

Bicester Town Council



BICESTER
TOWN COUNCIL

Bicester Town Council Meeting

Ref: BTC04/2122

Tuesday 16th November 2021- 19.00hrs
The Garth, Launton Road, Bicester, Oxon OX26 6PS

Members:

Cllr Nicholas Mawer - **Chairman**, Cllr Alex Thrupp– **Vice-Chairman**
Cllr Nick Cotter, Cllr Sandy Dallimore, Cllr Donna Ford Cllr Dan Hallett,
Cllr Harry Knight, Cllr Zoe McLernon, Cllr James Metcalf, Cllr Richard Mould,
Cllr Lynn Pratt, Cllr Dan Sames, Cllr Les Sibley, Cllr Alex Thrupp,
Cllr Fraser Webster

Other Circulation:

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

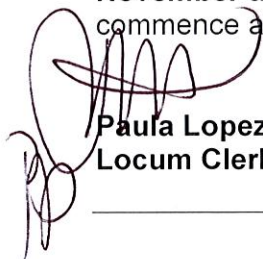


Council Offices, The Garth
Launton Road
Bicester
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Wednesday 10th November 2021

Dear Councillors

You are summoned to attend a meeting of the **Council** which will be held on **Tuesday 16th November** at **19:00hrs** at **The Garth, Launton Road, Bicester, Oxon OX26 6PS** to commence at **7pm** for the transaction of the following business.



Paula Lopez
Locum Clerk Support

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 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. 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.

Ridge and Partners LLP to present with regards to the stables.

4. The Stables

Council is requested to consider a presentation given by Ridge and Partners LLP for proposed works to be carried out.

5. Minutes of the Town Council Meeting

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

BTC03/2122 – 7th September 2021

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6. Minutes of the Environment Committee Meeting

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

ENV03/2122 - 20th September 2021

7. Minutes of the Finance Committee Meeting

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

FIN03/2122 - 5th October 2021

8. Minutes of the Planning Committee Meeting

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

PL05/2122 - 13th September 2021

PL06/2122 - 11th October 2021

9. Minutes of the Policy Committee Meeting

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

POL02/2122 - 2nd August 2021

POL02/2122 - 18th October 2021

10. Questions on Working Parties and Other Groups

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

11. Report from Oxfordshire County/Cherwell District Councillors

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

12. Report of the Town Mayor

Council is asked to **NOTE** the attached Mayors report.

13. The Banbury FM Motion

Council is asked to consider the attached report regarding the proposed radio station.

14. Welcome Back Fund Pop-up Art Gallery

Permission has been given for a Pop-Up Art Gallery to go into the old Marks and Spencer's (44-46 Sheep Street) building for 6 weeks commencing 15th November 2021.

15. External Audit

Council is asked to consider the attached report and accept the external audit and the notice of conclusion of audit.

Date of Next Meeting – 24th January 2022 - 7pm

16. 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.

17. Whitelands

Council is asked to **APPROVE** the attached report.

18. Freedom of Entry or Honour Alderman

Council is asked to **NOTE** the attached report.

19. Banbury Road Roundabout

Council is asked to **NOTE** the attached report.

CLOSE OF MEETING:

Mayors Report – 24th September - 11th November 2021

The Mayor and his Consort have attended the following functions in a Mayoral Capacity:

September

- 24 - Thank you and Farewell to Sir Tim Stevenson KCVO OBE, Blenheim Palace
- 25 - Bicester Pride, Fly Pride Flag Event
- 26 - Bicester Festival

November

- 1 - Hearing Centre Opening Specsavers, Bicester
- 11 - Remembrance Service, Caversfield
- 14 - Bicester Town Council Remembrance Service

The Mayor attended the following functions on his own:

- 11 - Remembrance Service, Aylesbury

The Deputy Mayor has attended the following functions:

October

- 17 - Cllr Paul Cowell, Thame Mayor - Civic Service
- 17 - Henley on Thames Civic Service
- 19 - St Frideswide Civic Service

BICESTER TOWN COUNCIL

Tuesday 16th November 2021

The Banbury FM Motion

Chairman: Councillor Nick Mawer

Contact: nick.mawer@bicester.gov.uk

Mr Phil Evans - Acting Chief Officer

Contact: 01869 252915 - phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. Background

- 1.1 This council welcome the decision by OFCOM (UK communication regulator) to issue local DAB multiplex across the UK to allow transmission. The licence for North Oxfordshire area (Banbury, Bicester and Brackley) is expected to be opened to competition in early 2022.
- 1.2 Banbury FM currently a digital only radio station has declared its intention to bid for this licence which would provide up to 30 radio channels across this area. This council welcome Banbury FM's aspiration to operate local DAB multiplex and to secure an FM community radio licence when they become available. This would allow the establishment of a truly local radio station in Bicester.
- 1.3 This Motion was Proposed by Cllr Lynn Pratt and Seconded by Cllr Zoe McLernon.

BICESTER TOWN COUNCIL

Tuesday 16th November 2021

External Audit

Chairman: Councillor Nick Mawer

Contact: nick.mawer@bicester.gov.uk

Mr Phil Evans - Acting Chief Officer

Contact: 01869 252915 phil.evans@bicester.gov.uk

Ward Affected: All Wards

1. External Audit Financial year 20/21

1.1 The Council has received the certificate of external audit for the year 20/21. Summary Excerpt below, full report at Appendix 1. This concludes the 2020/21 audit, notice of conclusion attached at Appendix 2.

1.2 Finance Committee has recommended it to Council for approval.

2 External auditor report 2020/21

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

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

NONE

2. Recommendation

2.1 Council is recommended to **REVIEW** and **ACCEPT** the external audit and the notice of conclusion of audit.

Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Bicester Town Council**

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

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

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

NONE

3 External auditor certificate 2020/21

We certify/ ~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

MOORE

Date

19/09/2021

Smaller Authority Name: Bicester Town Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021

Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) Bicester Town Council for the year ended 31 March 2021 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Bicester Town Council on application to
 - (a) Phil Evans (Acting Chief Officer)
 - (b) Garth House, Launton Rd, Bicester, OX26 6PS
 - (c) enquiries@bicester.gov.uk, 01896 252915, between the hours of 10am and 4pm Monday to Friday by prior appointment only.
- 3 Copies will be provided to any person on payment of £2 for each copy of the Annual Return

Announcement made by

Phil Evans, Acting Chief Officer

Date of Announcement

28/09/2021