report arising from this is now unlikely before Parliament's summer recess and is likely to land in the Autumn alongside Government's Devolution White Paper. Across the 38 LEPs there are many different structures and governance arrangements; this particularly applies to those LEPs in Mayoral Combined Authority areas. The Review is also considering LEP geography, attempting to eradicate the final remaining overlapping areas.

A number of working groups are looking at workstreams arising from the LEP Review including:

- Funding and responsibilities - recognising the move in channelling capital funding through Local Authorities rather than LEPs in the future.

- Accountability and governance - acknowledging the vast majority of LEPs are now incorporated bodies, obliged to provide statutory accounts and are still in the process of managing existing capital programmes to completion.
- Stakeholder relationships – particularly with Local Authorities and reflecting the increased responsibilities that Local Authorities will assume going forward in managing capital programmes when already struggling with resource issues.

Whilst it is an uncertain and challenging time for OxLEP, the organisation is still keen to support local initiatives, such as UK PropFest on 9 September, promoting Oxfordshire to the global community.

Internationalisation and Skills remain priorities for OxLEP going forward, as is the continuance of business support provision for companies across the county. Amongst all the uncertainty, Government continues to have high regard for Growth Hubs, valuing the services they provide to local business. OxLEP will be seeking to strengthen its Growth Hub going forward, with the intention of helping to drive economic growth and prosperity.

Board members voiced their support for OxLEP, adding that it was hoped any changes that may arise as a result of the LEP Review are implemented through a sensible phased transition.

The Board also noted the ongoing review of Destination Management Organisations (DMOs), again looking at geography, governance, and continued relevance.

## 6 STANDING AGENDA ITEMS UPDATES

### 6.1 Development

- A proposal has been submitted by Oxfordshire Railfreight Limited to create a strategic rail freight interchange to the east of Heyford Park [TR050008-000010-ORFI - Scoping Report.pdf](https://tr050008-000010-ORFI-Scoping-Report.pdf) ([planninginspectorate.gov.uk](https://planninginspectorate.gov.uk)). This will be a major scheme extending to 675k sqm of industrial storage space and dealt with via Development Consent Order, going straight to the Planning Inspectorate who will make a recommendation direct to the Secretary of State. Within the plans to be submitted are suggested significant, and much needed, improvements to Junction 10 of the M40 (£18.8m quoted by Victoria Prentis MP): [www.victoriaprentis.com/news/funding-ps188-million-m40-roundabout-improvements-approved](https://www.victoriaprentis.com/news/funding-ps188-million-m40-roundabout-improvements-approved).
- Albion Land continue with their development adjacent to the garden centre.

### 6.2 Town Centre Task Group

- The next meeting of the Town Centre Task Group is scheduled for 19 August and it was sincerely hoped to see progress being made at this meeting.
- Bicester Vision Directors on the Town Centre Task Group are clear in what they wish to be taken to the public and when. Clarity needs to be sought around what role Nexus is to play and why there appears to be a request for information from stakeholders that is already available with regard to the conceptualisation of what is required having been captured some time ago.
- As portfolio holder, LP also undertook to request an update on the Town Centre from RJ.

### 6.3 Recruitment

- Membership invoices have been sent to all existing and newly recruited members.
- It is anticipated recruitment will pick up again once face to face partnership meetings are in play; these historically being the most successful route to recruiting new members.

RM  
LP

#### 6.4 Local Intelligence

- The building previously occupied by Marks & Spencer plc is in the process of being renovated in preparation for marketing for new tenants.

### 7 **BOARD MEMBER UPDATES**

#### 7.1 Business Manager update

- Prompt payment of membership invoices would be appreciated.
- Please support the Volunteering Day with Chiltern Rangers on 16 September.
- Please make use of the discounts offered in the BV Newsletter and keep forwarding news stories.

#### 7.2 Grange Mews

- The next Traffic Advisory meeting (scheduled for w/c 26 July) is due to receive a report on Market Square and when barriers might be lifted.

#### 7.3 Cherwell District Council

- The Boundary Commission have announced proposals for Parliamentary boundary changes prior to the next election.
  - The proposal calls for Cherwell to be split into two new districts largely based around Bicester and Banbury.
  - The consultation on this goes out on 19 October for a couple of months; paper documents being sent to every household in the relevant area.
  - The Boundary Commission will review the outcome of the consultation and may or may not make changes to the proposals as a result.
  - Final recommendations will be made to Government October 2022, with the new boundaries due to come into force in May 2023.

#### 7.4 Bicester Chamber

- Banbury Guardian has reported that Oxfordshire County Council has applied to take over civil parking enforcement across Cherwell, including Bicester. If approved by the Secretary of State in November new parking wardens will be employed.
- Beautiful Bicester website development continues.:
  - Defibrillator locations around the town will be added to the website.
  - Businesses are encouraged to list themselves/their services on the website either via the free listing or via the premium listing (cost of £36 per annum).
  - There is also a facility to share community news through the website.

#### 7.5 Bicester Town Council

- Oxfordshire Local Plan to 2050 is now out to consultation for 10 weeks; the plan being due for adoption May/June 2023. Board members were advised Part 1 contains the main document:  
<https://oxfordshireplan.org/about/> <https://oxfordshireplan.org/wp-content/uploads/2019/06/Reg-18-Part-1-Consultation-Summary.pdf>
- Having had to cancel Armed Forces Day celebrations, Bicester Town Council has a programme of events planned for the coming weeks (Superhero Day on Wednesday 4 August; and several concerts in the Garth).

### 8 **3 OUTPUTS FOR SOCIAL MEDIA AND THE WEBSITE**

- Bicester Vision CIC's Volunteering Day on 16 September with Chiltern Rangers will see business working alongside students to improve the local environment.
- Bicester Vision CIC welcomes Steve Thornton (Brita UK) as a new Director.
- Bicester Vision CIC is seeking a presentation on the plans in place for Market Square.

**2021 MEETINGS**

- |   |                                                                                                                           |               |
|---|---------------------------------------------------------------------------------------------------------------------------|---------------|
| ➤ | <b>Full Partnership</b> – Thursday 16 September 2021 Full day volunteering with Chiltern Rangers CIC at Bicester Garrison | <b>P/Ship</b> |
| ➤ | <b>Executive Board</b> – Thursday 7 October 2021, 10am-12pm, venue tbc                                                    | <b>Board</b>  |
| ➤ | <b>Executive Board</b> – Thursday 4 November 2021, 10am-12pm, venue tbc                                                   | <b>Board</b>  |
| ➤ | <b>Full Partnership</b> – Thursday 2 December 2021 12-2pm, British Bakels                                                 | <b>P/Ship</b> |

The meeting closed at 11.42am

# BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 20<sup>th</sup> October 2021

## Defibrillators

**Chairman: Councillor Richard Mould**

Telephone: 07906 810920

**Phil Evans – Acting Chief Officer**

Telephone: 01869 252915 [phil.evans@bicester.gov.uk](mailto:phil.evans@bicester.gov.uk)

**Ward Affected: All**

### 1. Background

- 1.1 The committee are asked to consider the report on the provision of Defibrillators. There are now a significant number of these in Bicester but none currently on the West Ward except at Bicester Fire Station. **Report to follow**
- 1.2 There is a proposal that the two Defibrillators be installed on West Ward which will be subject to Landlords agreeing for them to be affixed to their property and connected to their electricity supply.
- 1.3 The locations requested are:
  - The Community Centre on Shakespeare Drive
  - The local shops on Bucknell Road

The Town Council would be requested to fund the purchase and installation of these.

### 2. Recommendation

The Bicester Town Council Policy Committee is asked to **APPROVE** this proposal.

# BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 20<sup>th</sup> October 2021

## Online Bookings

**Chairman: Councillor Richard Mould**

Telephone: 07906 810920

**Phil Evans – Acting Chief Officer**

Telephone: 01869 252915 [phil.evans@bicester.gov.uk](mailto:phil.evans@bicester.gov.uk)

**Ward Affected: All**

### 1. Overview

- 1.1 The current method for managing sports bookings, from taking the initial booking through to invoicing, creates several staff processes spanning multiple systems. Automating certain steps by using an online booking tool would increase accuracy and free up staff time for other tasks. The use of an online booking tool would however incur significant cost and this report presents a comparative analysis for Committee review.

### 2. Analysis

#### Current Method:

|      |                                                                                                                                                                                                                      |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time | Approximately 20 minutes per booking. For example, at peak season with an average of 70 bookings per month this requires 23 hours. (£276)                                                                            |
| Cost | The cost of current booking software is £355.20 per year. However, the cost per booking is negligible as the programmes and modules used are contained within other licenses which are required for other processes. |

#### Online Bookings:

|      |                                                                                                                                                       |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Time | As the majority of staff process steps would be eliminated, a new estimate per booking is 5 minutes meaning 5.8 hours per month at peak season. (£70) |
| Cost | £4500 per year.                                                                                                                                       |

### 3. Evaluation

- 3.1 The reduction in staff time is significant as other processes, such as allotments, would benefit hugely from less time pressure. This combined with the increased accuracy makes a strong case for the adoption of an online booking tool. It represents - £200 per month saving on hourly rates

3.2 The increase in cost is significant, however the analysis hides the improvements in the customer experience as it is not a like for like comparison. For example, an online booking tool has a much more modern feel and is a smoother more transparent process. This together with the anticipated increased income from an increase in bookings because of an easier and more attractive system goes some way to justify the cost increase.

#### **4. Recommendation**

Committee is **RECOMMENDED** to **APPROVE** the adoption of an online booking tool.

# BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 20<sup>th</sup> October 2021

## Fees, Charges and Rents21/22

**Chairman: Councillor Richard Mould**

Contact: [richard.mould@bicester.gov.uk](mailto:richard.mould@bicester.gov.uk)

**Callum McMahon – Office Supervisor**

Contact: 01869 252915 [callum.mcmahon@bicester.gov.uk](mailto:callum.mcmahon@bicester.gov.uk)

**Ward Affected: All Wards**

### 1. Overview

- 1.1 In accordance with financial regulation 9.3, Finance Committee is requested to review all fees, charges and rents for the 2021/22 financial year.
- 1.2 Officers recommend no increase to the 2020/21 fees, charges and rents in sympathy with the businesses, charity groups and residents who are yet to return to the financial position enjoyed before the pandemic.

### 2. Fees and Charges

2.1 The below tables summarise the Council's 20/21 fees and charges.

| Allotments    | Fees/Charges      |
|---------------|-------------------|
| Plot Small    | (4m x 10m) £22.00 |
| Plot Standard | (5m x 12m) £33.00 |
| Plot Large    | (6m x 14m) £44.00 |

| Cemetery                                                                                                                                                                                                                                 | Fees/Charges                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Under one month (including stillborn)                                                                                                                                                                                                    | £89 *                                               |
| One month – 12 years                                                                                                                                                                                                                     | £89 *                                               |
| *Fees and charges for child burials will be reclaimed by the Council from the Government Child Burials Fund                                                                                                                              |                                                     |
| Single 4'6"                                                                                                                                                                                                                              | £89                                                 |
| Double 6'6"                                                                                                                                                                                                                              |                                                     |
| Treble                                                                                                                                                                                                                                   |                                                     |
| Reopen                                                                                                                                                                                                                                   | £89                                                 |
| Exclusive Right of Burial – 99-year lease of plot                                                                                                                                                                                        | A standard fee of £300 per plot                     |
| Monuments and Monumental Inscriptions:<br>•Headstones, flatstones, base for headstone (including vase provision, under 3ft high)<br>•Monument for Cremated Remains<br>•Cases on graves – permanent or moveable<br>Additional inscription | A standard fee of £115 for any item in this section |
| General:<br>•Transfer or replacement of deed of grant<br>Searching register of burials                                                                                                                                                   | £25                                                 |
| Weekend Burials:<br>Weekend burials available upon request.                                                                                                                                                                              | Double fees                                         |
| Bank Holiday Burials:                                                                                                                                                                                                                    | Treble fees                                         |

|                                              |        |
|----------------------------------------------|--------|
| Bank Holiday burials available upon request. |        |
| Restoration of memorial (like for like).     | £54.50 |

| Open Spaces and Pitches                                  | Fees/Charges |
|----------------------------------------------------------|--------------|
| Adult Pitch Only:                                        | £49.00       |
| Adult Pitch & Pavilion:                                  | £55.00       |
| Junior Pitch Only:                                       | £36.00       |
| Junior Pitch & Pavilion:                                 | £40.00       |
| Intermediate Pitch Only:                                 | £25.00       |
| Intermediate Pitch & Pavilion                            | £29.00       |
| Mini Pitch Only:                                         | £22.00       |
| Mini Pitch & Pavilion:                                   | £25.00       |
| Pavilion Only – Charity Organisation:                    | £16.00       |
| Pavilion Only – Commercial Organisation                  | £27.00       |
| Hire of Open Spaces on a non-working day: minimum charge | £130.00      |
| Hire of Open Spaces working day: minimum charge          | £260.00      |

| Room Hire                         | Fees/Charges                                    |
|-----------------------------------|-------------------------------------------------|
| <b>Council Chamber</b>            |                                                 |
| Commercial                        | £32.00 per hour                                 |
| Partner Organisations / Charities | £21.00 per hour                                 |
| Voluntary Groups                  | £6.00 per hour (max 3 hours and ex-weekends)    |
| <b>Members Room</b>               |                                                 |
| Commercial                        | £16.00 per hour                                 |
| Partner Organisations / Charities | £11.00 per hour                                 |
| Voluntary                         | £6.00 per booking (max 3 hours and ex-weekends) |
| <b>Other Items</b>                |                                                 |
| Tea / Coffee and Biscuits         | £2.00 per person                                |
| Tea / Coffee                      | £1.25 per person                                |
| Projector and Screen              | £6.00 per booking                               |
| Flipchart                         | £2.50 per booking                               |

### 3. Rent

- 3.1 The below table summarises the Council's 20/21 rents. It is worth noting that these are the full figures though by resolution of this Committee, all 20/21 rents were reduced by 50% to account for the lockdown periods of closure.

| Organisation             | Rent (exc VAT) |
|--------------------------|----------------|
| Bicester Bowls Club      | £1,447         |
| Bicester Green           | £10,620        |
| Citizens Advise Bicester | £4,250         |
| Savoir Fare              | £18,609        |
| Bicester Tennis Club     | £1,400         |

### 4. Recommendation

- 4.1 Committee is recommended to **APPROVE** the use of 20/21 figures for 21/22 fees, charges and rents.

# BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 20<sup>th</sup> October 2021

## Budget Proposal 22/23

**Chairman: Councillor Richard Mould**

Contact: [richard.mould@bicester.gov.uk](mailto:richard.mould@bicester.gov.uk)

**Callum McMahon – Office Supervisor**

Contact: 01869 252915 [callum.mcmahon@bicester.gov.uk](mailto: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 and three year forecast for Committee approval.

### 2. Forward Plan

- 2.1 As per financial regulations, the draft budget shall be presented to each relevant Committee as below for agreement on relevant sections.

|                           |                             |
|---------------------------|-----------------------------|
| October 20 <sup>th</sup>  | Policy                      |
| November 3 <sup>rd</sup>  | Events Working Party        |
| November 22 <sup>nd</sup> | Environment                 |
| November 29 <sup>th</sup> | Finance                     |
| December 1 <sup>st</sup>  | Personnel                   |
| December 20 <sup>th</sup> | Policy – for any amendments |
| January 24 <sup>th</sup>  | Council – final approval    |

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

### 3. Draft Budget 22/23

- 3.1 Appendix 1 shows a breakdown of the 22/23 draft budget compared with the previous five years. Appendix 2 shows the three year forecast based on a 2% year on year increase.
- 3.2 The 22/23 figures include a 2% increase (as planned in previous year's forecasts); an estimate of the additional Band D income; savings of £324,287 and additional spend of £412,417.
- 3.3 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.

#### **4. Recommendation**

4.1 Committee is recommended to **AGREE** the proposed 22/23 draft budget.

| Planning for<br>Year 2022/23 |                                              | Previous Year(s) information |             |             |             |             | Year To Date<br>Month 6 | Estimated Year End | Budget<br>Preparation<br>2022/23 | Difference  | Notes       |         |
|------------------------------|----------------------------------------------|------------------------------|-------------|-------------|-------------|-------------|-------------------------|--------------------|----------------------------------|-------------|-------------|---------|
|                              |                                              | Actual                       |             |             |             |             |                         |                    |                                  |             |             | Budget  |
|                              |                                              | 2016/17                      | 2017/18     | 2018/19     | 2019/20     | 2020/21     |                         |                    |                                  |             |             | 2021/22 |
|                              |                                              |                              |             |             |             |             |                         |                    |                                  |             |             |         |
| 102                          | Civic and Democratic                         |                              |             |             |             |             |                         |                    |                                  |             |             |         |
| 4028                         | Meetings and Hospitality                     | £68.00                       | £137.00     | £78.00      | £53.00      | £70.00      | £200.00                 | £70.00             | £81.20                           | £100.00     | -£100.00    |         |
| 4031                         | Modern Gov                                   | £0.00                        | £0.00       | £0.00       | £0.00       | £9,000.00   | £7,250.00               | £7,250.00          | £7,250.00                        | £7,250.00   | £0.00       |         |
| 4150                         | Mayor's Expenses                             | £1,500.00                    | £1,500.00   | £1,750.00   | £1,750.00   | £1,750.00   | £1,750.00               | £1,750.00          | £1,750.00                        | £1,750.00   | £0.00       |         |
| 4159                         | Elections                                    | £5,918.00                    | £3,876.00   | £2,638.00   | £0.00       | £0.00       | £3,000.00               | £0.00              | £0.00                            | £3,000.00   | £0.00       |         |
| 4160                         | Civic Expenses                               | £8,954.00                    | £8,458.00   | £14,905.00  | £8,491.00   | £639.00     | £11,000.00              | £5,486.00          | £8,289.40                        | £11,000.00  | £0.00       |         |
| 4209                         | Member's Allowances                          | £12,769.00                   | £12,600.00  | £11,760.00  | £12,264.00  | £11,388.00  | £13,800.00              | £12,936.00         | £12,936.00                       | £13,800.00  | £0.00       |         |
|                              | Civic and Democratic :- Indirect Expenditure | £29,209.00                   | £26,571.00  | £31,131.00  | £22,558.00  | £22,847.00  | £37,000.00              | £27,492.00         | £30,306.60                       | £36,900.00  |             |         |
|                              |                                              | £29,209.00                   | £26,571.00  | £31,131.00  | £22,558.00  | £22,847.00  | £37,000.00              | £27,492.00         | £30,306.60                       | £36,900.00  | -£100.00    |         |
| 105                          | Central Services                             |                              |             |             |             |             |                         |                    |                                  |             |             |         |
| 1014                         | Inc-Miscellaneous                            | £0.00                        | £0.00       | £0.00       | £24,154.00  | £254.00     | £0.00                   | £0.00              | £0.00                            | £0.00       | £0.00       |         |
|                              | Central Services :- Income                   |                              |             |             | £24,154.00  | £254.00     | £0.00                   | £0.00              | £0.00                            | £0.00       |             |         |
| 4000                         | Salaries                                     | £110,732.00                  | £123,010.00 | £130,778.00 | £112,400.00 | £138,376.00 | £152,808.00             | £93,305.00         | £152,808.00                      | £97,787.00  | -£55,021.00 |         |
| 4001                         | Ers National Insurance                       | £7,548.00                    | £10,975.00  | £11,108.00  | £11,051.00  | £13,578.00  | £15,024.00              | £9,860.00          | £15,024.00                       | £7,910.15   | -£7,113.85  |         |
| 4002                         | Ers Pension                                  | £26,753.00                   | £38,111.00  | £37,526.00  | £24,170.00  | £30,154.00  | £33,159.00              | £14,501.00         | £33,159.00                       | £20,065.00  | -£13,094.00 |         |
| 4003                         | Temporary Staff                              | £0.00                        | £0.00       | £0.00       | £16,283.00  | £0.00       | £0.00                   | £6,706.00          | £10,000.00                       | £2,500.00   | £2,500.00   |         |
| 4009                         | Staff Travel                                 | £307.00                      | £520.00     | £24.00      | £466.00     | £1,000.00   | £1,000.00               | £0.00              | £100.00                          | £500.00     | -£500.00    |         |
| 4015                         | Health and Safety                            | £392.00                      | £81.00      | £1,607.00   | £595.00     | £124.00     | £2,000.00               | £0.00              | £0.00                            | £1,000.00   | -£1,000.00  |         |
| 4020                         | Mobile Phones                                | £1,226.00                    | £996.00     | £908.00     | £623.00     | £569.00     | £900.00                 | £480.00            | £900.00                          | £500.00     | -£400.00    |         |
| 4021                         | Office Phones                                | £2,348.00                    | £2,554.00   | £2,581.00   | £2,738.00   | £2,198.00   | £2,700.00               | £1,536.00          | £2,700.00                        | £2,500.00   | -£200.00    |         |
| 4022                         | Post                                         | £2,556.00                    | £2,588.00   | £2,202.00   | £2,619.00   | £1,448.00   | £1,600.00               | £199.00            | £400.00                          | £1,000.00   | -£600.00    |         |
| 4023                         | Stationery                                   | £882.00                      | £935.00     | £1,193.00   | £1,460.00   | £884.00     | £1,550.00               | £439.00            | £1,000.00                        | £1,400.00   | -£150.00    |         |
| 4024                         | Subscriptions                                | £3,950.00                    | £4,607.00   | £4,061.00   | £4,357.00   | £4,574.00   | £5,000.00               | £4,006.00          | £4,500.00                        | £5,000.00   | £0.00       |         |
| 4025                         | Insurance                                    | £16,952.00                   | £17,415.00  | £18,562.00  | £19,241.00  | £17,714.00  | £18,250.00              | £18,587.00         | £18,587.00                       | £18,500.00  | £250.00     |         |
| 4026                         | Printing                                     | £866.00                      | £529.00     | £220.00     | £0.00       | £0.00       | £500.00                 | £22.00             | £100.00                          | £300.00     | -£200.00    |         |
| 4027                         | Ref. Booksand Publications                   | £195.00                      | £0.00       | £109.00     | £60.00      | £123.00     | £200.00                 | £0.00              | £0.00                            | £200.00     | £0.00       |         |
| 4030                         | Advertising & Promotions                     | £841.00                      | £319.00     | £680.00     | £35.00      | £0.00       | £500.00                 | £0.00              | £0.00                            | £0.00       | -£500.00    |         |
| 4032                         | Recruitment Advertising                      | £4,470.00                    | £0.00       | £565.00     | £0.00       | £294.00     | £300.00                 | £0.00              | £200.00                          | £50.00      | -£250.00    |         |
| 4033                         | Office Expenses                              | £1,150.00                    | £876.00     | £1,124.00   | £1,042.00   | £286.00     | £1,300.00               | £360.00            | £1,000.00                        | £1,300.00   | £0.00       |         |
| 4034                         | Computer Support                             | £6,851.00                    | £8,131.00   | £16,536.00  | £18,887.00  | £17,560.00  | £20,000.00              | £14,307.00         | £20,000.00                       | £20,000.00  | £0.00       |         |
| 4035                         | Maintenance-Office Equipment                 | £159.00                      | £298.00     | £18.00      | £20.00      | -£9.00      | £200.00                 | £0.00              | £150.00                          | £200.00     | £0.00       |         |
| 4040                         | Website                                      | £385.00                      | £425.00     | £2,755.00   | £471.00     | £1,065.00   | £1,500.00               | £654.00            | £1,500.00                        | £750.00     | -£750.00    |         |
| 4041                         | Photocopier                                  | £2,746.00                    | £3,554.00   | £3,510.00   | £3,509.00   | £2,449.00   | £3,800.00               | £61.00             | £1,000.00                        | £1,500.00   | -£2,300.00  |         |
| 4055                         | Press & PR                                   | £0.00                        | £0.00       | £1,800.00   | £2,025.00   | £2,663.00   | £2,750.00               | £1,575.00          | £2,750.00                        | £2,750.00   | £0.00       |         |
| 4056                         | Legal and Professional Fees                  | £950.00                      | £3,569.00   | £7,489.00   | £10,511.00  | £740.00     | £10,000.00              | £12,783.00         | £13,000.00                       | £10,000.00  | £0.00       |         |
| 4057                         | Audit Fees                                   | £4,070.00                    | £2,901.00   | £3,460.00   | £2,613.00   | £2,457.00   | £4,000.00               | £2,370.00          | £4,000.00                        | £4,000.00   | £0.00       |         |
| 4058                         | Accountancy                                  | £5,363.00                    | £6,154.00   | £6,274.00   | £5,354.00   | £4,731.00   | £6,500.00               | £2,292.00          | £6,500.00                        | £6,500.00   | £0.00       |         |
| 4070                         | Training & Conferences                       | £555.00                      | £2,477.00   | £1,605.00   | £2,040.00   | £2,039.00   | £10,000.00              | £2,614.00          | £5,000.00                        | £7,311.00   | -£2,689.00  |         |
| 4097                         | HR                                           | £840.00                      | £397.00     | £1,485.00   | £9,904.00   | £229.00     | £5,400.00               | £6,541.00          | £7,000.00                        | £5,400.00   | £0.00       |         |
| 4169                         | Newsletter                                   | £14,000.00                   | £14,000.00  | £14,000.00  | £14,666.00  | £15,000.00  | £15,000.00              | £5,000.00          | £15,000.00                       | £15,000.00  | £0.00       |         |
|                              | Central Services :- Indirect Expenditure     | £217,087.00                  | £245,422.00 | £272,180.00 | £267,140.00 | £260,246.00 | £315,941.00             | £198,198.00        | £316,378.00                      | £233,923.15 |             |         |
|                              |                                              | £217,087.00                  | £245,422.00 | £272,180.00 | £242,986.00 | £259,992.00 | £315,941.00             | £198,198.00        | £316,378.00                      | £233,923.15 | -£82,017.85 |         |
| 106                          | Garth House                                  |                              |             |             |             |             |                         |                    |                                  |             |             |         |
| 1002                         | Inc-CAB Rent                                 | £4,250.00                    | £4,250.00   | £4,250.00   | £4,250.00   | £4,250.00   | £4,250.00               | £4,250.00          | £4,250.00                        | £4,250.00   | £0.00       |         |
| 1007                         | Inc-Registrars                               | £2,500.00                    | £16,817.00  | £4,185.00   | £2,627.00   | £10,093.00  | £1,500.00               | £0.00              | £1,250.00                        | £1,250.00   | -£250.00    |         |
| 1001                         | Inc-Nais House                               |                              |             |             |             |             |                         | £4,800.00          | £4,800.00                        | £4,800.00   | £4,800.00   |         |
| 1010                         | Inc-Garth Rooms Lettings                     | £7,825.00                    | £6,765.00   | £6,069.00   | £3,307.00   | £0.00       | £3,000.00               | £75.00             | £500.00                          | £3,000.00   | £0.00       |         |
| 1014                         | Inc-Miscellaneous                            | £0.00                        | £0.00       | £0.00       | £0.00       | £2,220.00   | £0.00                   | £0.00              | £0.00                            | £0.00       | £0.00       |         |
|                              | Garth House :- Income                        | £14,575.00                   | £27,832.00  | £14,504.00  | £10,184.00  | £16,563.00  | £8,750.00               | £9,125.00          | £10,800.00                       | £13,300.00  |             |         |
| 4004                         | Cleaning Contract                            | £3,448.00                    | £3,437.00   | £3,525.00   | £3,539.00   | £3,567.00   | £3,600.00               | £2,227.00          | £3,600.00                        | £3,600.00   | £0.00       |         |
| 4011                         | Rates                                        | £8,946.00                    | £7,153.00   | £7,080.00   | £7,242.00   | £7,360.00   | £24,000.00              | £7,360.00          | £24,000.00                       | £24,000.00  | £0.00       |         |
| 4012                         | Water Charges                                | £0.00                        | £0.00       | £96.00      | £302.00     | £103.00     | £500.00                 | £120.00            | £300.00                          | £300.00     | -£200.00    |         |
| 4013                         | Gas                                          | £0.00                        | £0.00       | £1,585.00   | £528.00     | £1,124.00   | £2,500.00               | £65.00             | £2,000.00                        | £2,000.00   | -£500.00    |         |
| 4014                         | Electric                                     | £6,377.00                    | £3,117.00   | £1,486.00   | £2,171.00   | £2,011.00   | £2,500.00               | £371.00            | £1,500.00                        | £1,500.00   | -£1,000.00  |         |
| 4017                         | Cleaning Materials                           | £105.00                      | £21.00      | £12.00      | £88.00      | £33.00      | £200.00                 | £0.00              | £100.00                          | £100.00     | -£100.00    |         |
| 4036                         | Grounds & Buildings Mtce                     | £2,120.00                    | £2,235.00   | £2,532.00   | £6,792.00   | £1,759.00   | £3,000.00               | £2,878.00          | £5,000.00                        | £5,000.00   | £2,000.00   |         |
| 4039                         | Waste Removal                                | £0.00                        | £0.00       | £0.00       | £0.00       | £994.00     | £1,000.00               | £964.00            | £1,250.00                        | £1,250.00   | £250.00     |         |
| 4130                         | Building Security                            | £1,610.00                    | £535.00     | £895.00     | £2,500.00   | £1,035.00   | £1,500.00               | £1,130.00          | £1,500.00                        | £1,500.00   | £0.00       |         |
| 4203                         | Window Cleaning                              | £498.00                      | £664.00     | £498.00     | £332.00     | £0.00       | £1,500.00               | £225.00            | £750.00                          | £1,200.00   | -£300.00    |         |
|                              | Garth House :- Indirect Expenditure          | £23,104.00                   | £17,162.00  | £17,709.00  | £23,494.00  | £17,986.00  | £40,300.00              | £15,340.00         | £40,000.00                       | £40,450.00  |             |         |
|                              |                                              | £8,529.00                    | -£10,670.00 | £3,205.00   | £13,310.00  | £1,423.00   | £31,550.00              | £6,215.00          | £29,200.00                       | £27,150.00  | -£4,400.00  |         |
| 107                          | Garth Lodge                                  |                              |             |             |             |             |                         |                    |                                  |             |             |         |
| 1006                         | Inc-Garth Lodge                              | £9,949.00                    | £3,756.00   | £3,900.00   | £8,387.00   | £6,600.00   | £13,200.00              | £6,600.00          | £13,200.00                       | £13,200.00  | £0.00       |         |

|      |                                           |               |               |               |               |               |               |               |               |               |             |                                         |
|------|-------------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-----------------------------------------|
|      | Garth Lodge :- Income                     |               |               |               | £8,387.00     | £6,600.00     | £13,200.00    | £6,600.00     | £13,200.00    | £13,200.00    |             |                                         |
| 4011 | Rates                                     | £0.00         | £0.00         | £1,485.00     | £0.00         | £244.00       | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       |                                         |
| 4013 | Gas                                       | £0.00         | £0.00         | £264.00       | £115.00       | £93.00        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       |                                         |
| 4014 | Electric                                  | £0.00         | £0.00         | £77.00        | £33.00        | £69.00        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       |                                         |
| 4052 | Garth Lodge Costs                         | £1,744.00     | £1,389.00     | £7,013.00     | £3,908.00     | £1,512.00     | £4,000.00     | £660.00       | £2,000.00     | £2,500.00     | -£1,500.00  | 18/19 and 19/20 were refurbishments     |
|      | Garth Lodge :- Indirect Expenditure       |               |               |               | £4,056.00     | £1,918.00     | £4,000.00     | £660.00       | £2,000.00     | £2,500.00     |             |                                         |
|      |                                           |               |               |               | -£4,331.00    | -£4,682.00    | -£9,200.00    | -£5,940.00    | -£11,200.00   | -£10,700.00   | -£1,500.00  |                                         |
| 108  | Corporate Finance                         |               |               |               |               |               |               |               |               |               |             |                                         |
| 1076 | Inc-Precept                               | £1,262,320.00 | £1,339,590.00 | £1,399,420.00 | £1,468,070.00 | £1,566,506.00 | £1,582,488.00 | £1,582,488.00 | £1,582,488.00 | £1,644,137.00 | £61,649.00  | 2% annual increase +30k Band D Increase |
| 1077 | Inc-Precept Support Grant                 | £61,716.00    | £61,716.00    | £61,716.00    | £61,716.00    | £30,858.00    | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       | CM remove code no longer in use         |
| 1096 | Inc-Interest Received                     | £14,341.00    | £8,272.00     | £16,271.00    | £15,896.00    | £3,665.00     | £4,000.00     | £925.00       | £2,000.00     | £4,000.00     | £0.00       |                                         |
|      | Corporate Finance :- Income               |               |               |               | £1,545,682.00 | £1,601,029.00 | £1,586,488.00 | £1,583,413.00 | £1,584,488.00 | £1,648,137.00 |             |                                         |
| 4059 | Bank Charges                              | £2,086.00     | £2,063.00     | £2,107.00     | £2,076.00     | £1,725.00     | £2,400.00     | £912.00       | £2,000.00     | £2,000.00     | -£400.00    | Past and in year prediction             |
| 4306 | Loan Repayments                           | £26,102.00    | £25,914.00    | £25,726.00    | £11,226.00    | £11,038.00    | £11,000.00    | £5,448.00     | £11,000.00    | £11,000.00    | £0.00       |                                         |
|      | Corporate Finance :- Indirect Expenditure |               |               |               | £13,302.00    | £12,763.00    | £13,400.00    | £6,360.00     | £13,000.00    | £13,000.00    |             |                                         |
|      |                                           |               |               |               | -£64,310.00   | -£21,760.00   | £9,400.00     | £5,435.00     | £11,000.00    | £9,000.00     | -£400.00    |                                         |
| 109  | Community Support                         |               |               |               |               |               |               |               |               |               |             |                                         |
| 4060 | CAB                                       | £8,250.00     | £8,250.00     | £8,250.00     | £8,250.00     | £8,250.00     | £8,250.00     | £0.00         | £8,250.00     | £8,250.00     | £0.00       |                                         |
| 4061 | Grants to Voluntary Org.                  | £16,339.00    | £16,209.00    | £18,273.00    | £18,069.00    | £9,350.00     | £22,000.00    | £16,291.00    | £20,000.00    | £22,000.00    | £0.00       |                                         |
| 4062 | Shopmobility/Dialaride                    | £0.00         | £0.00         | £0.00         | £0.00         | £0.00         | £4,750.00     | £0.00         | £0.00         | £4,750.00     | £0.00       |                                         |
| 4063 | COVID 19 Grants                           | £0.00         | £0.00         | £3,000.00     | £0.00         | £8,140.00     | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       |                                         |
| 4064 | OYAP                                      | £3,600.00     | £3,600.00     | £3,600.00     | £12,000.00    | £0.00         | £12,000.00    | £13,500.00    | £13,500.00    | £12,000.00    | £0.00       | SLA will likely be renewed              |
| 4065 | TVP Crime Partnership                     | £0.00         | £0.00         | -£218.00      | £3,600.00     | £3,600.00     | £3,600.00     | £3,600.00     | £3,600.00     | £3,600.00     | £0.00       |                                         |
| 4131 | Bicester Vision Manager                   | £5,000.00     | £5,000.00     | £5,004.00     | £5,000.00     | £5,000.00     | £5,000.00     | £5,000.00     | £5,000.00     | £5,000.00     | £0.00       | Reviewed every 3 years                  |
| 4133 | Partnership                               | £0.00         | £366.00       | £4,767.00     | £496.00       | £0.00         | £6,000.00     | £0.00         | £0.00         | £6,000.00     | £0.00       | *ER Code                                |
| 4170 | CCTV                                      | £5,150.00     | £5,150.00     | £5,150.00     | £5,150.00     | £0.00         | £5,150.00     | -£5,150.00    | £5,150.00     | £5,150.00     | £0.00       | CDC Town Centre run CCTV                |
| 4191 | Community Woodland                        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00         | £5,000.00     | £0.00         | £0.00         | £5,000.00     | £0.00       | **ER code                               |
| 4192 | Youth Initiatives                         | £0.00         | £0.00         | £0.00         | £0.00         | £0.00         | £10,000.00    | £0.00         | £0.00         | £10,000.00    | £0.00       | JS/ZM Initiative                        |
|      | Community Support :- Indirect Expenditure |               |               |               | £52,565.00    | £34,340.00    | £81,750.00    | £33,241.00    | £55,500.00    | £81,750.00    |             |                                         |
|      |                                           |               |               |               | £52,565.00    | £34,340.00    | £81,750.00    | £33,241.00    | £55,500.00    | £81,750.00    | £0.00       |                                         |
| 110  | Projects                                  |               |               |               |               |               |               |               |               |               |             |                                         |
| 1019 | Inc-Grants Received                       | £0.00         | £0.00         | £64,150.00    | £30,000.00    | £0.00         | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       |                                         |
|      | Projects :- Income                        |               |               |               | £30,000.00    | £0.00         | £0.00         | £0.00         | £0.00         | £0.00         |             |                                         |
| 4100 | Purchase New Machinery                    | £0.00         | £0.00         | £3,584.00     | £1,751.00     | £0.00         | £25,000.00    | £0.00         | £25,000.00    | £0.00         | -£25,000.00 |                                         |
| 4300 | New Computer Equipment                    | £0.00         | £0.00         | £0.00         | £5,904.00     | £0.00         | £7,000.00     | £0.00         | £7,000.00     | £7,000.00     | £0.00       |                                         |
| 4301 | Garth House Redevelopment                 | £0.00         | £0.00         | £1,250.00     | £5,000.00     | £5,000.00     | £40,000.00    | £141.00       | £500.00       | £40,000.00    | £0.00       | **ER code                               |
| 4305 | New Cemetery                              | £0.00         | £0.00         | £1,725.00     | £400.00       | £0.00         | £63,000.00    | £0.00         | £0.00         | £80,000.00    | £17,000.00  | **ER code Increased                     |
| 4312 | Asset Maintenance                         | £0.00         | £0.00         | £0.00         | £0.00         | £5,878.00     | £60,000.00    | -£3,064.00    | £0.00         | £60,000.00    | £0.00       | **ER code                               |
| 4313 | Play Area/Open Space Inv.                 | £7,998.00     | £0.00         | £0.00         | £1,514.00     | £2,508.00     | £50,000.00    | £0.00         | £0.00         | £80,000.00    | £30,000.00  | **ER code Increased                     |
| 4314 | Town Centre                               | £0.00         | £0.00         | £0.00         | £4,014.00     | £0.00         | £25,000.00    | £0.00         | £0.00         | £25,000.00    | £0.00       |                                         |
|      | Projects :- Indirect Expenditure          |               |               |               | £18,583.00    | £13,386.00    | £270,000.00   | -£2,923.00    | £32,500.00    | £292,000.00   |             |                                         |
|      |                                           |               |               |               | -£11,417.00   | £13,386.00    | £270,000.00   | -£2,923.00    | £32,500.00    | £292,000.00   | £22,000.00  |                                         |
|      | Policy & Finance                          |               |               |               |               |               | £736,441.00   |               |               | £670,023.15   | -£66,417.85 |                                         |

|      |                                       |             |             |             |             |             |             |             |             |             |            |                                                                                |
|------|---------------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|--------------------------------------------------------------------------------|
| 300  | Environmental Services                |             |             |             |             |             |             |             |             |             |            |                                                                                |
| 4000 | Salaries                              | £174,396.00 | £177,807.00 | £214,228.00 | £177,735.00 | £166,189.00 | £208,975.00 | £98,906.00  | £208,975.00 | £269,298.00 | £60,323.00 | Increase x2 - PR role increase to FT - Payrise x2 (Inc 2.0% 2022/23 Pay award) |
| 4001 | Ers National Insurance                | £13,633.00  | £14,360.00  | £15,970.00  | £14,348.00  | £13,741.00  | £17,923.00  | £8,610.00   | £17,923.00  | £20,989.15  | £3,066.15  | 1.5% increase inc                                                              |
| 4002 | Ers Pension                           | £23,224.00  | £35,183.00  | £38,895.00  | £32,652.00  | £35,873.00  | £45,347.00  | £21,329.00  | £45,347.00  | £53,980.00  | £8,633.00  |                                                                                |
| 4003 | Temporary Staff                       | £0.00       | £0.00       | £0.00       | £25,296.00  | £38,943.00  | £0.00       | £18,061.00  | £25,000.00  | £5,000.00   | £5,000.00  | New.To take strain through summer month (target would be not to use)           |
| 4016 | Uniforms & PPE                        | £535.00     | £905.00     | £582.00     | £578.00     | £1,208.00   | £1,400.00   | £171.00     | £1,000.00   | £1,400.00   | £0.00      |                                                                                |
| 4020 | Mobile Phones                         | £641.00     | £2,395.00   | £2,831.00   | £1,730.00   | £1,635.00   | £2,500.00   | £937.00     | £2,500.00   | £3,000.00   | £500.00    | Increased staff numbers                                                        |
| 4042 | Maintenance Machinery                 | £5,339.00   | £2,189.00   | £5,153.00   | £6,102.00   | £2,207.00   | £7,000.00   | £324.00     | £7,000.00   | £7,000.00   | £0.00      |                                                                                |
| 4044 | Petrol, Oil & Gas                     | £4,521.00   | £4,718.00   | £5,365.00   | £5,260.00   | £3,245.00   | £6,000.00   | £3,159.00   | £6,000.00   | £6,000.00   | £0.00      |                                                                                |
| 4045 | Tools                                 | £0.00       | £0.00       | £0.00       | £0.00       | £387.00     | £1,000.00   | £16.00      | £500.00     | £871.00     | £-129.00   |                                                                                |
| 4178 | Vehicle maintenance                   | £4,979.00   | £2,005.00   | £1,868.00   | £1,583.00   | £2,199.00   | £3,000.00   | £1,403.00   | £3,000.00   | £3,000.00   | £0.00      |                                                                                |
|      | Environmental Services :- Expenditure | £227,268.00 | £239,562.00 | £284,892.00 | £265,284.00 | £265,627.00 | £293,145.00 | £152,916.00 | £317,245.00 | £370,538.15 |            |                                                                                |
| 1014 | Inc - Miscellaneous                   | £0.00       | £0.00       | £105.00     | £0.00       | £72.00      | £0.00       | £74.00      | £74.00      | £0.00       | £0.00      |                                                                                |
| 1211 | Inc - Sale of Assets                  | £0.00       | £1,017.00   | £0.00       | £4,200.00   | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00      |                                                                                |
|      | Environmental Services :- Income      | £0.00       | £1,017.00   | £105.00     | £4,200.00   | £72.00      | £0.00       | £74.00      | £74.00      | £0.00       |            |                                                                                |
|      |                                       | £227,268.00 | £238,545.00 | £284,787.00 | £261,084.00 | £265,555.00 | £293,145.00 | £152,842.00 | £317,171.00 | £370,538.15 | £77,393.15 |                                                                                |
| 301  | Open Spaces                           |             |             |             |             |             |             |             |             |             |            |                                                                                |
| 4126 | Lease of Open Spaces                  | £0.00       | £10.00      | £0.00       | £20.00      | £436.00     | £21.00      | £10.00      | £21.00      | £21.00      | £0.00      | Cancel code, use allotments 404/4055                                           |
| 4154 | Tree Maintenance                      | £46,082.00  | £0.00       | £8,692.00   | £45,246.00  | £29,335.00  | £40,000.00  | £0.00       | £40,000.00  | £40,000.00  | £0.00      |                                                                                |
| 4175 | Maintenance of open Spaces            | £6,914.00   | £3,464.00   | £3,737.00   | £4,282.00   | £3,111.00   | £14,500.00  | £6,190.00   | £14,500.00  | £14,500.00  | £0.00      |                                                                                |
| 4190 | Parks & Gardens Contract              | £292,314.00 | £297,159.00 | £260,239.00 | £327,837.00 | £345,532.00 | £328,250.00 | £-7,354.00  | £328,000.00 | £328,250.00 | £0.00      |                                                                                |
| 4204 | Pest Control Contract                 | £0.00       | £130.00     | £0.00       | £0.00       | £58.00      | £250.00     | £121.00     | £250.00     | £250.00     | £0.00      |                                                                                |
|      | Open Spaces :- Expenditure            | £345,310.00 | £300,763.00 | £272,668.00 | £377,385.00 | £378,472.00 | £383,021.00 | £-1,033.00  | £382,771.00 | £383,021.00 |            |                                                                                |
| 1014 | Inc-Miscellaneous                     | £0.00       | £0.00       | £517.00     | £2,111.00   | £64.00      | £0.00       | £4.00       | £0.00       | £0.00       | £0.00      |                                                                                |
| 1028 | Inc-Pavilions/pitches                 | £0.00       | £0.00       | £365.00     | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00      | CM to remove coding for 2022/23                                                |
| 1037 | Inc-Keta Field Pitches                | £2,064.00   | £1,698.00   | £2,230.00   | £2,938.00   | £1,268.00   | £2,500.00   | £2,380.00   | £2,500.00   | £2,500.00   | £0.00      |                                                                                |
| 1038 | Inc-Bure Park pitches                 | £0.00       | £50.00      | £297.00     | £17.00      | £18.00      | £0.00       | £42.00      | £42.00      | £0.00       | £0.00      |                                                                                |
| 1040 | Inc-Keble Road pitches                | £2,907.00   | £1,450.00   | £989.00     | £1,100.00   | £0.00       | £1,500.00   | £1,200.00   | £1,200.00   | £1,500.00   | £0.00      |                                                                                |
| 1041 | Inc - Open Spaces                     | £0.00       | £0.00       | £1,004.00   | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00      |                                                                                |
| 1046 | Inc-Football Pitches Other            | £830.00     | £435.00     | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00      | CM to remove coding for 2022/23                                                |
|      | Open Spaces :- Income                 | £5,801.00   | £3,633.00   | £5,402.00   | £6,166.00   | £1,350.00   | £4,000.00   | £3,626.00   | £3,742.00   | £4,000.00   |            |                                                                                |
|      |                                       | £339,509.00 | £297,130.00 | £267,266.00 | £371,219.00 | £377,122.00 | £379,021.00 | £-4,659.00  | £379,029.00 | £379,021.00 | £0.00      |                                                                                |
| 305  | Pingle Field                          |             |             |             |             |             |             |             |             |             |            |                                                                                |
| 4012 | Water Charges                         | £0.00       | £0.00       | £590.00     | £726.00     | £1,591.00   | £900.00     | £-£27.00    | £900.00     | £900.00     | £0.00      |                                                                                |
| 4014 | Electric                              | £3,616.00   | £3,836.00   | £2,545.00   | £2,639.00   | £1,723.00   | £3,500.00   | £5,773.00   | £6,500.00   | £3,000.00   | £-£500.00  |                                                                                |
| 4017 | Cleaning Materials                    | £91.00      | £108.00     | £99.00      | £108.00     | £394.00     | £300.00     | £200.00     | £200.00     | £150.00     | £-£150.00  | Past and in year prediction (20/21 was covid)                                  |
| 4036 | Grounds & Buildings Maintenance       | £1,278.00   | £977.00     | £1,311.00   | £1,693.00   | £2,199.00   | £4,700.00   | £188.00     | £4,700.00   | £4,700.00   | £0.00      |                                                                                |
| 4039 | Waste Removal                         | £0.00       | £0.00       | £0.00       | £0.00       | £223.00     | £230.00     | £212.00     | £230.00     | £230.00     | £0.00      |                                                                                |
| 4130 | Building Security                     | £397.00     | £323.00     | £250.00     | £2,200.00   | £938.00     | £1,500.00   | £1,058.00   | £1,500.00   | £1,500.00   | £0.00      |                                                                                |
|      | Pingle Field :- Expenditure           | £5,382.00   | £5,244.00   | £4,795.00   | £7,366.00   | £7,068.00   | £11,130.00  | £7,404.00   | £14,030.00  | £10,480.00  |            |                                                                                |
| 1014 | Inc- Misc                             | £0.00       | £0.00       | £0.00       | £2.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00       | £0.00      | CM to remove coding for 2022/23                                                |
| 1028 | Inc - Pavilion/Pitches                | £4,544.00   | £8,227.00   | £3,762.00   | £4,720.00   | £2,690.00   | £5,000.00   | £3,360.00   | £5,000.00   | £5,000.00   | £0.00      |                                                                                |
|      | Pingle Field :- Income                | £4,544.00   | £8,227.00   | £3,762.00   | £4,722.00   | £2,690.00   | £5,000.00   | £3,360.00   | £5,000.00   | £5,000.00   |            |                                                                                |
|      |                                       | £838.00     | £-£2,983.00 | £1,033.00   | £2,644.00   | £4,378.00   | £6,130.00   | £4,044.00   | £9,030.00   | £5,480.00   | £-£650.00  |                                                                                |
| 306  | Sunderland Drive                      |             |             |             |             |             |             |             |             |             |            |                                                                                |
| 4012 | Water charges                         | £0.00       | £0.00       | £390.00     | £850.00     | £453.00     | £900.00     | £370.00     | £900.00     | £900.00     | £0.00      |                                                                                |
| 4013 | Gas                                   | £0.00       | £0.00       | £693.00     | £574.00     | £852.00     | £800.00     | £235.00     | £800.00     | £800.00     | £0.00      |                                                                                |
| 4014 | Electric                              | £3,027.00   | £3,219.00   | £389.00     | £621.00     | £448.00     | £1,000.00   | £47.00      | £1,000.00   | £1,000.00   | £0.00      |                                                                                |
| 4017 | Cleaning Materials                    | £0.00       | £17.00      | £5.00       | £96.00      | £343.00     | £200.00     | £0.00       | £50.00      | £100.00     | £-£100.00  | Past and in year prediction (20/21 was covid)                                  |
| 4036 | Grounds & Buildings Maintenance       | £879.00     | £742.00     | £1,666.00   | £1,911.00   | £2,074.00   | £5,000.00   | £0.00       | £4,000.00   | £12,500.00  | £7,500.00  | NEW.Internal Refurbishment                                                     |
| 4039 | Waste Removal                         | £0.00       | £0.00       | £0.00       | £0.00       | £223.00     | £250.00     | £212.00     | £250.00     | £250.00     | £0.00      |                                                                                |
| 4130 | Building Security                     | £234.00     | £919.00     | £278.00     | £1,900.00   | £640.00     | £1,500.00   | £1,058.00   | £1,500.00   | £1,500.00   | £0.00      |                                                                                |
|      | Sunderland Drive :- Expenditure       | £4,140.00   | £4,897.00   | £3,421.00   | £5,952.00   | £5,033.00   | £9,650.00   | £1,922.00   | £8,500.00   | £17,050.00  |            |                                                                                |
| 1028 | Inc-pavilion/pitches                  | £4,160.00   | £1,793.00   | £4,286.00   | £2,068.00   | £403.00     | £2,000.00   | £1,129.00   | £2,000.00   | £2,000.00   | £0.00      |                                                                                |
|      | Sunderland Drive :- Income            | £4,160.00   | £1,793.00   | £4,286.00   | £2,068.00   | £403.00     | £2,000.00   | £1,129.00   | £2,000.00   | £2,000.00   |            |                                                                                |
|      |                                       | £-£20.00    | £3,104.00   | £-£865.00   | £3,884.00   | £4,630.00   | £7,650.00   | £793.00     | £6,500.00   | £15,050.00  | £7,400.00  |                                                                                |
| 307  | Bicester Fields                       |             |             |             |             |             |             |             |             |             |            |                                                                                |
| 4012 | Water charges                         | £0.00       | £0.00       | £910.00     | £525.00     | £750.00     | £850.00     | £974.00     | £1,200.00   | £850.00     | £0.00      |                                                                                |
| 4014 | Electric                              | £4,621.00   | £478.00     | £3,605.00   | £2,045.00   | £1,154.00   | £2,100.00   | £3,839.00   | £4,500.00   | £2,100.00   | £0.00      |                                                                                |
| 4017 | Cleaning Materials                    | £0.00       | £0.00       | £0.00       | £0.00       | £343.00     | £200.00     | £0.00       | £50.00      | £200.00     | £0.00      | Past and in year prediction (20/21 was covid)                                  |
| 4036 | Grounds & Buildings Maintenance       | £857.00     | £453.00     | £1,085.00   | £1,640.00   | £1,944.00   | £1,500.00   | £0.00       | £1,500.00   | £1,500.00   | £0.00      |                                                                                |
| 4039 | Waste Removal                         | £0.00       | £0.00       | £0.00       | £0.00       | £224.00     | £250.00     | £212.00     | £250.00     | £250.00     | £0.00      |                                                                                |
| 4130 | Building Security                     | £150.00     | £209.00     | £194.00     | £1,750.00   | £450.00     | £2,300.00   | £1,858.00   | £2,300.00   | £2,300.00   | £0.00      |                                                                                |
|      | Bicester Fields :- Expenditure        | £5,628.00   | £1,140.00   | £5,794.00   | £5,960.00   | £4,865.00   | £7,200.00   | £6,883.00   | £9,800.00   | £7,200.00   |            |                                                                                |
| 1028 | Inc-Bicester Fields pitches           | £2,187.00   | £2,491.00   | £1,657.00   | £825.00     | £698.00     | £1,700.00   | £1,308.00   | £1,700.00   | £1,700.00   | £0.00      |                                                                                |
|      | Bicester Fields :- Income             | £2,187.00   | £2,491.00   | £1,657.00   | £825.00     | £698.00     | £1,700.00   | £1,308.00   | £1,700.00   | £1,700.00   |            |                                                                                |
|      |                                       | £3,441.00   | £-£1,351.00 | £4,137.00   | £5,135.00   | £4,167.00   | £5,500.00   | £5,575.00   | £8,100.00   | £5,500.00   | £0.00      |                                                                                |

|      |                                     |             |             |            |            |            |             |             |            |             |            |                                                                              |
|------|-------------------------------------|-------------|-------------|------------|------------|------------|-------------|-------------|------------|-------------|------------|------------------------------------------------------------------------------|
| 308  | Sports village                      |             |             |            |            |            |             |             |            |             |            |                                                                              |
| 4069 | S W Sports Village operator conts   | £0.00       | £28,833.00  | £52,400.00 | £55,091.00 | £55,685.00 | £56,550.00  | £0.00       | £56,550.00 | £56,550.00  | £0.00      | Contract Removal MAY 2022 (Nov Expiry)                                       |
|      | S W Sports Village Running Costs    |             |             |            |            |            |             |             |            |             | £0.00      | NEW Building Cost                                                            |
| 4075 | SW Sports Village Sinking fund      | £0.00       | £0.00       | £0.00      | £0.00      | £0.00      | £10,000.00  | £0.00       | £0.00      | £10,000.00  | £0.00      | **ER code                                                                    |
| 4190 | Parks & Gardens Contract            | £0.00       | £0.00       | £0.00      | £0.00      | £0.00      | £70,000.00  | £0.00       | £0.00      | £70,000.00  | £0.00      | **ER code                                                                    |
|      | Sports village :- Expenditure       | £0.00       | £28,833.00  | £52,400.00 | £55,091.00 | £55,685.00 | £136,550.00 | £0.00       | £56,550.00 | £136,550.00 |            |                                                                              |
| 1201 | Contribution from Commuted Sum      | £0.00       | £0.00       | £0.00      | £0.00      | £0.00      | £40,000.00  | £0.00       | £0.00      | £40,000.00  | £0.00      | **ER code                                                                    |
| 1250 | Contribution from earmarked Reserve | £0.00       | £0.00       | £0.00      | £0.00      | £0.00      | £10,000.00  | £0.00       | £0.00      | £10,000.00  | £0.00      | **ER code                                                                    |
|      | S W Sports Village Income           |             |             |            |            |            |             |             |            |             |            | NEW Other Income                                                             |
|      | Rugby Club Tenure                   |             |             |            |            |            |             |             |            |             |            | NEW Rugby SLA                                                                |
|      | Lease upstairs                      |             |             |            |            |            |             |             |            |             |            | NEW Whitelands Café                                                          |
|      | Sports village :- Income            | £0.00       | £0.00       | £0.00      | £0.00      | £0.00      | £50,000.00  | £0.00       | £0.00      | £50,000.00  |            |                                                                              |
|      |                                     | £0.00       | £28,833.00  | £52,400.00 | £55,091.00 | £55,685.00 | £86,550.00  | £0.00       | £56,550.00 | £86,550.00  | £0.00      |                                                                              |
| 401  | Garth Park                          |             |             |            |            |            |             |             |            |             |            |                                                                              |
| 4011 | Rates                               | £0.00       | £0.00       | £3,648.00  | £3,730.00  | -£7,134.00 | £3,850.00   | £0.00       | £3,850.00  | £3,850.00   | £0.00      |                                                                              |
| 4012 | Water Charges                       | £0.00       | £0.00       | £161.00    | £441.00    | £222.00    | £550.00     | £455.00     | £500.00    | £400.00     | -£150.00   | CM new supplier                                                              |
| 4013 | Gas                                 | £0.00       | £0.00       | £34.00     | £466.00    | £207.00    | £500.00     | £271.00     | £400.00    | £300.00     | -£200.00   | CM new supplier                                                              |
| 4014 | Electric                            | £5,966.00   | £6,750.00   | £1,871.00  | £3,545.00  | £1,693.00  | £3,500.00   | £305.00     | £2,000.00  | £2,000.00   | -£1,500.00 | CM new supplier                                                              |
| 4036 | Grounds & Buildings Maintenance     | £3,173.00   | £2,244.00   | £5,118.00  | £7,331.00  | £3,829.00  | £8,000.00   | £1,344.00   | £8,000.00  | £8,000.00   | £0.00      |                                                                              |
| 4039 | Waste Removal                       | £9,555.00   | £5,170.00   | £6,296.00  | £4,803.00  | £3,336.00  | £6,000.00   | £1,704.00   | £6,000.00  | £6,000.00   | £0.00      |                                                                              |
| 4046 | Horticultural Supplies              | £291.00     | £1,555.00   | £1,115.00  | £3,196.00  | £2,928.00  | £4,000.00   | £1,540.00   | £4,000.00  | £4,000.00   | £0.00      |                                                                              |
| 4050 | Maintenance Bowls Club              | £953.00     | £549.00     | £164.00    | £195.00    | £335.00    | £1,000.00   | -£1,123.00  | £1,000.00  | £6,000.00   | £5,000.00  | NEW.Fencing replaced for garth park / bowls club divide                      |
| 4128 | Garth Park cafe                     | £2,600.00   | £400.00     | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 4129 | Garth Park toilets                  | £10,000.00  | £10,000.00  | £10,000.00 | £10,000.00 | £2,500.00  | £10,000.00  | £0.00       | £0.00      | £10,000.00  | £0.00      |                                                                              |
| 4130 | Building Security                   | £0.00       | £72.00      | £0.00      | £1,450.00  | £75.00     | £1,160.00   | £0.00       | £1,160.00  | £1,160.00   | £0.00      |                                                                              |
| 4132 | Maintenance Tennis Club             | £353.00     | £303.00     | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 4176 | Maintenance Skateboard Park         | £0.00       | £0.00       | £0.00      | £212.00    | £0.00      | £400.00     | £0.00       | £0.00      | £10,000.00  | £9,600.00  | NEW.Looking to shore up play area edging with safety rails                   |
| 4177 | Maintenance Bandstand and Well      | £0.00       | £4,242.00   | £60.00     | £0.00      | £24.00     | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
|      | Garth Park :- Expenditure           | £32,891.00  | £31,285.00  | £28,467.00 | £35,369.00 | £8,015.00  | £38,960.00  | £4,496.00   | £26,910.00 | £51,710.00  |            |                                                                              |
| 1003 | Inc-Garth Stables                   | £5,900.00   | £5,900.00   | £5,967.00  | £6,300.00  | £5,310.00  | £6,300.00   | £10,620.00  | £6,300.00  | £6,300.00   | £0.00      |                                                                              |
| 1004 | Inc-Garth Garage & Yard             | £4,709.00   | £0.00       | £0.00      | £12,960.00 | £0.00      | £4,320.00   | £0.00       | £4,320.00  | £4,320.00   | £0.00      |                                                                              |
| 1005 | Inc-Garth Depot Upper Rooms         | £3,500.00   | £3,500.00   | £1,750.00  | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 1008 | Inc-Bowls Club                      | £1,350.00   | £1,450.00   | £1,400.00  | £1,727.00  | £724.00    | £1,455.00   | £1,400.00   | £1,400.00  | £1,400.00   | -£55.00    |                                                                              |
| 1009 | Inc-Tennis Club                     | £1,150.00   | £1,250.00   | £1,200.00  | £0.00      | £700.00    | £1,400.00   | £1,400.00   | £1,400.00  | £1,500.00   | £100.00    | Increase as per Lease                                                        |
| 1014 | Inc - Miscellaneous                 | £0.00       | £0.00       | £3,127.00  | £857.00    | £407.00    | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 1015 | Inc-Garth Park cafe                 | £10,855.00  | £18,609.00  | £21,711.00 | £18,609.00 | £9,305.00  | £21,135.00  | £18,609.00  | £18,609.00 | £18,800.00  | -£2,335.00 | 21/22 set too high, now budgeted in line with predicted CPI increase to rent |
| 1019 | Inc-Grants received                 | £30,000.00  | £11,381.00  | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 1047 | Inc-Skateboard park                 | £580.00     | £0.00       | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      | CM to remove coding for 2022/23                                              |
|      | Garth Park :- Income                | £58,044.00  | £42,090.00  | £35,155.00 | £40,453.00 | £16,446.00 | £34,610.00  | £32,029.00  | £32,029.00 | £32,320.00  |            |                                                                              |
|      |                                     | -£25,153.00 | -£10,805.00 | -£6,688.00 | -£5,084.00 | -£8,431.00 | £4,350.00   | -£27,533.00 | -£5,119.00 | £19,390.00  | £15,040.00 |                                                                              |
| 402  | Play Areas                          |             |             |            |            |            |             |             |            |             |            |                                                                              |
| 4123 | Maintenance Play areas              | £5,076.00   | £504.00     | £3,355.00  | £1,183.00  | £13,088.00 | £12,000.00  | £2,280.00   | £10,000.00 | £12,000.00  | £0.00      |                                                                              |
| 4180 | ROSPA Inspection                    | £3,488.00   | £3,488.00   | £4,265.00  | £3,520.00  | £3,520.00  | £4,300.00   | £3,320.00   | £4,300.00  | £4,300.00   | £0.00      |                                                                              |
| 4500 | Grant Funded Expenditure            | £5,047.00   | £0.00       | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      | CM to remove coding for 2022/23                                              |
|      | Play Areas :- Expenditure           | £13,611.00  | £3,992.00   | £7,620.00  | £4,703.00  | £16,608.00 | £16,300.00  | £5,600.00   | £14,300.00 | £16,300.00  |            |                                                                              |
| 1019 | Inc-Grants received                 | £12,000.00  | £8,479.00   | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
|      | Play Areas :- Income                | £12,000.00  | £8,479.00   | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       |            |                                                                              |
|      |                                     | £1,611.00   | -£4,487.00  | £7,620.00  | £4,703.00  | £16,608.00 | £16,300.00  | £5,600.00   | £14,300.00 | £16,300.00  | £0.00      |                                                                              |
| 404  | Allotments                          |             |             |            |            |            |             |             |            |             |            |                                                                              |
| 4012 | Water Charges                       | £0.00       | £0.00       | £63.00     | £1,796.00  | -£16.00    | £500.00     | £0.00       | £400.00    | £300.00     | -£200.00   | CM new supplier                                                              |
| 4054 | Allotments costs                    | £279.00     | £327.00     | £115.00    | £149.00    | £117.00    | £500.00     | £10.00      | £500.00    | £500.00     | £0.00      |                                                                              |
| 4155 | Rent Allotment Land                 | £852.00     | £831.00     | £831.00    | £831.00    | £831.00    | £831.00     | £0.00       | £831.00    | £831.00     | £0.00      |                                                                              |
|      | Allotments :- Expenditure           | £1,131.00   | £1,158.00   | £1,009.00  | £2,776.00  | £932.00    | £1,831.00   | £10.00      | £1,731.00  | £1,631.00   |            |                                                                              |
| 1011 | Inc-Allotment Rents                 | £2,481.00   | £4,845.00   | £6,695.00  | £8,875.00  | £6,252.00  | £7,000.00   | £6,783.00   | £6,800.00  | £7,000.00   | £0.00      |                                                                              |
| 1014 | Inc-Misc                            | £0.00       | £0.00       | £8.00      | £1.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      |                                                                              |
| 1044 | Inc-Claypits allotments             | £2,186.00   | £2,365.00   | £0.00      | £0.00      | £0.00      | £0.00       | £0.00       | £0.00      | £0.00       | £0.00      | CM to remove coding for 2022/23                                              |
|      | Allotments :- Income                | £4,667.00   | £7,210.00   | £6,703.00  | £8,876.00  | £6,252.00  | £7,000.00   | £6,783.00   | £6,800.00  | £7,000.00   |            |                                                                              |
|      |                                     | -£3,536.00  | -£6,052.00  | -£5,694.00 | -£6,100.00 | -£5,320.00 | -£5,169.00  | -£6,773.00  | -£5,069.00 | -£5,369.00  | -£200.00   |                                                                              |

|             |                                                 |              |              |               |               |               |               |              |               |                           |              |                                                                     |
|-------------|-------------------------------------------------|--------------|--------------|---------------|---------------|---------------|---------------|--------------|---------------|---------------------------|--------------|---------------------------------------------------------------------|
| 501         | Town Council Events                             |              |              |               |               |               |               |              |               |                           |              |                                                                     |
| 4000        | Salaries                                        | £0.00        | £350.00      | £210.00       | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4022        | Post                                            | £0.00        | £57.00       | £0.00         | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4030        | Advertising/Promotion                           | £1,416.00    | £607.00      | £0.00         | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4039        | Rubbish Removal                                 | £156.00      | £0.00        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4046        | Horticultural Supplies                          | £28.00       | £0.00        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4051        | Car Show                                        | £571.00      | £152.00      | £273.00       | £255.00       | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 4071        | EVENT 1                                         | £5,014.00    | £5,430.00    | £260.00       | £5,544.00     | £0.00         | £7,000.00     | £5,754.00    | £5,754.00     | £7,000.00                 | £0.00        |                                                                     |
| 4088        | EVENT 3                                         | £5,683.00    | £5,379.00    | £5,170.00     | £5,460.00     | £0.00         | £7,000.00     | £5,705.00    | £5,705.00     | £7,000.00                 | £0.00        |                                                                     |
| 4092        | Activity Day/Teddy Bears Picnic/Superheroes Day | £967.00      | £3,534.00    | £5,101.00     | £7,491.00     | £866.00       | £4,000.00     | £4,846.00    | £4,846.00     | £4,000.00                 | £0.00        |                                                                     |
| 4115        | Special Events                                  | £4,659.00    | £3,691.00    | £3,474.00     | £0.00         | £95.00        | £2,000.00     | £538.00      | £538.00       | £0.00                     | £-2,000.00   | Cycle event not recurring                                           |
| 4120        | Carnival/Family Funday                          | £8,355.00    | £5,475.00    | £9,822.00     | £9,571.00     | £0.00         | £9,500.00     | £25.00       | £25.00        | £9,500.00                 | £0.00        |                                                                     |
| 4157        | Christmas Lights switch on                      | £2,332.00    | £4,159.00    | £10,351.00    | £12,277.00    | £675.00       | £9,500.00     | £0.00        | £9,500.00     | £10,500.00                | £1,000.00    | Increased costs such as ice rink                                    |
| 4135        | Food Festival                                   | £0.00        | £0.00        | £0.00         | £0.00         | £0.00         | £2,500.00     | £2,154.00    | £2,154.00     | £7,500.00                 | £5,000.00    | Increased cost to generate more community interest                  |
| TBC         | Jubilee Celebration                             |              |              |               |               |               |               |              |               | £7,500.00                 | £7,500.00    | Event Introduction                                                  |
| TBC         | Christmas Lights Trail                          |              |              |               |               | £0.00         | £32,000.00    | £0.00        | £32,000.00    | £0.00                     | £-32,000.00  | Event Removal                                                       |
|             | Town Council Events :- Expenditure              | £29,181.00   | £28,834.00   | £34,661.00    | £40,598.00    | £1,636.00     | £73,500.00    | £19,022.00   | £60,522.00    | £53,000.00                |              |                                                                     |
| 1018        | Inc-Carnival/Family Funday                      | £5,246.00    | £4,140.00    | £7,609.00     | £4,948.00     | £0.00         | £3,000.00     | £0.00        | £0.00         | £3,000.00                 | £0.00        |                                                                     |
| 1030        | Inc-EVENT 1                                     | £7,366.00    | £2,896.00    | £0.00         | £3,163.00     | £0.00         | £5,000.00     | £11,505.00   | £11,505.00    | £5,000.00                 | £0.00        |                                                                     |
| 1031        | Inc-School Proms                                | £7,375.00    | £0.00        | £0.00         | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 1032        | Inc-EVENT 3                                     | £8,426.00    | £9,903.00    | £7,882.00     | £12,073.00    | £0.00         | £6,500.00     | £11,415.00   | £11,415.00    | £6,500.00                 | £0.00        |                                                                     |
| 1034        | Inc-Activity Day/Teddy Bear's                   | £0.00        | £3,780.00    | £4,300.00     | £5,180.00     | £0.00         | £0.00         | £2,729.00    | £2,729.00     | £0.00                     | £0.00        |                                                                     |
| 1035        | Inc - Special Events                            | £9,781.00    | £0.00        | £2,210.00     | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        |                                                                     |
| 1045        | Inc Christmas Lights                            | £610.00      | £2,297.00    | £9,170.00     | £6,285.00     | £0.00         | £4,000.00     | £0.00        | £1,500.00     | £4,000.00                 | £0.00        |                                                                     |
| 1048        | Inc-Fees                                        | £0.00        | £162.00      | £10.00        | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| 1049        | Inc - EVENT2                                    | £0.00        | £5,083.00    | £3,703.00     | £0.00         | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        | CM to remove coding for 2022/23                                     |
| TBC         | Inc - Christmas Lights Trail                    |              |              |               |               | £0.00         | £15,000.00    | £10,000.00   | £20,000.00    | £15,000.00                | £0.00        |                                                                     |
| TBC         | Inc- Food Festival                              |              |              |               |               | £0.00         | £1,175.00     | £67.00       | £0.00         | £0.00                     | £-1,175.00   | As per statement made in Enviro meet - "start small" build database |
|             | Town Council Events :- Income                   | £38,804.00   | £28,261.00   | £34,884.00    | £31,649.00    | £0.00         | £34,675.00    | £35,716.00   | £47,149.00    | £33,500.00                |              |                                                                     |
|             |                                                 | £-9,623.00   | £573.00      | £-£223.00     | £8,949.00     | £1,636.00     | £38,825.00    | £-£16,694.00 | £13,373.00    | £19,500.00                | £-£19,325.00 |                                                                     |
| 601         | Cemetery                                        |              |              |               |               |               |               |              |               |                           |              |                                                                     |
| 4011        | Rates                                           | £0.00        | £0.00        | £861.00       | £969.00       | £1,132.00     | £1,170.00     | £1,302.00    | £1,500.00     | £1,302.00                 | £132.00      | New rates                                                           |
| 4012        | Water Charges                                   | £0.00        | £0.00        | £360.00       | £304.00       | £307.00       | £400.00       | £-£80.00     | £300.00       | £400.00                   | £0.00        |                                                                     |
| 4014        | Electric                                        | £1,083.00    | £1,520.00    | £246.00       | £333.00       | £354.00       | £250.00       | £31.00       | £200.00       | £150.00                   | £-£100.00    | CM new supplier                                                     |
| 4036        | Grounds & Buildings Maintenance                 | £0.00        | £83.00       | £63.00        | £32.00        | £195.00       | £500.00       | £0.00        | £500.00       | £500.00                   | £0.00        |                                                                     |
| 4039        | Waste Removal                                   | £1,458.00    | £1,835.00    | £1,982.00     | £2,026.00     | £2,050.00     | £2,000.00     | £821.00      | £2,000.00     | £2,000.00                 | £0.00        |                                                                     |
|             | Cemetery :- Expenditure                         | £2,541.00    | £3,438.00    | £3,512.00     | £3,664.00     | £4,038.00     | £4,320.00     | £2,074.00    | £4,500.00     | £4,352.00                 |              |                                                                     |
| 1020        | Inc-Cemetery                                    | £21,723.00   | £27,720.00   | £25,883.00    | £19,374.00    | £21,650.00    | £20,000.00    | £8,911.00    | £18,000.00    | £20,000.00                | £0.00        |                                                                     |
|             | Cemetery :- Income                              | £21,723.00   | £27,720.00   | £25,883.00    | £19,374.00    | £21,650.00    | £20,000.00    | £8,911.00    | £18,000.00    | £20,000.00                |              |                                                                     |
|             |                                                 | £-£19,182.00 | £-£24,282.00 | £-£22,371.00  | £-£15,710.00  | £-£17,612.00  | £-£15,680.00  | £-£6,837.00  | £-£13,500.00  | £-£15,648.00              | ££32.00      |                                                                     |
| 801         | Street Scene                                    |              |              |               |               |               |               |              |               |                           |              |                                                                     |
| 4029        | Street Furniture                                | £0.00        | £404.00      | £129.00       | £697.00       | £0.00         | £2,000.00     | £0.00        | £0.00         | £2,000.00                 | £0.00        |                                                                     |
| 4083        | Pedestrianisation Scheme                        | £13,000.00   | £0.00        | £13,000.00    | £0.00         | £0.00         | £13,000.00    | £0.00        | £0.00         | £13,000.00                | £0.00        |                                                                     |
| 4112        | Repairs & Maint.-Clocks                         | £790.00      | £450.00      | £425.00       | £300.00       | £270.00       | £500.00       | £0.00        | £500.00       | £500.00                   | £0.00        |                                                                     |
| 4151        | Litter Bins/Dog Bin Provision                   | £2,992.00    | £1,393.00    | £1,832.00     | £623.00       | £993.00       | £14,000.00    | £0.00        | £14,000.00    | £14,000.00                | £0.00        |                                                                     |
| 4200        | Christmas Lights maint/storage                  | £11,483.00   | £12,439.00   | £13,673.00    | £12,755.00    | £26,670.00    | £26,000.00    | £0.00        | £26,000.00    | £26,000.00                | £0.00        |                                                                     |
| 4216        | Litter/dog bin emptying                         | £12,132.00   | £12,132.00   | £8,088.00     | £13,082.00    | £13,133.00    | £17,850.00    | £0.00        | £17,850.00    | £17,850.00                | £0.00        |                                                                     |
|             | Highways Miscellaneous :- Expenditure           | £40,397.00   | £26,818.00   | £37,147.00    | £27,457.00    | £41,066.00    | £73,350.00    | £0.00        | £58,350.00    | £73,350.00                |              |                                                                     |
| 1014        | Inc-Miscellaneous                               | £0.00        | £0.00        | £0.00         | £1,027.00     | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     | £0.00        |                                                                     |
|             | Street Scene :- Income                          | £0.00        | £0.00        | £0.00         | £1,027.00     | £0.00         | £0.00         | £0.00        | £0.00         | £0.00                     |              |                                                                     |
|             |                                                 | £40,397.00   | £26,818.00   | £37,147.00    | £26,430.00    | £41,066.00    | £73,350.00    | £0.00        | £58,350.00    | £73,350.00                | ££0.00       |                                                                     |
| Environment |                                                 |              |              |               |               |               | £889,972.00   |              |               | £969,662.15               | ££79,690.15  |                                                                     |
|             |                                                 |              |              |               |               |               |               |              | £1,658,941.00 | Predicted net             |              |                                                                     |
|             |                                                 |              |              |               |               |               |               |              | £32,528.00    | Difference to 21/22       |              |                                                                     |
|             |                                                 |              |              |               |               |               |               |              | £-£329,722.55 | Savings                   |              |                                                                     |
|             |                                                 |              |              |               |               |               |               |              | £433,358.45   | Extra Expenditure         |              |                                                                     |
| Total       |                                                 |              |              |               |               |               | £1,626,413.00 |              |               | £1,639,685.30             | Actual net   |                                                                     |
|             | EXPENDITURE                                     | £976,880.00  | £965,119.00  | £1,057,406.00 | £1,233,303.00 | £1,152,531.00 | £1,811,348.00 |              | £1,825,705.30 | Actual Gross Expenditure  |              |                                                                     |
|             | INCOME                                          | £166,505.00  | £158,753.00  | £132,341.00   | £1,737,767.00 | £1,674,007.00 | £184,935.00   |              | £186,020.00   | Actual Income             |              |                                                                     |
|             | NET EXPENDITURE                                 | £810,375.00  | £806,366.00  | £925,065.00   | £-£504,464.00 | £-£521,476.00 | £1,626,413.00 |              | £1,639,685.30 | Actual Net Expenditure    |              |                                                                     |
|             | Inc-Precept                                     |              |              |               |               |               | £1,582,488.00 |              | £1,644,137.00 | Precept                   |              |                                                                     |
|             | Contribution to/from reserves                   |              |              |               |               |               | £-£43,925.00  |              | £4,451.70     | Transfer to/from Reserves |              |                                                                     |

| Planning for<br>Year 2022/23 |                                              | Previous Year(s) information |               |               |               |               | Budget        | Year To Date<br>Month 6 | Estimated Year End | Budget<br>Preperation | Three Year Forecast at 2% Year on Year |               |               |         |         |
|------------------------------|----------------------------------------------|------------------------------|---------------|---------------|---------------|---------------|---------------|-------------------------|--------------------|-----------------------|----------------------------------------|---------------|---------------|---------|---------|
|                              |                                              | Actual                       |               |               |               |               |               |                         |                    |                       | 2021/22                                | 2022/23       | 2023/24       | 2024/25 | 2025/26 |
|                              |                                              | 2016/17                      | 2017/18       | 2018/19       | 2019/20       | 2020/21       |               |                         |                    |                       |                                        |               |               |         |         |
|                              |                                              |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
| 102                          | Civic and Democratic                         |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Civic and Democratic :- Indirect Expenditure | £29,209.00                   | £26,571.00    | £31,131.00    | £22,558.00    | £22,847.00    | £37,000.00    | £27,492.00              | £30,306.60         | £36,900.00            | £37,638.00                             | £38,390.76    | £39,158.58    |         |         |
|                              |                                              | £29,209.00                   | £26,571.00    | £31,131.00    | £22,558.00    | £22,847.00    | £37,000.00    | £27,492.00              | £30,306.60         | £36,900.00            | £37,638.00                             | £38,390.76    | £39,158.58    |         |         |
| 105                          | Central Services                             |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Central Services :- Income                   |                              |               |               | £24,154.00    | £254.00       | £0.00         | £0.00                   | £0.00              | £0.00                 | £0.00                                  | £0.00         | £0.00         |         |         |
|                              | Central Services :- Indirect Expenditure     | £217,087.00                  | £245,422.00   | £272,180.00   | £267,140.00   | £260,246.00   | £315,941.00   | £198,198.00             | £316,378.00        | £233,923.15           | £238,601.61                            | £243,373.65   | £248,241.12   |         |         |
|                              |                                              | £217,087.00                  | £245,422.00   | £272,180.00   | £242,986.00   | £259,992.00   | £315,941.00   | £198,198.00             | £316,378.00        | £233,923.15           | £238,601.61                            | £243,373.65   | £248,241.12   |         |         |
| 106                          | Garth House                                  |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Garth House :- Income                        | £14,575.00                   | £27,832.00    | £14,504.00    | £10,184.00    | £16,563.00    | £8,750.00     | £9,125.00               | £10,800.00         | £13,300.00            | £13,566.00                             | £13,837.32    | £14,114.07    |         |         |
|                              | Garth House :- Indirect Expenditure          | £23,104.00                   | £17,162.00    | £17,709.00    | £23,494.00    | £17,986.00    | £40,300.00    | £15,340.00              | £40,000.00         | £40,450.00            | £41,259.00                             | £42,084.18    | £42,925.86    |         |         |
|                              |                                              | £8,529.00                    | -£10,670.00   | £3,205.00     | £13,310.00    | £1,423.00     | £31,550.00    | £6,215.00               | £29,200.00         | £27,150.00            | £27,693.00                             | £28,246.86    | £28,811.80    |         |         |
| 107                          | Garth Lodge                                  |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Garth Lodge :- Income                        | £9,949.00                    | £3,756.00     | £3,900.00     | £8,387.00     | £6,600.00     | £13,200.00    | £6,600.00               | £13,200.00         | £13,200.00            | £13,464.00                             | £13,733.28    | £14,007.95    |         |         |
|                              | Garth Lodge :- Indirect Expenditure          | £1,744.00                    | £1,389.00     | £8,839.00     | £4,056.00     | £1,918.00     | £4,000.00     | £660.00                 | £2,000.00          | £2,500.00             | £2,550.00                              | £2,601.00     | £2,653.02     |         |         |
|                              |                                              | -£8,205.00                   | -£2,367.00    | £4,939.00     | -£4,331.00    | -£4,682.00    | -£9,200.00    | -£5,940.00              | -£11,200.00        | -£10,700.00           | -£10,914.00                            | -£11,132.28   | -£11,354.93   |         |         |
| 108                          | Corporate Finance                            |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Corporate Finance :- Income                  | £1,338,377.00                | £1,409,578.00 | £1,477,407.00 | £1,545,682.00 | £1,601,029.00 | £1,586,488.00 | £1,583,413.00           | £1,584,488.00      | £1,648,137.00         | £1,681,099.74                          | £1,714,721.73 | £1,749,016.17 |         |         |
|                              | Corporate Finance :- Indirect Expenditure    | £28,188.00                   | £27,977.00    | £27,833.00    | £13,302.00    | £12,763.00    | £13,400.00    | £6,360.00               | £13,000.00         | £13,000.00            | £13,260.00                             | £13,525.20    | £13,795.70    |         |         |
|                              |                                              | -£47,869.00                  | -£42,011.00   | -£50,154.00   | -£64,310.00   | -£21,760.00   | £9,400.00     | £5,435.00               | £11,000.00         | £9,000.00             | £9,180.00                              | £9,363.60     | £9,550.87     |         |         |
| 109                          | Community Support                            |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Community Support :- Indirect Expenditure    | £38,339.00                   | £38,575.00    | £47,826.00    | £52,565.00    | £34,340.00    | £81,750.00    | £33,241.00              | £55,500.00         | £81,750.00            | £83,385.00                             | £85,052.70    | £86,753.75    |         |         |
|                              |                                              | £38,339.00                   | £38,575.00    | £47,826.00    | £52,565.00    | £34,340.00    | £81,750.00    | £33,241.00              | £55,500.00         | £81,750.00            | £83,385.00                             | £85,052.70    | £86,753.75    |         |         |
| 110                          | Projects                                     |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Projects :- Income                           | £0.00                        | £0.00         | £64,150.00    | £30,000.00    | £0.00         | £0.00         | £0.00                   | £0.00              | £0.00                 | £0.00                                  | £0.00         | £0.00         |         |         |
|                              | Projects :- Indirect Expenditure             | £7,998.00                    | £0.00         | £6,559.00     | £18,583.00    | £13,386.00    | £270,000.00   | -£2,923.00              | £32,500.00         | £292,000.00           | £297,840.00                            | £303,796.80   | £309,872.74   |         |         |
|                              |                                              | £7,998.00                    | £0.00         | -£57,591.00   | -£11,417.00   | £13,386.00    | £270,000.00   | -£2,923.00              | £32,500.00         | £292,000.00           | £297,840.00                            | £303,796.80   | £309,872.74   |         |         |
| Policy & Finance             |                                              |                              |               |               |               |               | £736,441.00   | £261,718.00             | £463,684.60        | £670,023.15           | £683,423.61                            | £697,092.09   | £711,033.93   |         |         |
| 300                          | Environmental Services                       |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Environmental Services :- Expenditure        | £227,268.00                  | £239,562.00   | £284,892.00   | £265,284.00   | £265,627.00   | £293,145.00   | £152,916.00             | £317,245.00        | £370,538.15           | £377,948.91                            | £385,507.89   | £393,218.05   |         |         |
|                              | Environmental Services :- Income             | £0.00                        | £1,017.00     | £105.00       | £4,200.00     | £72.00        | £0.00         | £74.00                  | £74.00             | £0.00                 | £0.00                                  | £0.00         | £0.00         |         |         |
|                              |                                              | £227,268.00                  | £238,545.00   | £284,787.00   | £261,084.00   | £265,555.00   | £293,145.00   | £152,842.00             | £317,171.00        | £370,538.15           | £377,948.91                            | £385,507.89   | £393,218.05   |         |         |
| 301                          | Open Spaces                                  |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Open Spaces :- Expenditure                   | £345,310.00                  | £300,763.00   | £272,668.00   | £377,385.00   | £378,472.00   | £383,021.00   | -£1,033.00              | £382,771.00        | £383,021.00           | £390,681.42                            | £398,495.05   | £406,464.95   |         |         |
|                              | Open Spaces :- Income                        | £5,801.00                    | £3,633.00     | £5,402.00     | £6,166.00     | £1,350.00     | £4,000.00     | £3,626.00               | £3,742.00          | £4,000.00             | £4,080.00                              | £4,161.60     | £4,244.83     |         |         |
|                              |                                              | £339,509.00                  | £297,130.00   | £267,266.00   | £371,219.00   | £377,122.00   | £379,021.00   | -£4,659.00              | £379,029.00        | £379,021.00           | £386,601.42                            | £394,333.45   | £402,220.12   |         |         |
| 305                          | Pingle Field                                 |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Pingle Field :- Expenditure                  | £5,382.00                    | £5,244.00     | £4,795.00     | £7,366.00     | £7,068.00     | £11,130.00    | £7,404.00               | £14,030.00         | £10,480.00            | £10,689.60                             | £10,903.39    | £11,121.46    |         |         |
|                              | Pingle Field :- Income                       | £4,544.00                    | £8,227.00     | £3,762.00     | £4,722.00     | £2,690.00     | £5,000.00     | £3,360.00               | £5,000.00          | £5,000.00             | £5,100.00                              | £5,202.00     | £5,306.04     |         |         |
|                              |                                              | £838.00                      | -£2,983.00    | £1,033.00     | £2,644.00     | £4,378.00     | £6,130.00     | £4,044.00               | £9,030.00          | £5,480.00             | £5,589.60                              | £5,701.39     | £5,815.42     |         |         |
| 306                          | Sunderland Drive                             |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Sunderland Drive :- Expenditure              | £4,140.00                    | £4,897.00     | £3,421.00     | £5,952.00     | £5,033.00     | £9,650.00     | £1,922.00               | £8,500.00          | £17,050.00            | £17,391.00                             | £17,738.82    | £18,093.60    |         |         |
|                              | Sunderland Drive :- Income                   | £4,160.00                    | £1,793.00     | £4,286.00     | £2,068.00     | £403.00       | £2,000.00     | £1,129.00               | £2,000.00          | £2,000.00             | £2,040.00                              | £2,080.80     | £2,122.42     |         |         |
|                              |                                              | -£20.00                      | £3,104.00     | -£865.00      | £3,884.00     | £4,630.00     | £7,650.00     | £793.00                 | £6,500.00          | £15,050.00            | £15,351.00                             | £15,658.02    | £15,971.18    |         |         |
| 307                          | Bicester Fields                              |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Bicester Fields :- Expenditure               | £5,628.00                    | £1,140.00     | £5,794.00     | £5,960.00     | £4,865.00     | £7,200.00     | £6,883.00               | £9,800.00          | £7,200.00             | £7,344.00                              | £7,490.88     | £7,640.70     |         |         |
|                              | Bicester Fields :- Income                    | £2,187.00                    | £2,491.00     | £1,657.00     | £825.00       | £698.00       | £1,700.00     | £1,308.00               | £1,700.00          | £1,700.00             | £1,734.00                              | £1,768.68     | £1,804.05     |         |         |
|                              |                                              | £3,441.00                    | -£1,351.00    | £4,137.00     | £5,135.00     | £4,167.00     | £5,500.00     | £5,575.00               | £8,100.00          | £5,500.00             | £5,610.00                              | £5,722.20     | £5,836.64     |         |         |
| 308                          | Sports village                               |                              |               |               |               |               |               |                         |                    |                       |                                        |               |               |         |         |
|                              | Sports village :- Expenditure                | £0.00                        | £28,833.00    | £52,400.00    | £55,091.00    | £55,685.00    | £136,550.00   | £0.00                   | £56,550.00         | £136,550.00           | £139,281.00                            | £142,066.62   | £144,907.95   |         |         |
|                              | Sports village :- Income                     | £0.00                        | £0.00         | £0.00         | £0.00         | £0.00         | £50,000.00    | £0.00                   | £0.00              | £50,000.00            | £51,000.00                             | £52,020.00    | £53,060.40    |         |         |

|             |                                       |               |               |               |               |               |               |             |             |               |             |               |               |
|-------------|---------------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------|-------------|---------------|-------------|---------------|---------------|
|             |                                       | £0.00         | £28,833.00    | £52,400.00    | £55,091.00    | £55,685.00    | £86,550.00    | £0.00       | £56,550.00  | £86,550.00    | £88,281.00  | £90,046.62    | £91,847.55    |
| 401         | Garth Park                            |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Garth Park :- Expenditure             | £32,891.00    | £31,285.00    | £28,467.00    | £35,369.00    | £8,015.00     | £38,960.00    | £4,496.00   | £26,910.00  | £51,710.00    | £52,744.20  | £53,799.08    | £54,875.07    |
|             | Garth Park :- Income                  | £58,044.00    | £42,090.00    | £35,155.00    | £40,453.00    | £16,446.00    | £34,610.00    | £32,029.00  | £32,029.00  | £32,320.00    | £32,966.40  | £33,625.73    | £34,298.24    |
|             |                                       | -£25,153.00   | -£10,805.00   | -£6,688.00    | -£5,084.00    | -£8,431.00    | £4,350.00     | -£27,533.00 | -£5,119.00  | £19,390.00    | £19,777.80  | £20,173.36    | £20,576.82    |
| 402         | Play Areas                            |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Play Areas :- Expenditure             | £13,611.00    | £3,992.00     | £7,620.00     | £4,703.00     | £16,608.00    | £16,300.00    | £5,600.00   | £14,300.00  | £16,300.00    | £16,626.00  | £16,958.52    | £17,297.69    |
|             | Play Areas :- Income                  | £12,000.00    | £8,479.00     | £0.00         | £0.00         | £0.00         | £0.00         | £0.00       | £0.00       | £0.00         | £0.00       | £0.00         | £0.00         |
|             |                                       | £1,611.00     | -£4,487.00    | £7,620.00     | £4,703.00     | £16,608.00    | £16,300.00    | £5,600.00   | £14,300.00  | £16,300.00    | £16,626.00  | £16,958.52    | £17,297.69    |
| 404         | Allotments                            |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Allotments :- Expenditure             | £1,131.00     | £1,158.00     | £1,009.00     | £2,776.00     | £932.00       | £1,831.00     | £10.00      | £1,731.00   | £1,631.00     | £1,663.62   | £1,696.89     | £1,730.83     |
|             | Allotments :- Income                  | £4,667.00     | £7,210.00     | £6,703.00     | £8,876.00     | £6,252.00     | £7,000.00     | £6,783.00   | £6,800.00   | £7,000.00     | £7,140.00   | £7,282.80     | £7,428.46     |
|             |                                       | -£3,536.00    | -£6,052.00    | -£5,694.00    | -£6,100.00    | -£5,320.00    | -£5,169.00    | -£6,773.00  | -£5,069.00  | -£5,369.00    | -£5,476.38  | -£5,585.91    | -£5,697.63    |
| 501         | Town Council Events                   |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Town Council Events :- Expenditure    | £29,181.00    | £28,834.00    | £34,661.00    | £40,598.00    | £1,636.00     | £73,500.00    | £19,022.00  | £60,522.00  | £53,000.00    | £54,060.00  | £55,141.20    | £56,244.02    |
|             | Town Council Events :- Income         | £38,804.00    | £28,261.00    | £34,884.00    | £31,649.00    | £0.00         | £34,675.00    | £35,716.00  | £47,149.00  | £33,500.00    | £34,170.00  | £34,853.40    | £35,550.47    |
|             |                                       | -£9,623.00    | £573.00       | -£223.00      | £8,949.00     | £1,636.00     | £38,825.00    | -£16,694.00 | £13,373.00  | £19,500.00    | £19,890.00  | £20,287.80    | £20,693.56    |
| 601         | Cemetery                              |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Cemetery :- Expenditure               | £2,541.00     | £3,438.00     | £3,512.00     | £3,664.00     | £4,038.00     | £4,320.00     | £2,074.00   | £4,500.00   | £4,352.00     | £4,439.04   | £4,527.82     | £4,618.38     |
|             | Cemetery :- Income                    | £21,723.00    | £27,720.00    | £25,883.00    | £19,374.00    | £21,650.00    | £20,000.00    | £8,911.00   | £18,000.00  | £20,000.00    | £20,400.00  | £20,808.00    | £21,224.16    |
|             |                                       | -£19,182.00   | -£24,282.00   | -£22,371.00   | -£15,710.00   | -£17,612.00   | -£15,680.00   | -£6,837.00  | -£13,500.00 | -£15,648.00   | -£15,960.96 | -£16,280.18   | -£16,605.78   |
| 801         | Street Scene                          |               |               |               |               |               |               |             |             |               |             |               |               |
|             | Highways Miscellaneous :- Expenditure | £40,397.00    | £26,818.00    | £37,147.00    | £27,457.00    | £41,066.00    | £73,350.00    | £0.00       | £58,350.00  | £73,350.00    | £74,817.00  | £76,313.34    | £77,839.61    |
|             | Street Scene :- Income                | £0.00         | £0.00         | £0.00         | £1,027.00     | £0.00         | £0.00         | £0.00       | £0.00       | £0.00         | £0.00       | £0.00         | £0.00         |
|             |                                       | £40,397.00    | £26,818.00    | £37,147.00    | £26,430.00    | £41,066.00    | £73,350.00    | £0.00       | £58,350.00  | £73,350.00    | £74,817.00  | £76,313.34    | £77,839.61    |
| Environment |                                       |               |               |               |               |               | £889,972.00   |             |             | £969,662.15   | £989,055.39 | £1,008,836.50 | £1,029,013.23 |
|             |                                       |               |               |               |               |               |               |             |             | £1,658,941.00 |             |               |               |
|             |                                       |               |               |               |               |               |               |             |             | £32,528.00    |             |               |               |
|             |                                       |               |               |               |               |               |               |             |             | -£19,255.70   |             |               |               |
|             |                                       |               |               |               |               |               |               |             |             | #REF!         |             |               |               |
|             |                                       |               |               |               |               |               |               |             |             | #REF!         |             |               |               |
| Total       |                                       |               |               |               |               |               | £1,626,413.00 |             |             | £1,639,685.30 |             |               |               |
|             | EXPENDITURE                           | £1,053,149.00 | £1,033,060.00 | £1,148,463.00 | £1,233,303.00 | £1,152,531.00 | £1,811,348.00 |             |             | £1,825,705.30 |             |               |               |
|             | INCOME                                | £1,514,831.00 | £1,572,087.00 | £1,677,798.00 | £1,737,767.00 | £1,674,007.00 | £184,935.00   |             |             | £186,020.00   |             |               |               |
|             | NET EXPENDITURE                       | -£461,682.00  | -£539,027.00  | -£529,335.00  | -£504,464.00  | -£521,476.00  | £1,626,413.00 |             |             | £1,639,685.30 |             |               |               |

# BICESTER TOWN COUNCIL POLICY COMMITTEE REPORT

Wednesday 20<sup>th</sup> October 2021

## Fees, Charges and Rents 22/23

**Chairman: Councillor Richard Mould**

Contact: [richard.mould@bicester.gov.uk](mailto:richard.mould@bicester.gov.uk)

**Callum McMahon – Office Supervisor**

Contact: 01869 252915 [callum.mcmahon@bicester.gov.uk](mailto:callum.mcmahon@bicester.gov.uk)

**Ward Affected: All Wards**

### 1. Background

- 1.1 In accordance with financial regulation 9.3, all fees, charges and rents are reviewed at least annually. By reviewing the fees for 22/23 in advance, they can be aligned with budget setting.

### 2. Fees and Charges

- 2.1 The below tables list the Council's proposed fees and charges for 22/23, any changes are marked in red. Most changes are around pitch bookings where the charging structure is changing from block bookings to hourly rates.
- 2.2 The hourly fees have been calculated with the intention of having no significant difference to the equivalent block booking fee. For example, an adult pitch with pavilion is currently £55, whereas the hourly rate is £15 (three hours is £45), plus pavilion and changing room fees totals £55.

| Allotments    | Fees/Charges      |
|---------------|-------------------|
| Plot Small    | (4m x 10m) £22.00 |
| Plot Standard | (5m x 12m) £33.00 |
| Plot Large    | (6m x 14m) £44.00 |

| Cemetery                                                                                                                                                                                                                                 | Fees/Charges                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| Under one month (including stillborn)                                                                                                                                                                                                    | £89 *                                               |
| One month – 12 years                                                                                                                                                                                                                     | £89 *                                               |
| *Fees and charges for child burials will be reclaimed by the Council from the Government Child Burials Fund                                                                                                                              |                                                     |
| Single 4'6"                                                                                                                                                                                                                              | £89                                                 |
| Double 6'6"                                                                                                                                                                                                                              |                                                     |
| Treble                                                                                                                                                                                                                                   |                                                     |
| Reopen                                                                                                                                                                                                                                   | £89                                                 |
| Exclusive Right of Burial – 99-year lease of plot                                                                                                                                                                                        | A standard fee of £300 per plot                     |
| Monuments and Monumental Inscriptions:<br>•Headstones, flatstones, base for headstone (including vase provision, under 3ft high)<br>•Monument for Cremated Remains<br>•Cases on graves – permanent or moveable<br>Additional inscription | A standard fee of £115 for any item in this section |
| General:<br>•Transfer or replacement of deed of grant<br>Searching register of burials                                                                                                                                                   | £25                                                 |

|                                                                       |                                                                                       |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| Weekend Burials:<br>Weekend burials available upon request.           | Double fees                                                                           |
| Bank Holiday Burials:<br>Bank Holiday burials available upon request. | Treble fees                                                                           |
| Restoration of memorial (like for like).                              | £54.50 – This fee is being considered by Finance Committee 29 <sup>th</sup> November. |

| Open Spaces and Pitches                                     | Fees/Charges            |
|-------------------------------------------------------------|-------------------------|
| Adult Pitch Only:                                           | £49.00 - £15.00 ph      |
| Adult Pitch & Pavilion: <del>Remove Line</del>              | £55.00                  |
| Junior Pitch Only:                                          | £36.00 - £12.00 ph      |
| Junior Pitch & Pavilion: <del>Remove Line</del>             | £40.00                  |
| 9v9 Intermediate Pitch Only:                                | £25.00 - £12.00 ph      |
| Intermediate Pitch & Pavilion <del>Remove Line</del>        | £29.00                  |
| 7x7 & 5x5 Mini Pitch Only:                                  | £22.00 - £10.00 ph      |
| Mini Pitch & Pavilion: <del>Remove Line</del>               | £25.00                  |
| Sports – Additional items                                   | Fees/Charges            |
| Pavilion (with Pitch Booking)                               | £4.00                   |
| Changing Rooms (With Pitch Booking)                         | £2.00 per changing room |
| Kitchen<br>(must contact BTC before booking)                | £25.00                  |
| Pavilion Only – Charity Organisation:                       | £16.00                  |
| Pavilion Only – Commercial Organisation                     | £27.00                  |
| Hire of Open Spaces on a non-working day:<br>minimum charge | £130.00                 |
| Hire of Open Spaces working day: minimum<br>charge          | £260.00                 |

| Room Hire                                        | Fees/Charges                                    |
|--------------------------------------------------|-------------------------------------------------|
| Council Chamber                                  |                                                 |
| Commercial                                       | £32.00 per hour                                 |
| Partner Organisations / Charities                | £21.00 per hour                                 |
| Voluntary Groups                                 | £6.00 per hour (max 3 hours and ex-weekends)    |
| Members Room                                     |                                                 |
| Commercial                                       | £16.00 per hour                                 |
| Partner Organisations / Charities                | £11.00 per hour                                 |
| Voluntary                                        | £6.00 per booking (max 3 hours and ex-weekends) |
| Other Items                                      |                                                 |
| Tea / Coffee and Biscuits <del>Remove line</del> | £2.00 per person                                |
| Tea / Coffee                                     | £1.25 per person                                |
| Projector and Screen                             | £6.00 per booking                               |
| Flipchart <del>Remove line</del>                 | £2.50 per booking                               |

### 3. Rent

3.1 The below table summarises the Council's rents for 22/23. It is worth noting that the 22/23 figures represent a return to "normal" rents given 20/21 was discounted by 50% and 21/22 was frozen at pre-covid rates. Also, rent amounts are stipulated by leases and license agreements.

| Organisation    | Rent (exc VAT) |
|-----------------|----------------|
| Bowls Club      | £1,420*        |
| Bicester Green  | £10,620        |
| Citizens Advice | £4,250         |
| Savoir Fare     | £18,880*       |
| Tennis Club     | £1,500         |
| Nais House      | £4,800         |
| Registrar       | £1,270*        |

\*This is an estimate as the exact amount will be calculated by CPI increase in April 2022.

#### **4. Recommendation**

4.1 Committee is recommended to **APPROVE** the proposed 22/23 fees and charges.

## **BICESTER TOWN COUNCIL POLICY COMMITTEE**

**Wednesday 20<sup>th</sup> October 2021**

### **Chief Officer Recruitment**

**Chairman: Councillor Richard Mould**

Telephone: Telephone: 07800 545205 [richard.mould@bicester.gov.uk](mailto:richard.mould@bicester.gov.uk)

**Phil Evans – Acting Chief Officer**

Telephone: 01869 252915 [phil.evans@bicester.gov.uk](mailto:phil.evans@bicester.gov.uk)

**Ward Affected: All Wards**

#### **1. Background**

With the resignation of the Chief Officer, effective from 30 September 2021, Bicester Town Council now need to recruit a new Chief Officer / Town Clerk to fill the vacant position.

We propose to begin advertising at the beginning of November, with a four week window for applications. Candidates will be reviewed by the Personnel Committee during the December meeting, with interviews to take place in early January 2022.

The personnel committee will interview the first round of candidates, with the view to selecting a shortlist of candidates. All Town Councillors will be invited to interview the shortlisted candidates and agree on an individual for the role.

If candidates do not already have the CILCA qualification, they will be expected to complete the qualification within 12 months of starting in the Chief Officer / Town Clerk post.

All applications will go to Cllr McLernon as Chair of Personnel Committee, who will share all applications with the wider committee at the end of the advertising period.

#### **2. Recommendations**

The Committee is asked to review and agree the following:

1. **APPROVE** the proposed job advert (APPENDIX 3)
2. **APPROVE** on pay scales (APPENDIX 2)
3. **APPROVE** where to place the advert
4. **APPROVE** The title Chief Officer be returned to Town Clerk

# **BICESTER TOWN COUNCIL POLICY COMMITTEE FORWARD PLAN**

Wednesday 20<sup>th</sup> October 2021

***Date/ Item/ Comment***

1. Pending: Closure policy for cemetery
2. Pending: Retention of assets policy
3. Future management of 'new' open space play areas
4. April 2021: New burial ground and memorial policy
5. On-going: Working on town centre group
6. Leases
7. Refurbishment of offices
8. October 2021: Review Equality policy (GP15)